

CATALOG & HANDBOOK

2019-2020



ACCREDITATION

MISSOURI VALLEY COLLEGE IS ACCREDITED BY THE HIGHER LEARNING COMMISSION (*hlcommission.org*)

a regional accreditation agency recognized by the U.S. Department of Education.

230 SOUTH LASALLE STREET, SUITE 7-500
CHICAGO, ILLINOIS 60604

TELEPHONE: 800-621-7440

Education programs are accredited by:

- [The Missouri Department of Elementary and Secondary Education](#)

The Nursing program is accredited by:

- [The Commission on Collegiate Nursing Education](#)

The Nursing program is licensed by:

- [The Missouri State Board of Nursing](#)

The Missouri Department of Higher Education serves as a clearinghouse for postsecondary student complaints. The MDHE complaint policy may be found at:

<https://dhe.mo.gov/documents/POLICYONCOMPLAINTRESOLUTION-reviseddraft.pdf>

This webpage contains information about the complaint process and includes instructions for how to file a formal complaint. Note that the policy provides that a student who wishes to file a complaint with the department must first exhaust all formal and informal avenues provided by the institution to resolve disputes.

As updates to this catalog are made, they will be posted on the Missouri Valley College website catalog.



Dear Missouri Valley College Students,

On behalf of the faculty, staff, and board of trustees, I want to welcome you to Missouri Valley College. I am Dr. Bonnie Humphrey, the 13th president of this College and the first woman president. I have spent the last 40 years of my life working with students of all ages in educational settings. Missouri Valley is a great place to gain an excellent education while making lifelong friends. You will find that Valley is a very close-knit institution. Missouri Valley graduates have consistently ranked MVC's "family atmosphere" as one of its greatest strengths. Our professors are genuinely interested in your success. MVC is focused on providing students from all backgrounds a great opportunity for an excellent education. The truth about a college education is that we can only offer you the coursework, the professionals, and the atmosphere for a successful college experience. **The rest is up to you!** You must take advantage of what we have to offer. We have counselors, ministers, and medical personnel on staff. We have faculty that have studied around the world—all here to help you be successful.

Our Student Affairs Office ensures that there are activities and organizations that will allow you to get involved. We have a staff that love Missouri Valley College and its students! All of this is here for you! We have a wonderful Learning Center where free tutors are available to help you prepare for tests in all areas of academic study. The Student Success Center was developed to ensure that all MVC students are successful. The counselors in the Student Success Center are dedicated to helping keep you on track academically.

There are lots of wonderful people on this campus. All of them are dedicated to your success. If you take good care of Valley—Missouri Valley will take good care of you!

Welcome and have a great year!

Valley Will Roll!

Sincerely,

A handwritten signature in cursive script that reads "Bonnie L. Humphrey". The signature is written in black ink and is positioned above a thin horizontal line.

Bonnie L. Humphrey, Ph.D
President

MISSION

Guiding students to succeed through personal instruction and intellectual inquiry.

VISION

Known for its dynamic, richly diverse, and friendly educational environment, Missouri Valley College offers many opportunities to grow in mind, body, and spirit. Faculty are personally and professionally engaged in preparing thoughtful citizens for meaningful lives and careers. Grounded in the liberal arts, undergraduate and graduate studies empower students to master interdisciplinary skills needed to succeed in a knowledge-based global society. Stewardship of resources will sustain innovative teaching to stimulate critical thinking, creativity, aesthetic appreciation, and the joys of lifelong learning.

VALUES

- Compassion
- Diversity
- Social responsibility
- Integrity
- Accountability

GOALS

- Nurture a campus culture to embrace all individuals with compassion, civility, and respect
- Gather a demographically diverse student body embracing differences in ethnicity, gender, culture, economic status, and regional and national origin
- Extend access to higher education to students from all educational backgrounds with support to achieve success
- Ensure high academic standards in all baccalaureate, graduate, and professional programs
- Recruit and retain a dedicated, diverse staff and faculty, well-educated and current in their fields
- Focus curricula on developing interdisciplinary, analytical and communicative skills, historical and cultural awareness, and critical and creative thinking
- Maintain a safe, healthy campus environment conducive to learning and research based on academic freedom, innovative teaching, and intellectual inquiry
- Expand opportunities for applying academic learning in real-world settings and study abroad
- Support extracurricular activities to develop teamwork and leadership in arts, academics, and athletics
- Promote civic engagement through service to the community, special programming for the common good, continuing education for career development, and facilities for public gatherings

GRADUATE STUDIES

MISSION

The mission of Graduate Studies at Missouri Valley College is to provide educational opportunities for advanced study at the master's degree level to prepare students for professional careers and lifelong learning. Graduate Studies promotes excellence in instruction, research, and public service to enhance the intellectual, professional, and personal growth of students, faculty, and the community.

GOALS

- Recruit and retain a strong and diverse graduate faculty
- Recruit and retain a strong and diverse graduate student population
- Provide adequate library resources
- Foster an interactive and collaborative relationship with the community
- Broaden offering times for the convenience of working and nontraditional students
- Review on a continuous basis learning outcomes, instructional quality, and administrative processes
- Develop new graduate programs according to need

Graduate Studies at Missouri Valley College have been formulated to promote the development of the student within the mission and goals of the College. Educational policy is intended to ensure the academic growth of the student within a framework of social, physical, and spiritual growth. Because of the need for consistency and uniformity of application, all exceptions must be approved by the Dean of Graduate Studies.

ABOUT THE CATALOG & HANDBOOK

This Missouri Valley College Catalog & Student Handbook is the College's official notification of its policies, rules, regulations, and standards of conduct. The student is responsible for knowledge of these policies, rules, regulations, and standards of conduct; enrollment is considered acceptance of all conditions specified in this document. However, the provisions of this document do not constitute a contract between any student and Missouri Valley College. The College reserves the right to change any of the policies, rules, regulations, and the standards of conduct at any time as may be necessary in the interest of the College. The College also reserves the right to modify or discontinue any of the services, programs or activities described in this document. If a material revision to a policy, rule, regulation, or standard of conduct is made and becomes effective during the academic year, students will be notified of such and will be expected to abide by the updated terms. Graduate students are responsible for reviewing their program handbook and ensuring they comply with the program's requirements.

The policies contained within this document will govern in situations where an outdated or otherwise inconsistent policy covering the same subject matter is in circulation.

NON-DISCRIMINATION POLICY

Missouri Valley College is an Equal Opportunity Employer. The College complies with the Civil Rights Act of 1964, as amended, Title IX of the Education Amendments of 1972, and other legislation that prohibits discrimination in employment and access to educational programs because of race, sex, age, or physical handicap.

Missouri Valley College is committed to a policy of non-discrimination. The College is dedicated to providing a positive, discrimination-free educational and work environment. Any kind of discrimination, harassment or intimidation (i.e., race, age, sex, creed, ethnic origin or disability) is unacceptable conduct and will not be tolerated. For the purpose of this policy, discrimination,

harassment, and intimidation are defined as any attempt on the part of individuals, groups, and recognized campus organizations to deny any individual or group those rights, freedoms, or opportunities available to all members of the College community.

Inquiries concerning the application of Missouri Valley College's policy of non-discrimination should be directed to the President, whose office is located in Baity Hall.

ADMISSION APPLICATION PROCEDURES

Applications for admission to Missouri Valley College are reviewed individually. The College desires to select freshmen and transfer students who will benefit from the College's full-service program and who demonstrate the potential for academic and personal success.

It is suggested that prospective students make an appointment to visit the campus. There, students will have the opportunity for a personal interview with a member of the admissions staff and the occasion to tour the College's facilities. During a campus visit students will have the opportunity to meet with faculty, tour the campus and get all of their questions answered by a member of the admissions staff. Appointments may be arranged by contacting the Admissions Office, Missouri Valley College, Marshall, Missouri 65340 (660-831-4114).

UNDERGRADUATE GENERAL ADMISSIONS POLICY

First time students will be granted automatic admission if they meet the following criteria:

- ACT of 18 or higher **OR**
- SAT of 860 or higher for tests taken prior to March 2016 (sum of math and critical reading scores) or SAT of 940 or higher for tests taken March 2016 and after **AND**
- 2.0 high school grade point average on a 4.0 scale **AND**
- Top 50% of the high school graduating class

Applicants who fall below the automatic admission criteria may still be admitted. Each academic record is carefully reviewed and applicants that show the ability for academic success may be accepted with conditions. These conditions may include, but are not limited to: Developmental coursework, limited credit hours, part-time enrollment and special programs geared to assist the student in academic success and prepare for the rigor of collegiate level coursework.

Transfer students will be granted automatic admission if they have 27 transferable hours and a cumulative grade point average of at least 2.0 on a 4.0 scale. Transfer students that fall below that standard may be admitted with special conditions as listed above for first time students.

INTERNATIONAL ADMISSIONS POLICY - NEW FRESHMEN

- Graduate from High School
- 2.0 g.p.a. on a 4.0 scale in High School (Transcript evaluation required)
- ENGLISH PROFICIENCY - student must meet one of

the following:

- TOEFL OF 68
- IELTS OF 6.5
- EIKEN of Grade 1
- Other Test of English as a Second Language graded in accordance to the Common European Framework of Reference for Languages with a minimum level of C1.

When applicant meets all of the admissions and financial requirements they may be issued an I-20 form as a degree seeking student.

LIFE @ MVC - PATHWAY PROGRAM - NEW FRESHMEN

- Graduate from High School
- 2.0 g.p.a. on a 4.0 scale in High School (Transcript evaluation required)
- ENGLISH PROFICIENCY - student must meet one of the following:
 - TOEFL OF 40
 - IELTS OF 5.5
 - EIKEN of Grade 2
 - Other Test of English as a Second Language graded in accordance to the Common European Framework of Reference for Languages with a minimum level of B1.

When applicant meets all of the admissions and financial requirements they may be issued an I-20 form as a degree seeking student.

INTERNATIONAL TRANSFER ADMISSIONS POLICY

- 2.0 g.p.a. on a 4.0 scale on all prior college-level work
- Official post secondary transcripts of all previous collegiate work:
 - if transferring from a foreign university, an official "course-by-course" evaluation from an evaluation agency (INCRED or WES)
 - if transferring from a U.S. university/college, an official transcript
- English Proficiency - student must meet one of the following:
 - TOEFL OF 68
 - IELTS OF 6.5
 - EIKEN of Grade 1
 - Other Test of English as a Second Language graded in accordance to the Common European Framework of Reference for Languages with a minimum level of C1.
 - Successful completion of EN 130 or equivalent if transferring from an institution within the US.

When applicant meets all of the admissions and financial requirements they will be issued an I-20 form as a degree seeking student.

Students transferring from a U.S. SEVIS approved school must request a release of their SEVIS I-20 record to Missouri Valley College.

International students from English speaking countries are required to take the SAT or ACT to be granted admission and must meet general admission requirements.

NEW STUDENTS

Students seeking admission to the College as freshmen should make known their intentions as early as possible in the school year prior to the academic year for which admission is sought. Students should take the following steps to satisfy admission procedures:

- Complete an application online and pay a \$20.00 non-refundable application fee. International students pay a \$75.00 application fee.
- Provide the Admissions Office an official high school transcript indicating graduation from high school. Applicants may provide a copy of a General Education Development (GED) certificate in lieu of transcripts.
- Provide a copy of the results of either the ACT or SAT test. A student's high school counselor may assist in arranging for the test and obtaining the results.

NOTE: Any student who does not speak English at home may be required to take English as a Second Language courses.

TRANSFER STUDENTS - UNDERGRADUATE

Missouri Valley College welcomes students seeking to transfer from other institutions of higher learning, including those who have completed community college work. Students shall submit the following materials to ensure that their applications are processed promptly:

- Missouri Valley College application for admission.
- A high school transcript or the recognized equivalent of a high school diploma (not necessary for students with more than 27 transferable hours.)
- Official transcripts of all previous collegiate work, including financial aid transcripts. Students should provide a copy of the previous college's catalog to ensure proper credit transfer. If official transcripts are not received within a reasonable time, the student's academic and financial aid status may change.
- ACT or SAT score (not necessary for students with more than 27 transferable hours.)

Transfer credits are awarded as follows:

- The College accepts bachelor's credible courses and hours from regionally accredited colleges and universities; however, graduating students must fulfill all residency, core, major, and degree requirements.
- Only courses in which a grade of "D" or above was earned will be accepted for transfer credit.
- An AA degree from a regionally accredited institution will be accepted as completion of the MVC general education core curriculum.
- Completion of the Missouri Department of Higher Education Core Curriculum Transfer (Core 42) will be accepted as completion of the MVC general education core curriculum.
- Applicants for a degree or certification from MVC who already hold a Bachelor's degree from another

regionally accredited institution must complete at least 12 hours of upper division courses in the major in residency, and meet the overall residency requirement of 30 hours. The general education core will be considered complete.

- Missouri Valley College accepts bachelor's credible dual credit courses from regionally accredited colleges and universities in which a grade of "C" or above has been earned.
- An applicant who has been granted the Associate Degree in Nursing (ADN) and who has been granted a license as a Registered Nurse shall be granted 60 credit hours, but shall be required to complete the College's general education core and major requirements.
- A maximum of 12 credit hours of physical education activity courses will be accepted in transfer.
- Only MVC coursework will apply toward a student's grade point average, unless the course is a repeat course previously taken at MVC.

TRANSFER - GRADUATE STUDENTS

Transfer credits are awarded as follows:

- The College accepts master's level courses and hours from regionally accredited colleges and universities.
- Only courses in which a grade of "B" or above was earned will be accepted for transfer credit.
- A maximum of 6 graduate credit hours will be accepted in transfer.
- Only MVC coursework will apply toward a student's grade point average, unless the course is a repeat course previously taken at MVC.

INTERNATIONAL STUDENTS

International students desiring admission to Missouri Valley College may be admitted as full-time students only. Full-time status is established by active enrollment in a minimum of 12 hours each semester (9 hours for graduate students.). All required documents that are not originally written in English must be accompanied by an official English translation. For admission purposes only a student may submit certified copies of the documents. Missouri Valley College is bound by federal immigration laws and regulations in regards to financial responsibilities of the student. Students need to provide sufficient proof of financial ability for the duration of studies in the United States. Missouri Valley College requires the same, and reserves the right to request financial support documents in addition to those listed below.

Deadlines

While there are no set admissions deadlines, it is recommended that all requested admissions documents be submitted to the Admissions Office no later than 60 days prior to the beginning of the first semester of attendance. Applications received after the recommended time frame will be reviewed in the order they are received. Missouri Valley College reserves the right to recommend deferred admissions to applicants whose admissions documents are received immediately before or in otherwise insufficient time frame prior to the beginning of the semester.

International Student Freshman requirements

- Admissions Application for International Students: paper form or on-line.

- Non-refundable Application Fee: \$75 (by credit card, check, or money order.)
- Proof of secondary education: Academic transcripts showing grades for each year of secondary education, and a completion certificate or diploma. For admission purposes only, a student may submit certified copies of the documents. However, official (original) transcripts must be submitted upon arrival to the College.
- Official TOEFL or IELTS score or official score of other English test accepted for admission if from a country where English is not the first language. Students will be placed in ESL courses if needed. Initial placement determination is based on submitted English test score.
- Official ACT or SAT scores are required for students without a TOEFL or IELTS. Placement test may be required.
- International Financial Statement
- Affidavit of Financial Support from a student's sponsor specifying the annual amount of sponsor's contributions toward student's college expenses.
- 12 months' worth of Sponsor's most recent bank statements, pay records, or most recent tax documents.
- Clear photocopy of student's passport showing student's picture, student's name, date of birth, place of birth, citizenship, passport expiration date, and a passport number.
- MVC International Student Transfer Form completed and signed by the student and the previous school's DSO.
- Official transcripts sent directly from the registrar's office of all regionally accredited colleges or universities in the US that the student attended.
- If a student has accumulated fewer than 27 transferable credit hours, he or she will need to submit high school transcripts in addition to College/University transcripts.
- Affidavit of Support from a student's sponsor specifying the annual amount of family contributions toward college expenses.
- 12 months' worth of Sponsor's most recent bank statements, pay records, or most recent tax documents.
- Clear photocopy of student's last SEVIS form I-20 (first and second page), F-1 student visa, and most recent I-94.
- Clear photocopy of student's passport showing student's picture, student's name, date of birth, place of birth, citizenship, passport expiration date, and a passport number.
- Photocopies of student's EAD's obtained for OPT, CPT or economic hardship.

Transfer Student Requirements (Additionally, look at the general rules concerning transfer of credit hours under "Transfer Students")

Transfer of Foreign Credits:

- Admissions Application for International students.
- Non-refundable Application Fee: \$75 (by credit card, check, or money order).
- Official TOEFL score and official transcript from US college/university showing successful completion of English coursework. Official Course-By-Course Evaluation Report of foreign credentials by a professional evaluation agency such as World Education Services (www.wes.org) or InCred (<http://www.playnaia.org/InCred>) for student athletes. If a student has accumulated fewer than 27 transferable credit hours, he or she will need to submit high school transcripts in addition to U.S. College/University transcripts.
- Affidavit of Support from a student's sponsor specifying the annual amount of sponsor's contributions toward student's college expenses.
- 12 months' worth of Sponsor's most recent bank statements, pay records, or most recent tax documents.
- Clear photocopy of student's passport showing student's picture, student's name, date of birth, place of birth, citizenship, passport expiration date, and a passport number.

Transfer of Credits from a regionally accredited college or University in the United States:

- Admissions Application for International students
- Non-refundable Application Fee: \$75 (by credit card, check, or money order).

Once all the required documents are received the student will be notified of his or her admissions status and receive a Scholarship Award package. All admitted residential students must pay a non-refundable down payment of \$500, and be in good status prior to being issued a SEVIS form I-20. Student's I-20 package will be sent by airmail or courier service depending on time allowed.

The student must present the SEVIS form I-20 along with the payment receipt for a SEVIS fee I-901 when applying for the student (F-1) visa at a U.S. embassy or consulate. Information regarding SEVIS fee I-901 and instructions on payment methods will be provided with student's I-20 package.

UNDOCUMENTED STUDENTS

Individuals who do not hold a non-immigrant visa can be admitted to the college if they:

- Provide proof of entrance into the United States before the age of 16 and are under the age of 35.
- Provide proof of having resided in the United States for at least five years without interruption.
- Provide proof of having graduated from an American high school or obtaining a GED or equivalent, or if they meet other conditional admissions requirements.
- Meet all other admissions requirements.

The college continues to reserve the right to refuse admission to any applicant where there is evidence that the individual would endanger the health or safety of himself/herself or others.

Undocumented students may apply for any major of study offered at MVC, but must understand that certain majors require criminal background checks and if a student does not possess a social security number by that time, they will not be permitted to continue in that program.

VISITING STUDENTS

Students who are enrolled in other institutions may take courses at Missouri Valley College by completing a Visiting Student

Enrollment Form, available in the Admissions Office. Policies for Visiting Graduate Students are contained in each program's handbook.

UNCLASSIFIED STUDENTS

Undergraduates: Individuals may take a class to further their own personal knowledge provided the course has no prerequisites. After completing six hours, however, students must complete the entire admissions process. All students enrolling in English or math classes must complete placement evaluation. **Graduate students:** Students holding a baccalaureate degree and meeting general program entrance requirements may enroll in a maximum of 25% of the credit hours required for the master's degree.

ADVANCED PLACEMENT

Missouri Valley College grants academic credit for the following programs:

- College Entrance Examinations Board's Advanced Placement Tests. Students securing a score of 3, 4, or 5 may be granted from three to six hours credit.
- College-Level Examination Program (CLEP).
- International Baccalaureate

Missouri Valley College will not accept foreign language AP or CLEP credit for students whose native language is the same as the AP or CLEP exam topic.

SUPPLEMENTAL INFORMATION

ACT Residual Test: Applicants who have not previously taken the ACT or SAT should contact the Admissions Office. The score for the Residual Test is valid only at Missouri Valley College, is not transferable, and cannot be used for athletic eligibility.

ACT National Test: The ACT is also given on all national test dates. Contact the Admissions Office for details.

STUDENTS WITH DISABILITIES

The College seeks to comply fully with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. The 504 coordinator works with the programs to assist the faculty in understanding and implementing accommodations.

The testing staff administers basic competency (screening) tests to all entering freshmen and transfer students who have not already met those requirements through equivalent credit from another college. If a student requires the assistance of a reader or scribe or more time for the test, the 504 coordinator will arrange accommodations.

Students with disabilities should have documentation of their disability sent to the campus 504 coordinator, Debbie Coleman, ADA Coordinator, Ferguson Center, 831-4170, and set up an appointment as soon as they arrive on campus. Failure to do so could delay accommodations.

GRADUATE ADMISSIONS

Additional requirements and higher standards may be

stipulated for specific graduate programs. (See the handbook of the specific graduate program for details). The minimum requirements for graduate admission are:

- Bachelor's Degree from a regionally accredited institution of higher learning earned within the last ten years. If the bachelor's degree was earned more than 10 years before admission, applicants must provide evidence of an earned graduate degree from a regionally accredited institution within the past 10 years or a combined verbal and quantitative GRE score of 290 or higher.
- Minimum cumulative grade point average of 2.5 in all undergraduate coursework. If the student holds an earned graduate degree from a regionally accredited institution of higher learning, the graduate GPA may be used. Individual program requirements vary; see program specific requirements.
- GRE scores: 1A combined (Verbal and Quantitative) GRE score of 290 is required. GRE scores must be from tests taken in the past five years. For those with a cumulative GPA of 3.0 or higher in all undergraduate work, no GRE is required.

Students seeking admission to a Graduate Program must:

- Complete an application for admission and submit it with a \$30 application fee to the Admissions Office a minimum of three weeks prior to the first semester they plan to attend.
- Submit official transcripts of all college work and GRE scores, if needed, to the Admissions Office. Acceptance into the program will not be determined until all transcripts and scores are received.
- Refer to the program's handbook for other admissions requirements.

COLLEGE EXPENSES TUITION AND RESIDENCY

As a private institution committed to personalized instruction, Missouri Valley College has worked to hold down student costs without compromising standards of academic excellence. Through grants, work, and loan programs, all qualified students are able to afford an education at Missouri Valley College. For details on how you can afford to attend Missouri Valley College contact the Admissions Office.

The costs of attending Missouri Valley College for the 2019-20 academic year are as follows:

Undergraduate Face-to-face students: Students taking at least one face-to-face class are considered face-to-face students.

Tuition	\$19,700 (12-18 hours per semester)
Room	\$5,000 - \$6,000
Board	\$4,400
Student Fees*	\$1400 per year
Overload hours**	\$350.00 per credit hour
Audit hours	\$175.00 per class
Matriculation Fee	\$100 (new students only)

Face to face students that enroll in an online class during the fall or spring semesters will pay the online tuition rate (\$350 per credit hour) for that class and it will not be part of the face-to-face tuition package rate.

Undergraduate Part time students: Students who are taking less than 12 hours are considered part-time students.

Tuition:	\$350 per credit hour
Student Fee(1-6 hours)	\$350 per semester
Student Fee(7-11 hours)	\$700 per semester

Students taking at least one face-to-face class are considered face-to-face students and will be billed \$350 per credit hour for all hours enrolled. If any of the classes a student is enrolled in is an online class, the student will pay an additional \$350 per credit hour for the online class.

Undergraduate Online students: Online students are those taking only online classes.

Tuition	\$350 per credit hour
Student Fee	\$200 per semester

Undergraduate Intersession and Summer terms (online and face-to-face) are charged per credit hour.

Tuition	\$250 per credit hour
Student fee	\$25

Graduate students:

Tuition	\$400 per credit hour
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*Additional fees may be charged for individual class lab fees or course material fees. Class fees may be found in the course descriptions in this catalog.

**Students with a 3.75 GPA may take 3 additional hours without charge.

Resident, commuter, online and graduate students are expected to pay a \$500 non-refundable down payment by June 15th of each year.

Account balances are due in full by the first day of class each semester, unless a pre-authorized payment plan has been set up with the Business Office. Pre-authorized payment plans divide the amount due for the semester into four monthly payments, which are automatically deducted from either a checking/savings account or a debit/credit card on a monthly basis. Fall payment plan dates are deducted on either the 15th or the last day of August, September, October and November. Spring payment plan dates are either the 15th or the last day of January, February, March and April. Accounts not paid by the first day of classes or not having a payment plan in place will be considered delinquent and be subject to the rules of delinquent accounts.

Monthly payment plan guidelines:

- A payment will be deducted on an ongoing basis until the student gives written notification of termination of this payment plan authorization to the Business Office or until the end date listed below.
- Debit/Credit card transactions resulting in declination of the card will be attempted again for 5 consecutive days. If not approved within 5 days, the student account will be subject to \$30 service charge and possible termination of the plan.
- Notifications of declined payments will be directed to the student via email.

- A returned ACH transaction will result in a \$30 service charge to the student account. Two returned transactions may result in plan termination with payment due in full.
- There will be a \$1.50 convenience fee for all ACH transactions (using routing and account numbers).
- When using credit or debit cards for payments, there will be a 3.0 % convenience fee charged for each transaction (or a \$2 minimum).
- Any changes to the payment plan must be made at least 5 days prior to the payment date. One change is allowed per semester. After that, a \$20 fee per change is applied.
- Any unpaid balance after completion and/or termination of the payment plan is the responsibility of the student.
- Payment only accepted via credit/debit card or from a US bank account.

When students have been accepted for admission, students, parents, and/or guardians accept all of the conditions of payment as well as all regulations of the College.

Charges to students are based on attendance for an entire academic year. Adjustments to these charges are made for commuter students, and for those entering or graduating mid-year, enrolling for additional study, or registering for only a summer term.

In making the initial non-refundable down payment, the student and parent or guardian acknowledge these terms and signify acceptance of these obligations. No promise or contract that differs from these terms shall bind the college unless it has been signed by the Chief Financial Officer of Missouri Valley College. Missouri Valley College reserves the right to increase or reduce fees for each year according to changes in fiscal conditions.

DELINQUENT ACCOUNTS

Students must meet all financial obligations to the College in order to qualify for continued enrollment or graduation. Each semester or term, each student must pay all money due to the College, including tuition, fees, library fines, and any other financial obligations.

Students with delinquent accounts can expect the following:

- Late fees may be assessed on all past due balances each month.
- Registration for a succeeding term will be denied.
- An official transcript and/or diploma will not be issued.
- Students with delinquent balances maybe dropped from class, meal plans and housing.

In compliance with the Veterans Benefits and Transition Act of 2018 Section 103, Missouri Valley College will not withhold registration or transcripts from any student approved to receive funding under the GI Bill. Students receiving the GI Bill and experiencing a delay in payment being transmitted to their account need only to submit proof of their eligibility to the Registrar's Office and/or Business Office.

WITHDRAWAL AND REFUND

Any student wishing to withdraw from Missouri Valley College must contact the Office of Student Affairs to obtain a

"Withdrawal/Departure Form" and instructions for proper procedure for withdrawal. Offices included in the withdrawal procedure are Office of Student Affairs, Registrar's Office, Financial Aid Office, Work & Learn Office, and Business Office. Calculation of refunds or tuition adjustments shall be based on the student's last date of attendance.

MVC Refund Policy (Fall and Spring Semesters)

All students who withdraw completely from MVC are subject to the MVC refund policy. If a student withdraws prior to the beginning of the term, all payments except the \$500 non-refundable down payment will be refunded. When withdrawals occur during a term, there is a \$100 administrative fee, and the refund for tuition, housing, board and miscellaneous fees (including overload charges) is as follows:

During 1st week up until the last day to drop/add – 100% refund of tuition; room & board will be prorated per day; however termination of housing contract fee may apply.

During 2nd week – refund 60%

During 3rd week – refund 40%

During 4th week – refund 20%

No refund after 4th week

MVC Refund policy(Summer)

All students who withdraw from one or more of their summer courses are subject to the following refund policy:

During week 1 up until the last day to drop/add- 100% refund of tuition; room and board prorated per day:

During week 2 through week 3- refund 50%

During week 4 and beyond:- no refund

Housing Contract Termination

Students who terminate their housing contract only, but stay enrolled at MVC, will be charged \$850 beginning the week before the term begins through the 4th week of the term. No refund will be made after the 4th week of the term.

Title IV Refund Policy

As a result of the Higher Education Amendment of 1998, effective for the current award year, federal financial aid recipients who completely withdraw from all their classes (prior to attending classes up to the 60% point in time of the semester) will be subjected to federal requirements for the return of Title IV federal grants and Title IV loans. The law now defines the amount of Federal Title IV grants and loans that the student has earned the right to use to pay for tuition or to retain as a refund. Federal funds must be returned to the Federal Programs if a student withdraws from all classes prior to completing 60% of the semester.

To determine how much Financial Aid a student has earned, the Financial Aid Office calculates the percentage of the period completed, based on calendar days. Scheduled breaks of 5 days or longer will be excluded. This percentage is then multiplied by the total amount of Title IV aid disbursed. MVC and/or the student must return the unearned amount of aid.

Resident students who meet the Title IV refund criteria and stop attending classes, but do not officially withdraw will also be charged a room and board charge of \$25.00 per day for each day after their actual last date of attendance.

Federal law specifies how Missouri Valley College must determine the amount of Title IV program assistance that you earn if you withdraw from school. The Title IV programs that are covered by this law are: Federal Pell Grants, Stafford Loans, PLUS Loans, Federal Supplemental Educational Opportunity Grants (FSEOGs), and Federal Perkins Loans.

When you withdraw during your payment period the amount of Title IV program assistance that you have earned up to that point is determined based on the number of days completed in the payment period. If you received less assistance than the amount that you earned, you may be able to receive those additional funds. If you received more assistance than you earned, the excess funds must be returned by the College and/or you.

The amount of assistance that you have earned is determined on a pro-rata basis. For example, if you completed 30% of your payment period, you earn 30% of the assistance you were originally scheduled to receive. Once you have completed more than 60% of the payment period or period of enrollment, you earn all the assistance that you were scheduled to receive for that period.

If you did not receive all of the funds that you earned, you may be due a Post-withdrawal disbursement. If your Post-withdrawal disbursement includes loan funds, the College must get your permission before it can disperse them. The College will automatically use your Post-withdrawal grant disbursement for tuition, fees, and room and board charges and will require your permission to use the Post-withdrawal grant disbursement for all other institutional charges.

There are some Title IV funds that may have been scheduled to receive that cannot be disbursed to you once you withdraw because of other eligibility requirements. For example, if you are a first-time, first-year undergraduate student and you have not completed the first 30 days of your program before you withdraw, you will not receive any Direct Loan funds that you would have received had you remained enrolled past the 30th day.

If you receive excess Title IV program funds that must be returned, the College must return a portion of the excess equal to the lesser of: - your institutional charges multiplied by the unearned percentage of your funds, or - the entire amount of excess funds.

If the College is not required to return all of the excess funds, you must return the remaining amount. Any loan funds that you must return, will be repaid in accordance with the terms of the promissory note.

Any amount of unearned grant funds that you must return is called an overpayment. You must make arrangements with the College or the Department of Education to return the unearned grant funds.

The requirements for Title IV program funds when you withdraw are separate from the College's refund policy. Therefore, you may still owe funds to the College to cover unpaid institutional charges. The College will also bill to your student account the amounts for any Title IV program funds that the College was required to return.

If you have questions about your Title IV program funds, you can call the Federal Student Aid Information Center at 1-800-4-

FEDAID (1-800-433-3243). Information is also available at www.studentaid.ed.gov

Order of Return of Title IV Funds

Funds determined to be unearned by the student by the above refund calculation must be returned to the Title IV programs in the following order:

1. Unsubsidized Stafford Loan
2. Subsidized Stafford Loan
3. Perkins Loan
4. PLUS Loan (Parent)
5. Pell Grant
6. Academic Competitiveness Grant
7. National SMART Grant
8. FSEOG

Refund Calculation Appeals

Appeals on withdrawal and refund calculations for students and parents who feel their individual circumstances warrant an exception from published policy must be addressed to the Director of Financial Aid. In order to appeal a calculation, the student must submit a written request to the Director of Financial Aid including any evidence which would substantiate the appeal.

RETURN OF UNEARNED MILITARY TUITION ASSISTANCE (TA)

Military Tuition Assistance (TA) is awarded to a student under the assumption that the student will attend school for the entire period for which the assistance is awarded. When a student withdraws, the student may no longer be eligible for the full amount of TA originally awarded. To comply with the Department of Defense policy, Missouri Valley College will return any unearned TA funds on a prorated basis through the 60% portion of the period for which the funds were provided. These TA funds are earned proportionally during an enrollment period, with unearned funds returned based upon when the student stops attending. If the student stops attending due to a military obligation Missouri Valley College will work with the affected service member to solve student debt issues that result from the returned portion of the TA benefits to comply with the Department of Defense policy.

This policy applies to all students receiving Military Tuition Assistance (TA) from the Army, Navy, Air Force, Marines and Coast Guard. Military Tuition Assistance (TA) is a benefit paid to eligible members of the military. Each service has its own criteria for eligibility, obligated service, application processes and restrictions. This money is usually paid directly to MVC by the individual service branch. This policy only applies to this type of educational benefit. The TA program is a benefit that is available only while the student is in the service. This policy does not apply to Veterans or Veterans benefits.

Withdrawal Calculations (TA): A student's withdrawal date is used as the last date of attendance, and is determined by using the last date of attendance that is documented or submitted to the Registrar's office. Once this date is determined, Missouri Valley College will calculate a student's TA eligibility based on the

following formula: $\text{Number of days completed} / \text{Total days of the course (start to last day of finals)}$. This will equal the percent of TA earned. Once the student has attended at least 60% of the period for which TA funds were awarded, the student is considered to have earned 100% of the TA funds.

FINANCIAL AID

Financial aid is available to all qualified students. Financial need may be met through a combination of state, federal and institutional aid. Federal grants and loans are outlined below. Institutional awards and grants are offered in many areas.

To be eligible for financial aid, a student must be admitted to the College. All students receiving federal or state-based program aid must file the Free Application for Federal Student Aid (FAFSA).

New students need to file the financial aid application by the date of enrollment. Returning students should forward their renewal applications by April 1st to ensure qualifying for all programs. The student will receive a Student Aid Report (SAR) outlining the extent of financial aid available. International students are required to fill out a standard "Affidavit of Support," in addition to their application for admission to document their ability to pay their education expenses. A copy of all relevant bank statements, financial statements, and sponsor affidavits should be attached to the "Certificate of Finances."

Missouri Valley College complies with the Drug-Free Workplace Act of 1988 as amended, the Drug-Free Schools and Communities Act of 1989 as amended, the Civil Rights Act of 1964 as amended, the Crime Awareness and Campus Security Act of 1990, the Student Right to Know Act of 1990, the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. The College seeks to provide a healthy, safe and secure environment for students and employees (see Student Handbook).

TYPES OF FEDERAL FINANCIAL AID

FEDERAL PELL GRANTS - The Pell Program provides an outright federal grant to students whose family contributions cannot equal total college expenses. The Pell Grant is made available to students enrolled at least half-time who demonstrate a proven need through the Free Application for Federal Student Aid (FAFSA).

ACCESS MISSOURI GRANTS - This state grant program is available to Missouri residents who are enrolled as full-time students, demonstrate financial need, and submit the Free Application for Federal Student Aid by February 1st of the preceding academic year. In addition renewal recipients are required to maintain at least a 2.5 grade point average.

FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANTS (SEOG) - Supplemental grants are offered to exceptionally needy students who are enrolled full time and receive a Pell Grant. This federal grant is designed to assist students with financial need that cannot be met through other means. A student's institutional award may be adjusted as a result of receiving SEOG funds.

SUBSIDIZED FEDERAL DIRECT LOANS - The federal government guarantees loans from \$3,500 to \$5,500 per academic year for eligible undergraduates. These loans are made by the Department of Education, and interest is subsidized by the federal government. These loans are given to students who demonstrate a proven need through the Application for Federal Student Aid.

Eligible Subsidized Direct Loan Borrower Limits:

1st year of study	\$3,500/academic year
2nd year of study	\$4,500/academic year
3rd, 4th, & 5th year of study	\$5,500/academic year
Cumulative Subsidized Limit	\$23,000

These loans qualify for federal interest subsidy while the borrower is in school at least half-time. Students must file the FAFSA to determine eligibility for a Subsidized Direct Loan.

UNSUBSIDIZED FEDERAL DIRECT LOAN – Students who meet the eligibility requirements under Section 484 of the Higher Education Amendments and who do not qualify for interest subsidies under the Direct Loan program may borrow under the Unsubsidized Direct Loan Program. Unsubsidized loans are not need based, however, and interest accruing on the loan is not subsidized (or paid) by the Federal Government while the student is in school.

FEDERAL PARENT LOANS TO UNDERGRADUATE STUDENTS (PLUS) - Parents may borrow for dependent students under the PLUS program. The maximum amount a parent can borrow on behalf of each eligible student is limited to the cost of education, less financial aid.

STUDENT EMPLOYMENT PROGRAM – Full-time resident students are given the option of participating in the Student Employment Program to help defray a portion of their college costs. The Student Employment Program is not guaranteed Financial Aid and must be earned by the student. Students attending under the employee tuition grant policy will not be eligible for this program.

FEDERAL WORK STUDY PROGRAM – This is a federally funded program that provides jobs for undergraduate students who need financial aid. Awards range up to \$1,870 per year. Federal College Work Study is not guaranteed Financial Aid and must be earned by the student.

SCHOLARSHIPS - A variety of scholarships are awarded to students who have excelled in fields of study, community activities, or athletic competition. Missouri Valley College Admissions Counselors can advise prospective students of the full program of available scholarships.

ENDOWED SCHOLARSHIPS – Endowed scholarships are available as a result of a gift from alumni and friends of Missouri Valley College. These scholarships provide invaluable educational access to students that otherwise may not be able to afford this academic opportunity and privilege. Many of these awards are available to students who meet specific criteria. To apply for an endowed scholarship, you must complete and submit an Endowed

Scholarship Application by May 15th of the preceding academic year.

VETERANS BENEFITS - Veterans who believe they may be eligible for benefits under the G.I. Bill should contact their local Veterans Administration Office and the MVC Registrar's Office.

VOCATIONAL REHABILITATION - Assistance may be available for students with disabilities. Students should contact their regional office of Vocational Rehabilitation in regard to benefits.

ALTERNATIVE STUDENT LOANS - Alternative loans are private student loans from third-party lenders. A student should exhaust all of their Direct Loan eligibility before considering alternative loans since interest rates and origination fees are usually lower for Direct Loans. Alternative loans are applied for by the student and certified by the College.

LOAN LIMITS

Pursuant to P.L. 101-508, Missouri Valley College reserves the right to refuse to certify a loan application, or to reduce the amount of the loan, in individual cases where the institution determines that the portion of the student's costs covered by the loan could more appropriately be met directly by the student.

In addition, requested loan amounts will be reviewed to ensure compliance with educational purpose regulations.

SATISFACTORY ACADEMIC PROGRESS FOR FINANCIAL AID RECIPIENTS

Students wishing to apply for and receive Title IV assistance must meet specific academic progress requirements in order to maintain Title IV financial aid eligibility. Satisfactory academic progress requires that a student must earn at least 67% of the total credit hours attempted and a minimum cumulative grade point average as indicated:

Hours Attempted	Cumulative GPA
1-27	1.50
28 – 57	1.75
58+	2.00

FINANCIAL AID WARNING/SUSPENSION - If a student fails to meet the minimum requirements as stated, the student will be placed on financial aid warning for the next succeeding academic term of enrollment. If at the end of the warning term of enrollment, the student does not meet the minimum requirements, the student will be placed on financial aid suspension and will not be eligible for financial aid reinstatement until the minimum cumulative requirements of the policy are attained.

For a student to be eligible for Title IV Aid at Missouri Valley College, the student must have academic standing at the point in the program that is consistent with Missouri Valley College requirements for graduation. Before each academic term, the student's academic record will be checked for satisfactory academic progress. In general, satisfactory progress requires that for each term of enrollment a student must complete

66.67% of their attempted classes within the academic term for which they are enrolled in. The Student must also maintain a cumulative GPA as listed in the chart below.

Hours Attempted	Cumulative GPA
1-27	1.50
28 – 57	1.75
58+	2.00

Failure to maintain minimum academic progress will result in being ineligible to receive Title IV financial assistance, following a financial aid warning period. If a student fails to complete their program within 150% of the published program length the student will be placed on financial aid suspension.

APPEAL AND REINSTATEMENT- A student has the right to appeal if the student feels that he/she has complied with the requirements of the satisfactory academic progress policy, or that there are factors such as undue hardship because of the death of a relative, the student's injury or illness or similar special circumstances that could affect the decision, or that the decision was not correctly made. If the student's appeal is granted, the student will be placed on financial aid probation and will have the next succeeding term of enrollment to meet the minimum requirements stated above.

In order to appeal a decision, the student must submit a written application to the Director of Financial Aid, including any evidence which would substantiate the appeal.

The case will be evaluated by an appeals committee.

SCHOLARSHIP ADJUSTMENTS

Many factors can result in changes to a student's financial aid package. These changes can be due to variations in enrollment status and/or changes in residency status. Students who drop below full-time will have any federal and state awards recalculated and may lose eligibility for institutional scholarships. Students who switch from face-to-face courses to a completely online schedule may lose eligibility for institutional scholarships. Students who move off-campus may have their scholarship adjusted to a lower, commuter scholarship amount. Other factors not listed here can also result in an adjustment to a student's financial aid package. Questions about aid adjustments should be directed to the Financial Aid Office.

ACADEMICS

Missouri Valley College is committed by its mission to provide higher education in the liberal arts to help students pursue successful careers in our knowledge-based global society. Educational policies outlined below are designed to enable students to grow in mind, body, and spirit. Any exception to these policies must be approved by the Vice President of Academic Affairs.

During the weekend before classes begin each Fall Semester, orientation begins with activities where students make many new friends. Freshman Seminar, a required course for entering students, acquaints students with learning resources, support

services, and rules regulating life on campus. The goal is to help students make the most of every opportunity college affords, intellectually, emotionally, physically, and spiritually.

UNDERGRADUATE CURRICULUM

The academic competencies are accomplished through the following elements:

1. **The General Education Core Curriculum.** Mission: To inspire lifelong learning through the study of the liberal arts and sciences, the general education program provides the opportunity for students to hone their skills of intellectual inquiry, to gain knowledge of the world and its cultures, and to apply that knowledge to their personal and social lives.

Learning Outcomes:

I. Intellectual and practical skills

IA: Communication

- Demonstrate effective communication skills
- Implement effective information literacy skills

IB: Quantitative and analytical skills

- Employ quantitative concepts and mathematical methods to analyze and solve problems

II. Personal and social responsibility

IIA: Multicultural Sensitivity

- Compare and articulate multicultural perspectives

IIB: Healthy Lifestyle

- Identify and apply the principles of a healthy lifestyle

IIC: Informed Citizenship

- Articulate the impact of informed and engaged citizenship

IID: Ethics

- Demonstrate connections between ethical frameworks and practical issues

IIE: Service Learning

- Practice and reflect on the impact of service learning

III. Knowledge of human cultures and the physical and natural world

IIIA: Science & Inquiry

- Identify and apply basic concepts of science

IIIB: Reflection and Meaning

- Demonstrate critical understanding of perspectives on what it means to be human.

IIIC: Historical Knowledge

- Analyze historical facts and interpretations

IIID: Art & Creativity

- Articulate the significance of artistic expression and the creative process within society.

2. **The Major.** Each student chooses a particular area of academic concentration. Most of the content-oriented majors require the completion of 30-50 credit hours; performance-oriented majors generally require additional hours.

3. **The Minor.** Students may elect to take minors in addition to their majors. A minor consists of 18-25 hours with at least nine hours of upper division credit. Courses used to complete the major may not be used as electives in the minor. A minor must be in a different discipline from the major.

4. **Electives.** Students select electives in consultation with their advisors in order to attain the 120 hours necessary for graduation. The electives chosen should satisfy the general guidelines established for the major. The elective program makes the pursuit of double majors possible for many students.

ACADEMIC YEAR

The academic year consists of two semesters, one inter-session, one summer term (8 week for undergraduates, 12 weeks for graduates). The Fall Term commences in late August and concludes in mid-December. The Spring Term extends from mid-January through early May. The Summer Terms may be used to accelerate progress toward graduation, to utilize special course offerings, to correct grade point deficiencies, or to obtain an early start on college studies. Odd and even academic years are determined by the fall semester (2019-20 odd year; 2020-21 even year). Course offering schedule (Fall, Spring, Fall Odd, Spring Odd and Online) is listed in each course description. The following definitions will also help in determining when a course is offered:

- As Needed - Major requirement or elective that will be offered as student demand requires.
- On Cycle - Course is offered at least once during a 4-year cycle. A course listed as "on cycle" cannot be a major requirement, but can be an elective option for the major.

CREDIT HOUR POLICY

The College has adopted the following United States Department of Education definition of a credit hour: A credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally-established equivalency that reasonably approximates not less than:

1. One hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately sixteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time; or
2. At least an equivalent amount of work as required in paragraph one of this definition for other activities as established by an institution, including independent study, laboratory work, internships, practicum, studio work, and other academic work leading toward to the award of credit hours.

Every course meeting specific academic learning objectives determines proof of fulfillment of academic credit. These objectives are developed to reflect course content and the number of academic credits awarded. Assignments are developed based on academic learning objectives for the course and are assessed according to assessment methods used at Missouri Valley College. The intended learning outcomes and assessments showing evidence of achievement are annotated and explained for each course on a standardized syllabus. All courses, whether face-to-face, online, inter-session, 8, 12, or 15-week formats must adhere to the learning objectives spelled out on the course syllabus. In order to earn the credit for the course, students are required to meet the learning objectives.

DEGREE REQUIREMENTS

MASTER OF ARTS (M.A.)

Community Counseling

1. Pass all major courses with a minimum grade of a "B".
2. Successfully complete the candidacy process.
3. Successfully complete both portions of the qualifying examinations.
4. Successfully complete the Capstone project.
5. Complete and submit the application for graduation.
6. Successfully complete the Counselor Preparation Comprehensive Examination (CPCE).
7. Demonstrate professional attitudes, behaviors, and ethics appropriate for the counseling profession.
8. Pay the graduation fee of \$120.

Education Administration (M.A.)

1. Complete at least 36 graduate credits, including the prescribed program requirements with a minimum cumulative grade point average of 3.0, and no more than 6 hours below a grade of B.
2. Complete and submit the application for graduation.
3. Pay the graduation fee of \$120.

BACCALAUREATE LEVEL DEGREES (B.A., B.S., B.F.A., B.S.N.)

To be eligible for the Bachelor of Arts, Bachelor of Science, Bachelor of Fine Arts or Bachelor of Science in Nursing degree, a student must meet these minimum requirements:

1. Complete 120 credit hours with a grade point average of not less than 2.0.
2. Satisfy the General Education Core Curriculum.
3. Pass a course of study and examination of the Constitution of the United States and the State of Missouri by completing HS 104 or HS 105 or PS 100.
4. Successful completion of a Writing Intensive (WI) course.
5. Successful completion of a Service Learning (SL) course.
6. Complete an academic major with a grade point of at least 2.0, with no grade less than "C", and no pass/fail grades in the major. Some majors have course specific requirements of no grade less than "B". (*Note: BFA degree requires an overall grade point average of at least 2.5 and a minimum of a 3.0 grade point average in the major).
7. Complete in residence the last 30 credit hours.
8. Complete 40 semester hours of upper division courses.
9. Complete the major assessment requirement.
10. Merit the recommendation of the faculty.
11. Pay graduation fee of \$100.

Seniors who have completed a minimum of 30 graded hours in residence at Missouri Valley College are eligible for graduation.

Latin honors are only awarded for the undergraduate programs. Latin honors based on the following overall grade point averages:

- 3.90-4.00 -- Summa Cum Laude
- 3.70-3.89 -- Magna Cum Laude
- 3.50-3.69 -- Cum Laude

ASSOCIATE OF ARTS

Liberal Arts, Small Business Management, Early Childhood Studies. To be eligible for the Associate of Arts degree, the student must meet these minimum requirements:

1. Complete 60 credit hours with a grade point average of not less than 2.0.
2. Satisfy the General Education Core Requirements for the Bachelor of Arts degree, plus additional course requirements listed for the specific major.
3. Pass a course of study and examination of the Constitutions of the United States and the State of Missouri by completing HS 104 or HS 105 or PS 100.
4. Complete the degree requirements with a grade point average of at least 2.0, with no grade less than "C", and no pass/fail grades in major.
5. Complete in residence the last 15 credit hours.
6. Complete the major assessment requirement.
7. Merit the recommendation of the faculty.
8. Pay the graduation fee of \$100.

Students must apply for the degree (it is not granted automatically upon completion of course requirements).

Students may not receive a liberal arts AA in the same academic year that they receive a bachelor's degree.

CATALOG

Students are responsible for meeting the requirements for graduation as set forth in the College Catalog in effect on the date of enrollment. If a subsequent decision is made to follow a later Catalog, through a change in major or for other causes, all the requirements of the new catalog shall be met. A student who returns after a year or more of absence, will be required to follow the current Catalog.

MAJORS

Students may major in any of the following academic programs offered by the college. Some majors have specific concentrations indicated by a bullet.

Accounting

Agribusiness

Art

- Studio Arts
- Visual Arts
- Graphic Design

Art Education K-12

Biology

- General
- Conservation
- Pre-medical / Pre-veterinary

Community Counseling (M.A.)

Computer Information Systems

Criminal Justice

- Corrections/Probation & Parole
- Juvenile Justice
- Law Enforcement

Dance

Early Childhood Education Birth-3

Early Childhood Studies (A.A. degree only)

Economics

Education Administration (M.A.)

Educational Studies

Elementary Education 1-6

English

- Writing Studies
- Literary Studies

Exercise Science

Finance

History

Intercultural Studies

Interdisciplinary Studies

Liberal Arts (A.A. degree only)

Management

- Administration
- Entrepreneurship
- Sports Management

Marketing

Mass Communications

- Broadcast
- Journalism
- Strategic Communication

Mathematics

Middle School Education

- Agricultural Education
- Mathematics
- Science
- Language Arts
- Social Science

Mild Moderate Cross Categorical Special Education K-12

Music

Music Education (Vocal / Instrumental) K-12

Nonprofit Management

- Human Services
- Recreation Administration

Nursing

Physical Education

Physical Education Non Certified

Political Science

Psychology

Small Business Management (AA degree only)

Social Studies Education 9-12

Sociology

Speech / Theatre Education 9-12

Speech Communication

Theatre

Unified Science Education 9-12 - Biology

Education Certifications:

- Early Childhood Special Education PK-3
- English 9-12
- Health K-12
- Mathematics 9-12

MINORS

A minor is not required for graduation. If a student elects to take a minor, the minor will be recorded on the transcripts. A minor must be in a different discipline than the major. A course taken in a major may not be used as an elective in the minor. Elective courses in the minor must be approved by the Division Dean/Chair. A grade of "C" or better (and no pass/fail grades) is required in all courses for the minor. Students may take a minor in any of the following academic programs:

Accounting
 Art
 Agronomy
 Animal Science
 Biology
 Business Administration
 Chemistry
 Criminal Justice
 Dance
 Economics
 English
 Ethics and Society
 Exercise Science
 Forensic Science
 History
 Intercultural Studies
 Mass Communication
 Mathematics
 Military Science
 Music
 Nonprofit Management
 Political Science
 Psychology
 Public Relations
 Sociology
 Speech
 Theatre

DOUBLE MAJORS

Students may earn a double major (or a double minor) by completing all requirements for each major. Students completing double majors will receive a single diploma.

ACADEMIC CLASSIFICATION

Students at Missouri Valley College are classified by total credit hours earned, as follows:

Freshmen	1-27 Hours
Sophomore	28-57 Hours
Junior	58-87 Hours
Senior	88 or More Hours

PLACEMENT REVIEW

The testing staff administers basic competency tests to freshmen and transfer students who have not already met those requirements through ACT/SAT scores or equivalent credit from another college. If for whatever reason the placement review is given, the results are final, but are subject to re-evaluation the first day of class.

Students who need basic skills will be assigned to general studies courses designed to develop the appropriate skills.

ADVISING AND GUIDANCE

Missouri Valley College seeks to develop a close relationship between faculty members and students.

Students are assigned an advisor upon registration. Freshmen and Sophomores are assigned an Academic Advisor in the Student Success Center. Once students reach Junior status they are transitioned to an academic advisor in their major field. Advisors may be changed at the request of the student or faculty member.

Students are encouraged to counsel often with the Registrar, their advisors, and other faculty members. Although faculty advisors are available for counseling at any time, special attention is given to guidance at the time of enrollment for each term, at the time of distribution of mid-term grades, and at times when any special difficulties of students are reported by other faculty or staff members.

RESPONSIBILITY FOR MEETING ACADEMIC AND ATHLETIC ELIGIBILITY REQUIREMENTS

Academic advisors, the registrar, coaches and others may assist the student in determining courses of study, hours per term, etc. However, it is the student ultimately who must understand graduation and eligibility requirements, and assure that all requirements are met in a timely fashion.

ACADEMIC PROCEDURE REGISTRATION

Students registering for each term should consult with their academic advisors with regard to the specific courses and the total credit load they are planning to take. A student is properly registered when the advisor approves the course enrollment and when the comprehensive payment schedule has been met. After the academic schedule has been published, new students may register for the succeeding semester. Students are encouraged to contact the Registrar's Office or Student Success Office about enrollment in classes when they visit campus.

Undergraduate Student Class Load - Students enrolled in 12 credit hours per semester are considered full-time students; students may enroll in up to 18 credit hours per semester with no overload charge. Students on probationary status may be limited to 12-14 hours. The average course provides three units of credit. Students carrying a course load of over 18 hours require the consent of the Vice President of Academic Affairs and will be assessed a charge of \$350.00 for each credit hour in excess of 18 hours. Students with a GPA of 3.75 or above may take 3 additional hours without charge. The maximum overload is 21 hours.

Graduate Student Class Load - Graduate students enrolled in 9 credit hours per semester are considered full-time students.

Drop/Add - A student may drop or add a class within the first week of classes for fall, spring and summer terms. Fall intersession has a 2 day drop/add period. Drop/Add forms require the signature of the academic advisor. For full-time undergraduate students who drop below twelve (12) hours, and half-time students who drop below six (6) hours, Financial Aid will be affected. Full full-time graduate students who drop below nine (9) hours, and half-time four (4) hours, Financial Aid will be affected.

Withdrawal - A student may withdraw from classes until the date published in the Academic Calendar. Students who withdraw from the College are required to complete an extensive check-out process in order for student records to be properly documented. For further information, see "Withdrawal" under "Grading" in this Catalog.

Administrative Withdrawal - When notified by faculty or staff that a student has left or missed two consecutive weeks of class, the student may be administratively withdrawn. Grading in the

class (W, WP, WF) will depend on the last date of attendance reported by faculty and follow the academic calendar. Readmission will be considered only for extenuating circumstances as approved by the Vice President of Academic Affairs and Registrar. In such cases where readmission is approved, a readmit fee of \$350 will be charged. If a student drops below full-time status, financial aid may be adversely affected. Resident students dropping below full time status will be asked to move out of campus housing.

Online Students - Missouri Valley College online students will operate under the policies and procedures as outlined in the college catalog with the following additions and/or exceptions:

Online students are eligible for a restricted student identification card for use in receiving student discounts at area businesses, proctored tests, etc., for an additional fee of \$5. This restricted student identification is not valid for on-campus activities and services.

ATTENDANCE

Class participation and attendance are essential for student success. The College has no provisions whereby a student can enroll and receive credit at Missouri Valley College without having attended and/or participated in class. This principle applies to all courses for which credit is awarded regardless of mode of delivery.

Students are expected to attend all lectures, seminars, laboratories and field work for each registered class and to complete all work assigned by the instructor for the course. At times, absence from class may be unavoidable - as in instances of prolonged illness, hospitalization, or participation in an approved student activity. For illness, a student should submit a doctor's verification to the Academic Affairs Office; notice will be sent to instructors. The sponsor of an approved College activity through which students will miss classes will provide instructors with a list of participating students. Students are also required to inform their instructors if they are going to miss class for a campus activity. Students should take both their education and participation in activities seriously. Even though the activity is college sponsored, class work is expected either before or after the activity, depending upon the instructor's policy.

Any enrolled Title IV Aid Recipient who fails to attend classes (or stops attending) may be required to repay some or all of the assistance credited to his/her MVC student account for the semester (see Financial Aid; Return of Title IV Aid).

Title IV Aid Recipients must establish attendance prior to any Title IV aid being disbursed to their account.

Late Arrival / Non-Attendance - Any student who has not attended class by the end of the second class meeting or first week of class, whichever comes first, may be dropped from the class for non-attendance by the faculty member. Faculty will notify the student and Registrar's Office before the end of the drop/add period. In extenuating circumstances, the student may remain in the class with the approval of the Vice President of Academic Affairs.

AUDITING AND SPECIAL STATUS

Missouri Valley College may allow some students to enroll and receive credit in classes prior to being admitted to a degree

program. These special status students will be elevated to regular student status when they are admitted to the College.

In addition, qualified persons who desire classroom privileges without examinations and without credit may register to audit a course, with the approval of the Registrar and the instructor. The fee for auditing a class is \$175 per course. Full-time students may audit a course with no additional charge provided the audited course does not increase the load beyond 18 hours.

STUDY ABROAD

Missouri Valley College encourages students to consider studying abroad for a summer, a semester, or a year as a way to enhance their cultural experience and personal growth. Typically students study abroad in their junior or senior year. MVC strongly encourages freshmen students to experience their first year of college on campus before taking the step of studying abroad. Contact Kristine Poulsen, Coordinator of Study Abroad, poulsenk@moval.edu or 660-831-4215 for more information.

HONORS PROGRAM

Missouri Valley College Honors Program offers high-achieving students the opportunity to enhance their college experience through attending conferences across the country, publishing guidance, and scholarship opportunities, including study abroad. Along with an enhanced college experience, the MVC Honors Program helps prepare students for a successful career in their field or graduate school. For information, contact Dr. Claire Schmidt, Ferguson Center 214 or 660-831-4223.

SPECIAL COURSES/CREDIT

Practicum - A course that provides the student with preliminary practical experience in a specific field. Normally a practicum is completed in the student's major/minor field. All practicum experiences must be done off campus unless approved by the Vice President of Academic Affairs.

Internship - A course that offers the student advanced practical experience in his/her chosen field. Junior or Senior standing is required. Students must have the Division Dean/Chair and Vice President of Academic Affairs approval before registration. All internships must be done off campus unless approved by the VPAA.

Independent Study - A course of study which permits a student to do reading and research on a topic at greater depth than in a regular course. Junior or Senior standing is required. Independent study courses are offered at the discretion of the faculty. Approval of the advisor, division dean/chair/graduate program director and Vice President of Academic Affairs is required. A maximum of six hours is permitted in an undergraduate program. Independent Study courses require a \$170 fee.

Tutorial - A regular course that is taught on an arranged, individual basis. Tutorials will only be offered when it is impossible for the student to take the course on a regularly scheduled basis. Tutorials are offered at the discretion of the faculty. Approval of the advisor, division dean/chair/graduate program director and Vice President of Academic Affairs is required. A

maximum of six hours is permitted in an undergraduate program. Tutorial courses require a \$170 fee.

Arranged - Specialized study course for particular majors and the course cycle in the catalog is listed as arranged. There is no additional fee for this course unless a specific fee is listed in the catalog course description.

Transfer Credit - Students presently enrolled at Missouri Valley College may transfer credit from other colleges (e.g., attending summer school) but only courses with a grade of "C" or better will be accepted. The GPA is not affected by transfer credit unless the course is a "repeat" of an MVC course.

COURSE NUMBERING SYSTEM

The course numbering system indicates the degree of background information required in the course. It also indicates the appropriate class level expected of students who are enrolled.

Lower Division Course Numbers:

- 001-099 Developmental*
- 100-199 Primarily for freshmen
- 200-299 Primarily for sophomores

Upper Division Course Numbers:

- 300-399 Primarily for juniors
- 400-499 Primarily for seniors

Graduate Program Course numbers:

- 500-599 Primarily for graduate students

*Developmental courses will not count in hours toward graduation, but do count as institutional credit hours.

FINAL EXAM WEEK

The final exam schedule for the fall and spring semester is published in the back of the catalog and online. Final exam schedules are not to be changed. Students should plan rides home and other obligations in accord with the final exam schedule.

However, the college provides the following final examination changes policy, but it does not guarantee a change can be made.

Final Examination Changes Policy:

Students requesting exceptions to the MVC final examination schedule, for any reason, must complete a Final Examination Alternative Time Form. The form may be obtained in the Academic Affairs Office. A copy of this form must be completed and submitted to the Academic Affairs Office and to the instructor of each affected class not later than one month prior to the start of final examinations.

Decision Making Process

A decision concerning the request will be made by the Vice President of Academic Affairs and communicated to the instructor and student not later than three weeks prior to the official beginning of final examinations.

Payment of Exam Change Fee

If the request is granted, students must take the approved form to the Business Office and pay a \$100 (per day of affected exams) Final Examination Change of Schedule Fee there, two weeks prior to the official beginning of final examinations.

Alternative Final Examination Time Schedules

Up to five alternate exam times may be offered. Students who: 1) complete the Final Examination Alternative Time Form, 2) are granted approval to change their exam(s), and 3) pay the fee will be assigned to take their final during one of these times. Students will be able to request which of the alternative times they prefer, but all decisions will be based on space availability.

If a student is unable to take the final examination during the assigned alternate time, the student may take the exam during the originally scheduled time or accept a zero for the final exam involved.

Extended Access to Campus

Students may request extended access to campus to provide them with greater travel flexibility. Students who wish to be permitted to stay on campus, in the residence halls, past regularly scheduled move out dates, must process a request to do this request through the Office of Student Affairs.

GRADING - UNDERGRADUATE PROGRAMS

The following grades and their grade point value per credit hour are used to indicate the quality of a student's coursework:

A	4.0
B	3.0
C	2.0
D	1.0
F	0.0

GRADING - GRADUATE PROGRAM

The following grades and their grade point value per credit hour are used to indicate the quality of a graduate student's coursework:

A	4.0
B	3.0
C	2.0
F	0.0

Academic work may also be given the following rating:

Incomplete (IN) – In rare instances, the Vice President of Academic Affairs can deem extreme extenuating circumstances that prohibit a student from completing a course. Under such circumstance and only with the prior approval of the Vice President of Academic Affairs, the Division Dean/Chair and the faculty member, a student can receive an incomplete grade. The maximum timeframe for this work to be completed is by the close of the next semester (fall, spring, summer) but is to be determined by the faculty member. If the incomplete work is not completed by the agreed upon time frame, an automatic F will be assigned. An incomplete does not apply to the GPA.

Withdrawal (W) - The last day for withdrawal from a course will be a date as set annually on the academic calendar. A grade of "W" is given through the sixth (6th) week of the semester. After six weeks, the grade will be recorded as "WP" if the student has a grade of "D" or better at the time of withdrawal, or "WF" if the student is making a grade below "D". (Graduate program requires a grade of B or higher for a "WP".) Grades of "WF" are computed as "F" in the computation of all grade point averages. Withdrawal after the twelfth (12th) week of the semester will result in an "F"

unless the withdrawal is by administrative approval. Withdrawal from school is also withdrawal from classes.

Medical Withdrawal - A student may request a medical withdrawal at any point in the semester prior to the final exam week. Students that wish to withdraw due to a medical reason should submit a request in writing to the Vice President for Academic Affairs and include all evidence. Evidence must include documentation from the student's healthcare provider indicating the withdrawal is necessary, and should include diagnosis, onset date, treatment dates and prognosis. Students who withdraw are subject to the MVC refund policy. Before re-enrolling at Missouri Valley College, there must be documentation from the healthcare provider that the student is ready to return.

Pass/Fail (P/F) - Students (sophomore and above) have the option of selecting one course per term for the pass/fail grade. This declaration must be made by the date specified on the academic calendar. The request must bear the signature of the student, faculty advisor, and the Registrar. The pass/fail option, once exercised, is binding for the term. Courses in the major or minor or classes previously taken for a grade may not be taken on a Pass/Fail basis. Courses in the graduate program may not be taken on a Pass/Fail basis.

Audit (AU) - A course audited does not provide a grade or credit hours.

Repeat - Undergraduate Students: Courses in which a student has received a grade of "D" or "F" may be repeated. The latest repeat grade in such cases will be the grade of record. Courses with a grade of "C" or above may not be repeated, unless a grade of B or higher is required by the major. All courses will have a repeat limit 3 times. If a course is failed three times, a fourth attempt will not be permitted without the permission of the Vice President of Academic Affairs. **Graduate Students:** Graduate students are allowed to repeat a maximum of two different courses in order to raise grades of "C" or one course in order to raise a grade of "F." In no case will a student be allowed to repeat a course twice. Transcripts will reflect assignment of both grades; however, the grade for the first attempt will have the letter "R" next to it. Only the second attempt grade is used when computing the grade point average.

GRADE REPORTING

All students receive a complete grade report at mid-term of the Fall and Spring semesters. All mid-term and final grades are viewable on line with the student ID and PIN number.

GRADE CHANGES

Faculty may change final grades if the grade submitted was in error. All grade changes must be submitted within 30 days of the grade submission deadline. Change of grade forms are available in the Registrar's Office.

GRADE APPEAL PROCESS

Students are responsible for meeting the standards for academic performance established for the course/s in which they are enrolled. The establishment of the criteria for grades and the evaluation of student academic performance are the responsibilities of the instructor. The grade appeal procedure is available for the review of allegedly capricious grading or clerical error by the instructor. It is the student's responsibility and burden to show that the instructor's grading was

capricious and/or there was a clerical error. Students are advised that the professional judgment of instructors cannot be challenged and appeals made solely on that basis will not be considered.

Capricious grading consists of any of the following:

- The assignment of a final grade to a particular student on some basis other than the performance in the course;
- The assignment of a final grade to a particular student by resorting to more demanding standards than were applied to other students in the course;
- The assignment of a final grade representing a substantial departure from the instructor's previously announced standards as stated on the course syllabus.

Student Grade Appeal Procedure

Step One: The student must discuss the course grade fully with the instructor of the course. This must be done no later than ten (10) business days* after the final grades for the class are posted. This meeting, communication (or interaction) is a prerequisite to filing a formal grade appeal. The instructor is required to make a good faith attempt to meet or communicate with a student who has contacted him/her to discuss a concern within a grade within the ten day timeframe. Reasons for any delay should be explained and documented. The instructor should also document the meeting when it occurs.

Step Two: If the situation is not resolved to the student's satisfaction after meeting with the instructor, the student may then discuss the matter with the relevant academic division chairperson/dean/graduate program director no later than ten (10) business days after meeting with the instructor. This meeting is also a prerequisite to filing a formal grade appeal. The department chairperson/school dean will review any information provided by the student and also consult with the instructor. The department chairperson/ dean/graduate program director shall notify the student and course instructor, in writing, of the decision no more than one week from receiving the letter and documentation..

Step Three: If the situation is not resolved to the student's satisfaction at the division/program level, the student may then file a formal written appeal to the Vice President of Academic Affairs. This appeal must be filed no later than ten (10) business days after receipt of the departmental decision. The written appeal should include the reason for the appeal, a summary of the previous meetings with the instructor and department chairperson/school dean/graduate program director, and any relevant documentation. Examples of relevant documents include, but are not limited to: 1) course syllabi, 2) course assignments, 3) the graded work of the student, and 4) samples of the graded work of other students who were in the same course as the appellant.

Upon receipt of a written grade appeal, the Vice President of Academic Affairs will determine if the appeal is appropriate under this process (i.e., timely filed and alleges capricious grading and/or a clerical error). If the appeal is not appropriate, the student will be so notified and the process will end.

If the appeal is appropriate, the Vice President of Academic Affairs will contact the department chairperson/school dean/graduate

program director so that he/she can obtain a written response and all relevant documents from the course instructor and forward them to the Vice President of Academic Affairs. The written response and relevant documentation should be provided to the Vice President of Academic Affairs within five (5) business days of the request for such information. The course instructor is expected to comply with all requests for a written response and relevant documentation from his/her department chairperson/dean.

Upon review of the written appeal and the documentation provided by the student and the instructor, the Vice President of Academic Affairs may request any additional information deemed necessary from the student and the course instructor. The student and the instructor must provide the additional materials within five (5) business days of the Vice President of Academic Affairs request.

The Vice President of Academic Affairs will make a final decision on the matter. If deemed necessary, the Vice President of Academic Affairs may convene a committee to review the materials. The student will be notified of the decision in writing within ten (10) business days of receipt of the additional materials. This notification will be delivered by regular mail to the postal address on file for the student and by email to the student's MVC email address. The Vice President of Academic Affairs will also notify the course instructor, the department chairperson/dean, and Registrar of the decision. This notification will be transmitted to these individuals by campus email. If it is determined that the student's grade will be changed, the Vice President of Academic Affairs must submit a Revised Grade Report Form to the Registrar's Office. The Registrar will modify the student's transcript within ten (10) business days after receipt of the form. The decision of the Vice President of Academic Affairs is final.

*A business day is defined as one in which the campus is open for business.

ACADEMIC HONORS

Dean's List - Composed of all full time students who have a semester grade point average of 3.3 or higher and no "D", "F" or Incomplete grades. The Dean's List is issued at the end of the Fall and Spring semesters.

Presidential Scholar List - Composed of all full-time students who have a grade point average of 3.9 or higher for both Fall and Spring semesters. Students that graduate with a cumulative grade point average of 3.9 or higher will graduate as a presidential scholar.

LEARNING CENTER

The Learning Center is a center for academic support that is located on the third floor of Baity Hall. Tutors in a variety of subject areas will be available to work with students. The Director of the Learning Center will oversee the program and make every effort to meet student needs. The services in the Learning Center are free to Missouri Valley College students.

ACADEMIC ASSESSMENT

Missouri Valley College is committed to providing students with a liberal arts education that equips them to confront the challenges of the future. To that end, the College maintains comprehensive, cyclical processes of assessment to improve the quality of educational programs and services.

Learning outcomes are posted to identify what the College deems important for students to know, do, think, or value upon completion of a learning activity, such as a class, course, or degree program. Evidence of students' learning within each activity is evaluated to confirm existing practice or to identify areas in need of improvement. The goal is to enhance students' educational experience through a continual cycle of improvements at all levels.

All students are required to participate in assessment. All courses and instructors are assessed by students. In the general education core curriculum, faculty assess students' performance in achieving the learning outcomes posted for each core area. Information on assessment results is then aggregated and examined to identify strengths and weaknesses in the curriculum so adjustments can be made to improve students' learning.

All seniors participate in assessment of their level of achievement of the learning outcomes posted for their chosen major programs. Various methods of assessment are determined by the faculty in each major program. Information on specific major assessment can be found in the respective major sections of this catalog. Results of major assessments are analyzed to facilitate students' learning and to make improvements to the programs.

TRANSCRIPTS

The Registrar maintains a transcript service for students so that official student transcripts may be forwarded to other colleges and universities, state departments of education, certifying boards, or employers. Students will be charged \$7.25 for each transcript. Students may order official transcript online via the moval website. Transcripts will not be released at the request of any other person or authority. All transcripts must be pre-paid, and transcripts will not be released if a student has an outstanding account with the College. Students may obtain unofficial copies of their transcript via web services.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The Family Educational Rights and Privacy Act of 1974 (FERPA) is a federal privacy law affording students certain rights related to the release of and access to their education records. The Registrar's Office ensures compliance with FERPA at Missouri Valley College, and this office should be contacted with any questions or concerns about this policy. Additionally, you may contact the following with any questions about your FERPA rights or to request clarification or further information: Marsha Lashley, Registrar, lashleym@moval.edu, 660-831-4115.

Definition of Education Records and Exclusions

The definition of "education records" is any record maintained by the College that is directly related to a student and includes, but is not limited to, grades, transcripts, and disciplinary files. Education records can exist in any medium, including hard copy, typed, or electronic. However, there are some exclusions from the definition of education records, including:

- Records kept in the sole possession of the maker, that are used only as a personal memory aid, and are not accessible or revealed to any other person except a temporary substitute for the maker of the record;
- Records of the College's law enforcement unit that are created by it for law enforcement purposes and maintained by it;

- Records relating to an individual who is employed by the College (except if the individual is a student employed as a result of his or her status as a student) that are made and maintained in the normal course of business, related exclusively to the individual in that individual's capacity as an employee and are not available for any other purpose;
- Records on a student 18 years of age or older made or maintained by a physician, psychiatrist, psychologist or other recognized professional or paraprofessional acting in his or her professional capacity or assisting in a paraprofessional capacity so long as the records are made, maintained or used only in connection with treatment of the student and are disclosed only to individuals providing treatment;
- Records created or received by this College after the student is no longer in attendance and are not directly related to the individual's attendance as a student.

Student Rights Under FERPA

Beginning with the first day of the student's first term at MVC, students have the following rights under FERPA:

- The right to inspect and review the student's education records within 45 days of the day the College receives a request for access. A student should submit to the Registrar, Vice President of Student Affairs/Dean of Students, Division Dean/Chair/Graduate Program Director or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
 - o The College reserves the right to have a school official present during a student's review of his or her education records.
 - o The right of inspection and review includes the right to access and an explanation of the record. It does not include the right to a copy of the education record except in limited circumstances when failure to provide a copy would effectively prevent the student from inspecting and reviewing the record (e.g., the student lives outside of a reasonable commuting distance from the College).
 - o Students have the right to inspect their education records regardless of their financial status with the College. However, the College is not required to release an official transcript if the student has a past due account.
 - o At the postsecondary level, parents have no inherent rights to inspect or review their son or daughter's education records. This right is limited solely to the student. A student's

education records may be released to parents only if they have been given a written release by the student or if an exception to FERPA's general rule against non-consensual disclosure applies (such as in the case of a health and safety emergency or in order to comply with a lawfully issued subpoena).

- o This right of inspection and access does not extend to the financial records of a student's parents. Also, certain restrictions apply to a student's access to confidential letters and confidential statements of recommendation placed in a student's education records.
- The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. A student who wishes to ask the College to amend a record should write the College official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed. If the College decides not to amend the record as requested, the College will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment.
 - o Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing, but the following general procedures will be followed:
 - A hearing officer or board will be appointed by the appropriate College official.
 - A hearing will be held within a reasonable amount of time after the request for the hearing has been received.
 - The hearing officer/board will notify the student, reasonably in advance, of the date, place, and time of the hearing.
 - If the hearing officer/board supports the complaint, the education record will be amended accordingly and the student will be so informed.
 - If the hearing officer/board decides not to amend the education record, the student has the right to place in the education record a statement commenting on the challenged information and/or stating the reasons for disagreement with the decision. This statement will be maintained as part of the education record as long as the contested portion of the record is maintained.

- o Requesting an amendment to an education record is not the proper avenue for challenging course grades. A student may challenge a final course grade by using the Grade Appeals Process located in the Student Handbook and College Catalog.
- The right to provide written consent before the College discloses personally identifiable information from the student's education records, except to the extent that FERPA authorized disclosure without consent. Below is a non-exhaustive list of parties and conditions under which FERPA allows the College to disclose education records without consent (other exceptions can be found at 34 CFR § 99.31):
 - o To school officials with a legitimate educational interest. A school official is defined at the College as a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted as its agent to provide a service instead of using College employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the College.
 - o To officials at another college or postsecondary institution where the student seeks or intends to enroll or has enrolled.
 - o In connection with the application for, or receipt of, financial aid.
 - o To accrediting organizations.
 - o To comply with a judicial order or lawfully issued subpoena. All subpoenas will first be reviewed by the College's legal counsel to determine the appropriate course of action.
 - o To parents of a dependent student under the Internal Revenue Code.
 - o When there is an articulable and significant threat to the health or safety of a student or other individuals. Factors to be considered in making a decision to release such information in these situations are: (1) the severity of the threat to the health or safety of those involved; (2) the need for the information; (3) the time required to deal with the emergency; (4) the ability of the parties to whom the information is to be given to deal with the emergency.
 - o When the information has been classified by the College as "directory information" (see below for more discussion about directory information).

- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
 U.S. Department of Education
 400 Maryland Avenue, SW
 Washington, DC 20202-5920

EMERGENCY CONTACT POLICY

Missouri Valley College requires students provide, and regularly update, emergency contact information. This information is collected in the event of an emergency regarding the health, safety, or wellness of a student. Emergencies include but are not limited to: medical situations in which a student's life may be at risk; critical injury from an accident; serious illness; threat to personal safety or security; threat to campus safety or security impacting an individual. All information is private and protected under the Family Educational Rights and Privacy Act (FERPA). Limited staff will have access to this information. Emergency contact information will not be used for any other purpose.

DIRECTORY INFORMATION

The Family Educational Rights and Privacy Act of 1974 (FERPA) is a federal privacy law affording students certain rights related to the release of and access to their education records. The Registrar's Office ensures compliance with FERPA at Missouri Valley College, and this office should be contacted with any questions or concerns about this policy. Additionally, you may contact the following with any questions about your FERPA rights or to request clarification or further information:

Marsha Lashley, Registrar
LashleyM@moval.edu
 660-831-4115

Definition of Education Records and Exclusions

The definition of "education records" is any record maintained by the College that is directly related to a student and includes, but is not limited to, grades, transcripts, and disciplinary files. Education records can exist in any medium, including hard copy, typed, or electronic. However, there are some exclusions from the definition of education records, including:

- Records kept in the sole possession of the maker, that are used only as a personal memory aid, and are not accessible or revealed to any other person except a temporary substitute for the maker of the record;
- Records of the College's law enforcement unit that are created by it for law enforcement purposes and maintained by it;
- Records relating to an individual who is employed by the College (except if the individual is a student employed as a result of his or her status as a student) that are made and maintained in the normal course of business, related exclusively to the individual in that individual's capacity as an employee and are not available for any other purpose;
- Records on a student 18 years of age or older made or maintained by a physician, psychiatrist, psychologist or other recognized professional or paraprofessional acting in his or her professional capacity or assisting in a paraprofessional capacity so long as the records are

made, maintained or used only in connection with treatment of the student and are disclosed only to individuals providing treatment;

- Records created or received by this College after the student is no longer in attendance and are not directly related to the individual's attendance as a student.

Directory Information

Directory information is data about a student which can be released without prior consent because it would not generally be considered to be harmful or an invasion of privacy if disclosed. The College designates the following items as directory information:

- Student name
- Address
- Telephone number
- Date and place of birth
- Email
- Class Standing
- Enrollment status (full-time/part time)
- Dates of attendance
- Grade level
- Photographs
- Degrees, honors and awards received
- Previous institutions attended by the student
- Fields of study
- Participation of officially recognized activities and athletics
- Height and weight of members of athletic teams

Unless the College has been notified by the student that directory information about himself/herself is not to be released, the College may release such information at its discretion and without further permission. Note, however, that the College reserves the right to not disclose directory information in some situations or may choose to limit the scope of the release to specific parties, for specific purposes, or both, even if a student has not opted-out of such disclosures.

Students who do not wish to permit the distribution of such information should notify the Registrar's Office in writing during the first week of each semester. The College will honor these written request for non-disclosure for only one semester; authorization to continue withholding directory information must be filed during each ensuing semester of attendance. Students may request that all or part of their directory information not be released.

The College will honor all requests to withhold any of the categories of directory information, but will not assume any responsibility to contact the student for subsequent permission to release that information. Student should realize that requesting that directory information be withheld could have negative consequences. For example, the names of students who have restricted their directory information will not appear in the commencement program or other College publications. Also, employers, potential employers, credit card companies, loan agencies, scholarship committees, and the like will be informed that the College has no information available about the student's attendance at the College if these entities were to request directory information that has been restricted. Regardless of the effect on the student, the College assumes no liability for honoring a request of the student to restrict the disclosure of directory information.

Notwithstanding the above, a student may not opt-out of the disclosure of the student's name, identifier or College email address in a class in which the student is enrolled.

V. Authorizing the Release of Education Records

Students may authorize the release of education records protected by FERPA to designated parties by using the College's form available in the Registrar's Office and Admissions Office.

ACADEMIC DISHONESTY POLICY

Academic integrity is expected and required of all students. Students and faculty are responsible and accountable for personally upholding that integrity. Academic dishonesty will not be tolerated, and students found to have engaged in academic dishonesty will be disciplined according to this policy.

Types of Academic Dishonesty. Academic dishonesty includes, but is not limited to, the following:

- Copying from another student in a test or examination situation.
- Using unauthorized material or aids in the preparation of an assignment or project.
- Possessing unauthorized material or aids in a test or examination situation.
- Allowing another person to take a test or examination in one's place; taking a test or examination in another person's place.
- Altering or falsifying academic records in any way.
- Submitting false medical, academic or other documentation required by the college.
- Improperly obtaining through theft, bribery, collusion, or otherwise any test or examination paper prior to the date and time for writing such test or examination.
- Aiding, assisting, or encouraging another to engage in an act of academic dishonesty.
- Plagiarizing materials or works, in whole or in part, prepared by another person without citing appropriate reference credit.
- Copying and submitting, in whole or in part, the work of another in an assignment, report, project, etc. as one's own.*
- Claiming to have completed assigned tasks that were, in fact, completed by another person.*
- Failing to accurately document information, wording or visual images obtained on the World Wide Web.*
- Violating federal copyright laws including unauthorized duplication of copyrighted materials.

*At the instructor's discretion, so called "self-plagiarism," or submitting work that was written or completed for one instructor or class to a different instructor or class without the instructor's knowledge and approval.

Procedure

- For purposes of these procedures, "instructor" refers to a student's instructor or any other faculty member or administrator who has reason to believe a student has engaged in academic dishonesty.
- When multiple students are involved in a single situation involving academic dishonesty, the situation may be addressed collectively.
- While these procedures are being carried out, the student will be allowed to continue in his/her academic program without penalty until the procedures have been completed. Notwithstanding, the College reserves the

right to take any action allowed by College policy against a student for conduct unrelated to this process.

When an instructor has reason to believe a student has engaged in academic dishonesty, the instructor will:

1. Confer with student, explain why the instructor believes that academic dishonesty has occurred, and provide support for this assertion.
2. Allow the student to provide an explanation, including supporting evidence (if any).
3. Evaluate the student's explanation and supporting evidence (if any).
4. Make a determination as to whether a violation of the Academic Dishonesty Policy has occurred. If there is no finding of a policy violation, the matter will be deemed resolved upon written notification of the student. If there is a finding of a policy violation, the instructor (and division chair/dean/graduate program director, if applicable) should complete the Academic Dishonesty Documentation Form.

A. The instructor will ascertain from the Vice President of Academic Affairs' assistant whether the student has previously been found to have violated the Academic Dishonesty Policy while enrolled at the College.

B. If the student has no other substantiated violations of the policy, the instructor will apply an appropriate penalty (see the "Penalties" section below for a list of possible penalties that may be applied when there is a finding of academic dishonesty). The instructor should give due consideration to the seriousness of the offense as well as the impact of the penalty imposed on the student's education.

C. If the student has one previous violation of the policy, the instructor should consult with the division chair/dean/graduate program director to determine the appropriate penalty.

D. If the student has two previous violations of the policy, the automatic penalty is expulsion from the College. The Vice President of Academic Affairs should be notified immediately.

5. Notify the student in writing of the decision as to whether a policy violation has occurred, including any penalties imposed (if applicable). If a violation has occurred, complete and present the Academic Dishonesty Documentation Form to the student. The student's signature serves as verification of notification. The student may also provide a written response on the form.

6.. Provide copies to the student, division chair/dean/graduate program director (if requested), and the Vice President of Academic Affairs.

Penalties

A student guilty of cheating will be subject to a penalty appropriate to the nature and seriousness of the offense. A record of all such cases will be kept in the Vice President of Academic Affairs Office. Second offenses for the same individual will be subject to a more serious penalty than the one previously imposed.

The following penalties may be applied:

- Reprimand.
- Reduction in grade on the assignment without the opportunity to resubmit.
- Requirement that the student repeats and resubmits the same or alternate assignment. In such cases, the grade or mark awarded will be reduced or limited at the discretion of the faculty member.

- Completion of the Plagiarism Tutorial found at the student's Moodle site.
- A mark of "0" will be given for the assignment with no opportunity to resubmit. This may result in failure of the course.
- Lowering of final grade in the class by one full letter grade. (This may result in failure of the course.)
- A mark of "0" will be given for the assignment with no opportunity to resubmit, and a lowering of final grade in the class by one full letter grade. (This may result in failure of the course.)
- A failing (F) grade will be awarded in the course.
- Automatic failing (F) grades in all courses in which the student is registered, and no fees will be refunded for that semester. This penalty will only be imposed by the student's chair/dean/graduate program director with approval from the Chief Academic Officer.
- Expulsion from Missouri Valley College, permanently recorded on the student's record. This penalty will result in automatic failing (F) grades in all courses in which the student is registered, and no fees will be refunded for that semester. For a third academic dishonesty offense, automatic penalty is expulsion from the College.

ACADEMIC GRIEVANCE PROCESS

Grounds for Filing an Academic Grievance

This process is designed to address an academic situation the student perceives as unfair or unjust. It is not a process to be used when there is dissatisfaction with a grade or to obtain a grade change. For that type of grievance, see the Grade Appeal Process. For non-academic grievances, refer to the relevant sections of the Student Handbook.

Initial Attempts at Resolution

The student should try to resolve the situation by discussing it with the following people in the order listed below. The procedure would halt at any point that satisfaction has been reached. If the administrative path for the appeal is unclear, the student should consult with the Vice President of Academic Affairs for clarification.

- Course Faculty
- Division Dean/Chair/Graduate Program Director
- Vice President of Academic Affairs

The employees listed above are responsible for documenting their meetings with an aggrieved student, including any resolutions that have been reached.

Formal Academic Grievance

If, after discussion with the people listed above, the issue has not been resolved, the student may file a formal written academic grievance with the Vice President of Academic Affairs. The formal grievance must be filed by the student within thirty days of the end of the semester in which the incident occurred. This timeframe may be extended by a showing of good faith attempts to resolve the situation pursuant to the "Initial Attempts at Resolution" section above. The written grievance should clearly describe the subject matter of the grievance and include any available supporting materials. Within three working days of receiving the written grievance, the Vice President of Academic Affairs will review it to determine if it has been timely filed and if it is covered by this policy and therefore warrants review by the Community Standards Board (CSB). If the Vice President of Academic Affairs determines that the grievance should go forward, the grievance will be reviewed by the CSB in accordance with the procedures outlined below.

Procedures:

- If the Vice President of Academic Affairs determines that the written grievance will be reviewed by the CSB, the student and the faculty member(s) who are the subject of the grievance will be notified in writing. The faculty member(s) will also be given a copy of the grievance and supporting materials provided by the student and given the opportunity to provide a written response and any supporting materials. Such response should be provided within three working days.
- The Vice President of Academic Affairs will then notify the CSB of the grievance and arrange for a meeting of the CSB. The meeting should occur as soon as is reasonably possible, and it will typically occur within five working days of receipt of the faculty member's response absent extenuating circumstances. The student's grievance (and supporting materials) and the faculty member(s)' response (and supporting materials) will be provided to the CSB members in advance of the meeting.
- Though the parties will be notified of the time and place of the CSB meeting, they will not typically be invited to address the CSB. However, the Vice President of Academic Affairs may, in his/her sole discretion, determine it is necessary for the parties to meet with the CSB in certain situations. If one party is given the opportunity to address the CSB, the other party will be given a similar opportunity. The Vice President of Academic Affairs may also determine that witnesses with relevant information will be called to speak with the CSB as it considers its decision.
- At the meeting, the CSB will review and discuss the grievance, response, and supporting materials provided by the parties. The CSB will then vote to determine the appropriate resolution of the grievance. The Vice President of Academic Affairs, serving as chair of the CSB, will only vote in the case of a tie.
- The decision of the CSB is final and not subject to appeal. The decision will be communicated to the parties in writing within three working days of the CSB's decision.

ACADEMIC STANDING

Good Standing - In order to be in good standing with the College, undergraduate students must maintain the minimum cumulative grade point average:

Hours Attempted	Cumulative GPA
1-27	1.50
28 – 57	1.75
58+	2.00

Graduate students must have a final grade no lower than a "B" in all their classes.

Academic Probation - Undergraduate students: Any student who fails to meet the minimum cumulative GPA will be placed on academic probation. Students are encouraged to work with the Learning Center and Student Success Office during the probationary period. Students failing to remove themselves from

academic probation within one semester may be suspended; barring unusual circumstances students will be allowed a maximum of two (2) consecutive semesters on academic probation. A student on academic probation may not receive a grade of incomplete (IN). Academic probation will be documented on a student's transcript. Graduate students: Any student receiving a final course grade below a 'B' in a graduate-level course will be placed on academic probation. Students who fail to maintain a 3.0 GPA will be placed on academic probation until a cumulative 3.0 GPA is obtained. Students obtaining more than one grade of 'F' or more than two grades of 'C' or below in graduate courses will be subject to dismissal from graduate studies. Graduate courses in which a student obtained less than a 'B' may only be retaken once.

When a graduate student is placed on academic probation, the student will be required to create a remediation plan in conjunction with his or her adviser. The remediation plan must be completed before the start of the next semester. Once the remediation plan has been developed, it must be approved by the Program Director and signed by all parties. After approval, a copy of the remediation plan will be given to the student, his or her advisor, and the Dean of Graduate Studies

Remediation Plan Guidelines: Remediation plans are to be developed collaboratively with the student and his or her adviser, but the adviser must approve of all aspects of the proposed remediation plan. Remediation plans shall include the following: the student's name, date, reason(s) for remediation, how these circumstances will affect the student's advancement in the program, specific remediation steps with a timeframe for their completion, possible consequences for failing to complete the remediation plan within the agreed upon timeframe, and a place to sign and date the document for the student, his or her adviser, and the Program Director. Once the student and his or her adviser have completed the remediation plan, it must be approved by the Program Director and signed by all parties. Copies of the signed remediation plan will be given to the signees as well as the Dean of Graduate Studies. A student's refusal to sign his or her remediation plan may result in suspension or dismissal.

Academic Suspension- Undergraduate students on academic probation for two (2) consecutive semesters are subject to academic suspension. Probationary status is not a necessary prior condition for academic suspension. Students may be suspended for lack of progress regardless of cumulative GPA, if there is no evidence of eventual academic success. Academic suspension is recorded on the student's academic transcript. Graduate students on Academic Probation for two consecutive semesters and students earning more than one 'F' or more than two 'C' grades or lower will be subject to dismissal from the graduate studies.

Appeals and Readmission -

Undergraduate students' appeals of academic suspension petitions for readmission and other academic matters should be directed to the Vice President of Academic Affairs for review by the President or her designee. Students who are academically suspended may appeal for readmission as follows: Cumulative GPA 1.00 or higher, after six (6) months; 0.999 and below, after one (1) year. Appeals for readmission must be accompanied by evidence that the student is capable of performing satisfactory work.

Graduate Students who are academically suspended may appeal for readmission after one (1) year. Appeals of academic suspension should be directed to the Vice President of Academic Affairs for review. Appeals should include an appeal letter explaining the request and why the student thinks s/he should be readmitted along with evidence of ability and commitment to do the work (i.e., work experience, professional recommendation letters). The Vice President of Academic Affairs, Graduate Dean, and Program Director will review the appeal and notify the student the appeal will go to the next step or has been denied. The next step is a meeting with the Program Director to determine placement in the program, including any changes to the program, and requirements which must be repeated (courses, qualifying exam, etc.) and then the development of a remediation plan. The final step is evaluation by the Graduate Committee.

LEAVE OF ABSENCE

A temporary leave of absence may be granted to a student for reasons such as health, military service, work or study abroad. A leave of absence will permit a student to re-enter Missouri Valley College without having to re-apply or to pay the application fee. A leave of absence is good for one year. A student who is involuntarily called to active duty in the military reserve or National Guard will be granted a leave for the duration of the recall. It is expected that most students will take leave at the end of the semester; however, in extreme cases, when students must take a leave of absence in mid-semester, they will need to consult with Student Affairs, Financial Aid and the Registrar to determine their status for the remainder of that semester. A leave of absence must be requested in writing. Please note, this leave of absence policy is an institutional policy and differs from a leave of absence as defined by the US Department of Education.

HIGH SCHOOL DUAL CREDIT PROGRAM

Missouri Valley College offers a dual credit program to participating area high schools. The program follows guidelines as set forth by the Coordinating Board of Higher Education in Missouri. College credit classes are offered to students at their local high schools. The courses are as similar as possible to the same college credit course offered on the main campus of MVC. These courses are available only to high school students who have been approved by Missouri Valley College and the cooperating high school. The Vice President of Academic Affairs of Missouri Valley College approves all instructors for the dual credit program.

STUDENT AFFAIRS

The Office of Student Affairs is the hub for co-curricular programs and services at Missouri Valley College. Under the leadership of the Vice President of Student Affairs/Dean of Students, the Student Affairs staff strives to make MVC a welcoming, inclusive, and engaged campus community. Student Affairs services include:

ACTIVITIES

The Student Activities program offers students engaging and fun co-curricular activities aimed at building community and encouraging social development. Student Activities also organizes all of the College's Intramural Sports and Fitness Center programming. Activities are held throughout the week during the academic year. MVC is also proud to have many active student

clubs and organizations on-campus, that represent our vibrant and diverse community. Detailed information regarding daily, weekly, monthly activities can be found on the website: <http://www.moval.edu/events/categories/students/>

HEALTH SERVICES

Nurses Office

Student Health Services - Nurse's Office is located in the Malcolm Center for Student Life. Its hours of operation are from 7:30 a.m. to 4:00 p.m., Monday through Thursday, and 7:30 a.m. to 12:00pm, Friday. Medical staff provide the following services:

- Assessment for all illnesses and injuries
- Treatment for minor illnesses on an outpatient basis
- First aid treatment
- Limited over-the-counter medications available
- Allergy Injections
- Prescriptions for minor illness
- Limited lab testing
- Referral assistance

Counseling Center

The Counseling Center is located in the Malcolm Center for Student Life, Student Health Services suite. Counseling staff includes licensed professionals who are always available to assist.

Free services include:

- Short-term, confidential individual and couple counseling
- Crisis Intervention
- Alcohol or drug screening and referral
- Educational programs to enhance human development
- Consultations for parents, faculty, staff, and administrators
- Referrals for long-term therapy, specialized therapy, and medication

The services of the Counseling Center are separate from any other student records. Information revealed in counseling sessions is confidential, except in cases of imminent danger, where otherwise mandated by law, or when permission is granted to release information.

HOUSING & RESIDENTIAL LIFE

Housing and Residence Life offers numerous living options for full-time undergraduate and graduate students. Options include traditional residence hall rooms, suites, apartments, and houses. MVC residential facilities are at the core of campus life. Encouraging a welcoming living/learning community is the top priority. Each area is staffed by an undergraduate or graduate Resident Assistant (RA) and Resident Coordinator (RC). These staff members oversee the health, safety, and well-being of student living in that area. All students expecting to live in campus housing will be required to complete a current year Housing Contract.

Effective August 1, 2019 all freshmen, except for those in the Drive 45 area, will be required to live on campus for the first year.

Effective August 1, 2019 all International freshmen will be required to live on campus for their first two years.

ANIMAL/PET POLICY

Missouri Valley College has a restriction that no pets are allowed in buildings operated by the college. Missouri Valley College does accept emotional support animals. To have an emotional support animal reside with you, a scheduled appointment with and proper documentation will need to be filed with the Office of Accessibility and Disability/504 Compliance Coordinator. Students must complete the entire process before bringing their emotional support animal to Missouri Valley College.

INFORMATION TECHNOLOGY

Missouri Valley College offers computer and network resources to encourage and enhance the academic experience. While attending Missouri Valley College, all students will be assigned a username before starting their first class. Students are responsible for remembering their username and password, this information should not be shared in any way with others. The username or email address will be used to access all online resources credited to that student. The resources available to students are listed below. A username and email address will be assigned automatically and this ID with corresponding password will be sent to the student via email and/or regular mail.

The IT department can assist with issues connecting to the network or accessing accounts. IT does not repair personal devices, but can provide advice on the best course of action. The IT department is located in the Technology Center in room 214. Your student ID card is required for any assistance.

A complete listing of the College's Information Technology Policies can be found on the website.

Internet Services

Internet services are available in every academic building and residential facility. Student devices must be equipped with a wireless network card. There are no Ethernet (wired) connections available for students.

MVC Wireless Network is encrypted and protected by a network key. This key has to be entered in every device when you try to connect this device to the MVC Wireless Network.

The current key can be found in your orange letter from the IT Department (the one with your username and password). The current key will also be made available by posters in every residence hall.

For additional information go online:

<https://www.moval.edu/about/offices/information-technology/>

Damage or tampering with campus network infrastructure will result in fines exceeding \$1000.00 and other action under the Student Code of Conduct.

Access in Residential Facilities

Students living in campus residential facilities will have access to the Internet by means of MVC Wireless Network. All wireless infrastructure (i.e. access points, routers) must be installed and maintained by MVC IT staff. Installing personal wireless access points on the campus network is prohibited.

Unauthorized Devices

Unauthorized devices, including but not limited to: wireless routers, hubs, switches, or access points are prohibited. If such a device is identified the owner will be asked to discontinue use of the device. Use of such devices could result in fines or loss of network privileges.

Valley Email

Missouri Valley College offers email (Valley Email) for all students. All campus communication will be through your Valley Email. A student's email address will serve as login. Missouri Valley College is a Google Apps for Education campus, along with email students have access to Google Docs, Sheets, and Slides as well as unlimited space in Google Drive. Valley email can be accessed on the web site: <https://www.moval.edu/home-page/mymoveal/>

Printing

Every student will receive \$20.00 as printing balance at the start of each semester. For every page you print, your print account will be charged. Current prices for black and white or color pages will be shown before you submit a print job. Money can be added to your print account by going to one of the libraries, the School of Nursing, the Learning Center or the Business Office. Here you can put up to \$5.00 in your print account (in increments of \$1.00). After you submit a print job, a screen will pop up informing you about the current prices and you have the option to choose how many copies you want for your print job. To print click "Yes, print my job." The system will check if the balance of your account to ensure you have enough money for the print job. If you have enough money in your account, the job will print. You will receive a pop-up message with the transaction that has been made to your print account. If your print balance is not sufficient to print the job, the job will be discarded and you will receive a pop-up message informing you of the insufficient funds. Be aware that blank pages will be counted as printed pages. If you have any questions about printing or your print account, please refer to any of the Account Upgrade locations or the IT office.

IMMUNIZATION POLICY

Missouri Valley College requires that all students have medical documentation of receiving or being examined for the following:

- Measles, Mumps, Rubella (MMR) vaccination (2 doses).
- Tetanus, Diphtheria, Pertussis (Tdap) vaccination (within the last 10 years)
- Meningococcal Quadrivalent/Meningitis Vaccination (within the past 5 years)

For International students coming from countries considered endemic for Tuberculosis (TB) and for domestic students having traveled abroad or having other risk factors, a Mantoux Tuberculin Skin Test (TST) or Interferon Gamma Release Assay (IGRA) must be administered by a licensed medical doctor and reported accordingly. Students showing signs of TB disease or having a latent form of the disease require additional testing to ensure TB is not currently active. Students with active TB are precluded from attending Missouri Valley College.

Students wishing to request exemption from any vaccination requirement for religious or other purposes must obtain a waiver request from the Vice President of Student Affairs/Dean of Students. Students will be required to explain their need for

exemption (i.e. particular religious belief(s) that conflicts with the vaccination requirements) and provide documentation from a licensed medical doctor attesting that the student does not currently have Measles, Mumps, Rubella, Tetanus, Diphtheria, Pertussis, Meningitis, or Tuberculosis. Missouri Valley College reserves the right to deny any exemption waiver. In the event of disease outbreak for any of the diseases vaccination is required, the College, in its sole discretion, may immediately remove from campus those students approved for exemption to prevent possible contagion. Such action is to ensure the safety of the exempted student and the entire campus community. Students who fail to adhere to the immunization requirements and who have not been approved for an exemption will not be permitted to move into housing or start classes. New first-year or transfer students may be given to the end of their first academic semester to complete their records, at the discretion of the Vice President of Student Affairs/Dean of Students.

LIBRARY

Murrell Library and Commons at Missouri Valley College builds intellectual and creative capacity by providing information, services, and programming that engage, encourage, and enable faculty, staff, students, and the community to question, explore, and critically evaluate information.

Murrell Library and Commons is a hub for student learning and scholarship, a place to study, and a destination for programs. As a campus resource, the Library provides individualized services, print and online materials, and study space for the College community. The library consists of two locations; most materials are found in the George Murrell Memorial Library, while the Library Commons has education materials, K-12 textbooks, and juvenile and young adult literature.

Murrell Library Hours:

Monday - Thursday: 7:30 am - Midnight
Friday: 7:20 am - 4:00 pm
Sunday: 1:00 pm - Midnight

Library Commons Hours:

Monday - Thursday: 7:30 am - 10:00 pm
Friday: 7:30 am - 4:00 pm
Sunday: 6:00 pm - 10:00 pm

Library Resources

- **Avalon** (online catalog) - Records for books, journals, videos, eBooks, eJournals, and other library materials owned by MVC. Avalon also includes library holdings for eight other academic libraries.
- **A-Z Full Text Finder** - Use this to find and link to eJournals and eBooks.
- **Library Databases** - With over 60 research databases, you should be able to find what you need for your classes. Databases are available from the library webpage. Most are available off campus using your MVC login.
- **Books and eBooks** - The library has a wide variety of books, both physical and in print. Almost 33,000 eBooks are available, including: ACLS Humanities eBooks, EBSCO eBooks, Bloom's Literature, and Credo Reference. The

library also contains nearly 80,000 books in print on a wide variety of topics.

- **Journals and eJournals** - With 216 print subscriptions, and online access to 65,000 eJournals, the library is sure to have what you need for your classes.

Interlibrary Loan - Missouri Valley College faculty, staff, and students may borrow materials not owned by MVC through Interlibrary Loan. Request forms are automatically populated from databases, and a blank form is available on the library's website.

Missouri Valley is a member of the Mobius consortium, which has members in five states. You may request books from any library within the Mobius system through the Avalon catalog. We will also find and borrow books and articles from libraries that are not part of Mobius using traditional interlibrary loan.

Tablet Check Out - Kindles and Kindle Fires can be loaned to any MVC faculty, staff, or student and be kept for 4 weeks. MVC faculty and staff may borrow iPads. Students with a library account in good standing who have completed at least two consecutive semesters at MVC may also borrow iPads. Tablets are loaned for 7 days with 2 renewals that must be done in person by library faculty or staff. A fine of \$10.00 per day will be charged for overdue tablets.

Reserves - Murrell Library houses materials that have been placed on reserve by the professors for various classes. While the library does not generally collect textbooks, through a partnership with the Office of Academic Affairs we have a selection of textbooks used in first-year core classes. Reserve materials circulate for 2 hours, and must be used in the building.

Loan Periods - Books may be borrowed for 4 weeks. DVDs, journal back issues, and tablets circulate for 1 week. Items on reserve check out for 2 hours, and may be used in the building only. Overdue fines are 25¢ per day for each overdue item, and \$10.00 per day for overdue tablets.

MAIL

Ferguson Center Mailroom hours: Monday-Friday, 8:00 a.m. - 4:30 p.m.

Services Accepted: United States Postal Service, FedEx, UPS, & DHL

Student mail should be addressed as follows:

*Missouri Valley College
Student Name
500 E. College Street
Marshall, MO 65340*

Do not include room numbers or residence halls in the address. All letters/packages are received and distributed from the mailroom. Delivery services will not deliver to any other location on campus.

When a student receives a package or mail, they will receive an email from the mailroom stating they have a pick-up. The mailroom will make three (3) attempts to contact the students before the item is returned to sender. It is the responsibility of the student to pick up the package or mail within two (2) weeks.

Tracking Your Incoming Package

Here is a list of the most commonly used carriers and links to their package tracking websites:

- U.S. Postal Service – <http://www.usps.com>
- UPS – <http://www.ups.com>
- Federal Express – <http://www.fedex.com>
- DHL – <http://www.dhl.com>

The mailroom does NOT offer outgoing services.

Please visit <https://www.moval.edu/mailroom> for more policies and procedures.

MAINTENANCE & HOUSEKEEPING

The Maintenance and Housekeeping staff work diligently to maintain and upkeep the College's facilities. Students may submit Work Request via the intranet at <https://sites.google.com/a/moval.edu/intranet/maintenance-work-request-form>. If an urgent maintenance issues occurs during regular business hours contact the Director of Maintenance at (660) 831-4043 or after hours contact the Student Affairs On-call at (660) 815-2748 or Public Safety at (660) 815-0111.

PUBLIC SAFETY

The Department of Public Safety (DPS) provides safety and protection for the MVC campus community. Public Safety officers are sworn Police Officers through the Marshall, MO Police Department with full police and arrest powers. All Officers complete regular training as mandated by the Missouri Department of Public Safety's Peace Officer Standards and Training Program. The safety and well-being of students, faculty, and staff is the Department's top priority. All members of the campus community are encouraged to contact Public Safety any time they need help or assistance. To reach the Officer On-duty, call (660) 815-0111. For more information visit the Public Safety Webpage: <http://www.moval.edu/student-life/safety-security/>

STUDENT SUCCESS CENTER

STUDENT SUCCESS CENTER

The Student Success Center provides academic advising, academic support services, and personal development resources. The Student Success Center serves as an information hub to help students access multiple resources on campus. Career Planning, the Blosser Program, and Retention Programs are housed in the Student Success Center. The Office of Accessibility and Disability/504 Compliance Coordinator are available to assist students with disabilities who request accommodations. For more information:

<http://www.moval.edu/academics/student-success/>

STUDENTS WITH DISABILITIES

The College seeks to comply fully with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. Students with disabilities who would like to request accommodations must self-identify and should arrange a meeting with The Office of Accessibility and Disability/504 Compliance Coordinator, Debbie Coleman, at (660) 831-4170 or colemand@moval.edu. Though accommodation requests can be made and will be accepted and considered at any time, students are encouraged to make such requests as soon as possible after the student decides that accommodations are needed. Failure to timely request accommodations could delay their implementation, and accommodations are not effective retroactively so that a

student will not be able to re-do assignments or re-take exams that were completed prior to receiving accommodations. Upon request for accommodations, the ADA/Section 504 Coordinator and student will enter into an interactive process to determine what, if any, reasonable accommodations are available. As a part of this process, the student will be required to provide documentation from a qualified professional showing eligibility for accommodations.

Please refer to the College's Disability Services webpage <http://www.moval.edu/academics/student-success/disability-services/> for more information about the disability accommodation process. If you have any questions, please contact the ADA Section 504 Coordinator.

STUDENT CODE OF CONDUCT

It shall be the responsibility of every student enrolled at Missouri Valley College to support the academic integrity of the institution. This applies to personal honesty in all aspects of collegiate work, all student records and all contacts with faculty and staff. Academic dishonesty will not be tolerated.

It shall also be the responsibility of every student enrolled at Missouri Valley College to be respectful to the right of other students, staff, and instructors to a safe, peaceful atmosphere conducive to the educational goals of an institution of higher learning. Rude or disruptive behavior will not be tolerated.

Student actions that do not adhere to the MVC Student Code of Conduct will be addressed according to College policies regarding academic dishonesty and disruptive behavior. Students who exhibit dishonest, disruptive, or disrespectful behavior in any setting where Missouri Valley College is officially represented, risk suspension or expulsion from the institution.

Although the Student Code of Conduct provides general expectations and specifically prohibited conduct, it is not intended to be exhaustive. The College reserves the right to take disciplinary action for other behavior it deems inappropriate even if it is not expressly outlined below.

Expectations

Respect for the College's Mission

Students are responsible for conduct on or off campus which interferes with or disrupts the educational or related functions of the College or which adversely affects the reputation of the College. Such conduct is prohibited and may result in disciplinary sanctions. Violation of any local, state, or federal law is prohibited. Missouri Valley College holds students to the same standards off campus as it does on campus.

Respect for College Officials

Students must not interfere with the teaching, research, administration, disciplinary proceedings, or other activities of the College. Students must comply with the lawful instructions of College officials (including Residence Life staff and Law Enforcement officers). Students must not interfere with any individual in the performance of his or her assigned responsibilities. Students are expected to cooperate fully with all investigations involving violations of Missouri Valley College policies, rules, and regulations. Students must comply with all student conduct investigations and sanctions rendered by the process. In addition to the expectations set forth in this handbook,

students must comply with all written instructions received via email, posted bulletin, published on the web site, U.S. mail or verbal instruction of a College official.

Respect for Others

The following actions committed on or off the campus against any member of the Missouri Valley College community are prohibited:

A. Abuse: An unwarranted verbal or written (handwritten and/or electronically written) exchange including profane, abusive, or threatening language or behavior directed toward another person. Racial, ethnic, or sexual comments that demean or defame are also prohibited. This type of behavior will also not be tolerated towards representatives from opposing schools or athletic officials.

B. Assault: Conduct that threatens or endangers the physical or emotional safety of another person. This includes but is not limited to fighting.

C. Bullying: the use of aggression with the intention of hurting another person. Such behavior and activities include, but are not limited to, the following:

- Verbal abuse, such as the use of derogatory remarks, insults, and epithets, slandering, ridiculing or maligning a person or his/her family
- Persistent name calling; using an individual or group as the butt of jokes
- Verbal or physical conduct of a threatening, intimidating, or humiliating nature
- Sabotaging or undermining an individual or group's work performance or education experience
- Inappropriate physical contact, such as pushing, shoving, kicking, poking, tripping, assault, or the threat of such conduct, or damage to a person's work area or property
- Inappropriate electronic communication, such as the use of electronic mail or text messaging in a threatening, intimidating, or humiliating manner.

Bullying can be a crime, and is always a serious violation of Student Code of Conduct which will not be tolerated within our community. In situations where the alleged bullying is of a sexual nature so that it would be considered sexual harassment or sexual violence, the Assault, Discrimination, Harassment and Violence Policy will govern the investigation and resolution of the complaint.

D. Discrimination: Taking materially adverse action against or unequally treating another person based on their race, age, sex, creed, ethnic origin, disability, or any other legally protected characteristic.

E. Harassment: Harassment is a form of discrimination. It is generally defined as unwelcome conduct that is based on race, age, sex, creed, ethnic origin, disability, or any other legally protected characteristic, that (1) is subjectively and objectively offensive, (2) is severe or pervasive, and (3) has the purpose or effect of unreasonably interfering with an individual's work or educational performance and creating an abusive, hostile or intimidating environment for work or learning. Whether particular conduct constitutes harassment often depends on the totality of the circumstances.

F. Disorderly Conduct: Any conduct, including but not limited to drunkenness, which disturbs the peace of the campus. Excessive

noise or public nuisance disruptive to the College and surrounding neighborhoods is prohibited.

G. Harm, Threats of Harm, and Dangerous and Disruptive Behavior: Includes the following:

- Causing physical harm to any member of the College community or threatening such harm.
- Engaging, or threatening to engage in, behavior that poses an immediate danger to the life, health, welfare, safety, or property of any member of the College community.
- Engaging in behavior that disrupts or interferes with normal College operations or College-sponsored activities, including, but not limited to, studying, teaching, College administration, security, fire, police, or emergency services, or behavior that consumes an inordinate amount of College staff time and/or resources.

H. Hazing: Behavior that recklessly endangers the mental or physical health or safety of a student or prospective member of a group, organization or team at MVC for the purpose of initiation or admission into or continued membership in any such group, organization or team to the extent that such person is knowingly placed at probably risk of the loss of life or probable bodily or psychological harm. [1] (See Hazing Policy for more details).

I. Obscene Conduct: Any indecent exposure or action of an obscene, lewd, or indecent nature. This may include public urination.

J. Sexual Misconduct: This is an umbrella term covering sex discrimination, sexual harassment, sexual violence, domestic violence, dating violence, and stalking. These terms are defined in the College's Assault, Discrimination, Harassment and Violence Policy, which is used to process complaints of sexual misconduct.

Respect for Facilities

Destruction, damage, littering, or vandalism of property belonging to the College, to a member of the College community, or a guest of the College is prohibited. This includes all property owned, managed, or controlled by Missouri Valley College on or off campus. Use of College facilities, including addresses, mailboxes, phone lines, network, or other properties as a base for illegal or immoral activities or businesses is prohibited. Legal business operations utilizing college facilities, as described previously, must be approved by the Vice President of Student Affairs/Dean of Students.

Respect for the Property of Others

The theft, embezzlement, misappropriation, possession, vandalism, or attempt to do the same, of property belonging to another person or to Missouri Valley College. This includes, but is not limited to, cable television signals, food removed from dining services facilities, and unauthorized use of laundry machines.

Misleading or defrauding the College or its Representatives

Members of the Missouri Valley College community must not intentionally mislead or defraud the College or its representatives. This may include providing false or misleading information,

refusing to provide identification, or providing false identity. Providing false information to other organizations/agencies related to either academic or athletic participation at the college is also prohibited. Additionally, the misuse of College information, materials, signatures, records, documents, facilities, computers, or phone lines is prohibited.

Unauthorized Entry or Use

Entry into or use of a facility without verbal or written permission by an authorized College official is strictly prohibited. This includes entry by a student into a residential facility for which they are not assigned.

Possession or Use of Alcohol

Any violation related to use or possession of alcohol, including:

A. Possession, Use, or Distribution: Possession, Use, or Distribution of alcoholic beverages or related paraphernalia in any College owned, controlled, or adjacent facility, at any College function, or while representing the College is prohibited. Possession includes individuals who were present in an on-campus room, apartment, or house where alcohol is found, in addition to the assigned residents of the room, apartment, or house regardless of presence.

B. Intoxication: Using or abusing alcohol, or being under the influence of alcohol while on-campus or at a College related function, is prohibited.

C. Paraphernalia: Possession or use of alcohol paraphernalia is prohibited. Paraphernalia may include empty containers, mixers, and alcohol related signs and posters. Empty alcohol containers are not allowed on campus or in residential facilities.

D. Games: Playing or participation in alcohol-related games or activities, regardless of whether alcohol is present, is prohibited.

E. Groups: When the alcohol policy is violated by a campus group or organization as an activity of the group or organization, the group or organization will be subject to sanctions individually and as a unit. Sanctions on a group or organization may include a fine for each violation, disposal of alcohol, social probation, educational sanctions, community service, loss of recognition, and/or loss of chapter facilities.

Use or Possession of Drugs

Any violation related to possession, use, distribution, sale, or manufacture of drugs, including:

A. Possession or Use: Possession or Use of illegal drugs, as defined by federal, state, and local law, is prohibited.

B. Paraphernalia: Possession or Use of any paraphernalia aiding in the possession, use, distribution, sale, or manufacture of drugs is prohibited.

C. Distribution, Sale, or Manufacture: Distribution, Sale, or Manufacture of drugs, as defined by federal, state, and local law, is prohibited. Persons engaging in the sale of narcotics or drug-related felonies will be subject to immediate dismissal.

D. Reporting Requirement: Students who violate federal, state, or local laws related to the possession, use, sale, manufacture, or distribution of drugs may lose eligibility for federal financial aid. Students convicted of drug offenses must inform the Vice President of Student Affairs or designee with information

concerning drug related offenses, regardless of where the arrest occurred, within 72 hours of their conviction.

Use or Possession of Weapons and Dangerous Substances

Use or possession of firearms, ammunition, explosives, incendiary devices, projectile weapons, or other dangerous weapons, substances, or materials on campus is prohibited, except as expressly authorized by appropriate College officials. Students must not possess any firearms, ammunition, knives (excluding butter knives), martial arts weapons, hoverboards, hunting bows and arrows, or similar items on campus. Use or possession of fireworks on campus is strictly prohibited.

Tampering with Emergency Systems and/or Life Safety Equipment

Misuse, tampering, or vandalism of fire or emergency alarm systems, fire extinguishers, electrical breakers, or other safety/security equipment is strictly prohibited.

Residential Policies

Any violation of the Housing Contract or other residential policies, including:

A. Housing Contract: All terms, conditions, and policies listed in the Housing Contract.

<https://docs.google.com/a/moval.edu/forms/viewform?hl=en&id=1w0-DhMDbPlqix0e96WsCJ47WNVjyq8suOnTFafLAGw>

B. Guest Policy: Students (currently enrolled) who are not assigned to a specific room/suite/apartment/house and all non-students are considered a guest. Guests are expected to abide by all policies and procedures of the College. Student guests who violate policies and/or procedures are subject to the student code, and may be banned from any/all residences. Non-student guests who violate policies and/or procedures are subject to a ban from any/all residences or campus. The resident host is also responsible for their guest's actions; a resident host may be held responsible for behavior and/or damage caused by their guest. All guests must be escorted by their resident host at all times.

Student guests may visit without a guest pass between the hours of 8:00am and 11:00pm. Student guests of the same gender visiting after 11:00pm or wishing to stay overnight must obtain a guest pass from the staff member on-duty. Passes must be signed by the resident host, all roommates (if applicable), and the guest. No guests are permitted without all roommates consent. No overnight guest may stay more than two (2) consecutive days/nights and no more than seven (7) days in a month.

Non-student guests must obtain a guest pass from the Office of Student Affairs (between 8:00am and 4:30pm) or hall staff member on-duty. Passes must be signed by the resident host, all roommates (if applicable), and the guest. Non-student guests are also required to provide a government issued picture identification (i.e. Driver's license, Passport) and emergency contact information. Guests staying overnight must be of the same gender. No guest may stay more than two (2) consecutive days/nights and no more than seven (7) days in a month.

C. Maximum Occupancy: No more than two (2) guests per assigned resident present are permitted in any room/suite/apartment/house at a given time.

D. Quiet Hours & Courtesy Hours: Courtesy and Quiet hours are established to ensure that the residential community remains conducive to its academic mission. All residents are expected to not exceed a reasonable level of noise 24 hours per day; undue or excessive disturbance is not permitted. Residents may request that their neighbors, other residents, or their guests, respect this policy. Any resident may request fellow residents lower their level of noise under the Courtesy Hours policy. Residence Hall staff will determine noise-level appropriateness during non-quiet hours. Every day from 10:00 pm to 10:00 am, as well as during designated study hours, noise must be kept to an absolute minimum. This includes: reducing stereo or television volume so as not be heard outside of a room; reducing noise from all activities in rooms, common areas, and outside of campus buildings.

E. Canvassing & Solicitation: Canvassing and solicitation is prohibited in all and around all residential facilities, except when approved by the College. Those wishing to seek exemptions should contact the Vice President of Student Affairs/Dean of Students.

F. Postings: Postings, regardless of type, must be approved by the Office of Student Affairs with the exception of Offices or Departments posting official, College-related materials. Postings must be dated and indicate the specific office, department, or organization responsible. All fliers/posters must be stamped by the Office of Student Affairs. Postings should only be made in designated areas and with materials that allow for easy removal/are not destructive. The College reserves the right to remove postings at any time.

G. Prohibited Items: To ensure the health and safety of all students living in residential facilities, the following items are not permitted in any residential facility: Alcohol (including empty containers); Candles; Crock-pot/Slow Cookers; Fireworks; Grills (indoor or outdoor, including contact grills); Halogen and Lava lamps; Hot plates; Illegal drugs; Incense; Pets (other than fish in a tank of less than 10 gallons); Space or Immersion Heaters; Toaster/Toaster Oven; Weapons (including bb, pellet, look-alike or other guns, knives, etc.); Waterbeds; Any items posing a threat to the health, safety, or well-being of the campus community.

H. Prohibited Activities: Burning of candles or incense; Blocking entrance or egress to any door, building, corridor, or stairwell; Entry into restricted areas of any facility; Hanging items from ceilings; Moving or alterations to College furniture; Parking any motorized vehicle within 10 feet of the building, unless in designated parking spot; Propelling any item out of a window; Overloading circuits; Refusing to follow the directive of a College official; Smoking in any facility; Storage or use of combustible/flammable gases, liquids, or other materials (except when used for academic purposes, with the permission and supervision of an instructor); Tampering with or misuse of any fire safety/life-saving equipment.

I. Room Entry & Inspection: Missouri Valley College will make every reasonable effort to respect the privacy of students and give notice prior to entering students' rooms. The College reserves the right of entry without notice for such purposes as may be necessary to ensure compliance with policies of the College; ensure compliance with Federal, State, and Local laws; Verify occupancy; Maintain and upkeep premises; Emergency situations. Students are responsible for violations of College Policy, as well as Federal, State, and Local Laws, for violations identified during

entry. Additionally, the College reserves the right to remove and/or dispose of any items in violation of College policy, as well as Federal, State, or Local laws.

J. Mandatory Meetings: Students must attend all meetings scheduled by Student Affairs and/or Residence Life staff. Failure to attend any scheduled meeting will result in a monetary fine.

Other College Policies:

Any violation or non-compliance with other published College policies or procedures.

Violation of College Policies Off-Campus

Missouri Valley College holds students to the same standards off-campus as it does on-campus. Students violating any College policy off-campus may be held accountable under the Student Code of Conduct.

Violation of Federal, State, or Local Law

Any violation of Federal, State, or Local laws.

Abuse or Interference with the Student Conduct System:

Any abuse or interference with student conduct investigations or proceedings, including assisting another person in the commission, or attempted commission, of a violation of the Student Code of Conduct. This includes any guest.

Rights

The Student Conduct system is predicated on these primary student rights:

- All members of a community must work together to create a safe, comfortable environment.
- Members of the campus community must accept responsibility for their decisions and behavior.
- When a member of the community makes a decision or action that is detrimental to the community and/or in violation of campus regulations, the Missouri Valley College administration will attempt to create an opportunity for the offending student to learn from the incident.
- The administration will attempt to address incidents in a manner that is fair and impartial to all parties involved in as timely and thorough a manner as possible.
- Penalties will be applied fairly and consistently.
- Any person disciplined will have the opportunity to appeal the initial disciplinary decision.
- Student privacy will be protected to the extent described in this handbook, the housing contract, the Federal Education Rights and Privacy Act (FERPA), and the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.

Rights of the Accused

- All persons accused of violating Missouri Valley College Code of Conduct or expectations are protected by the following rights:
- To be aware of the accusation and the potential consequences.
- To make a written statement on their own behalf.
- To present witnesses and other evidence.
- To be informed in writing of the disciplinary action taken against them.
- To experience a conduct process free of discrimination

Rights of the Victim

Victims of any violation of the Missouri Valley College Campus Codes of Conduct or local, state or federal law are entitled to the following rights:

- To have their formal grievance heard through the filing of a written incident report.
- To present witnesses and other evidence in support of their formal grievance
- To an investigation of the incident.
- To report any legal violations against them to the local authorities.
- To be informed, upon their request, of the status of the investigation.
- To be notified of the outcome of a sexual assault investigation and disciplinary action, as applicable.

Application of Procedures

In situations where there has been an allegation of a conduct violation falling under the Assault, Discrimination, Harassment and Violence Policy, the procedures accompanying the Assault, Discrimination, Harassment and Violence Policy will be utilized for investigation and resolution. In all other situations where a student has been alleged to have violated the Student Code of Conduct or other College policies so that discipline may be warranted (except the Academic Dishonesty Policy which has its own procedure), the Student Conduct process will govern.

PROCESS

Step 1: Incident Report is Filed

The Missouri Valley College conduct process will begin with an incident report filed through the Office of Student Affairs, Department of Public Safety, or Residence Life staff. Any member of the College community may file an incident report.

Step 2: Notice, Preliminary Meeting & Investigation

Once an incident report has been received, a conduct officer will notify the accused student of potential violations. Notice will be provided via electronic message, written letter delivered via campus mail or U.S. Postal Service, or in person. A preliminary meeting may also be held in lieu of electronic or written notice. During the preliminary meeting, the accused may provide a statement and any other information regarding the incident. If warranted, an investigation will then be conducted. The depth of the investigation will be determined by the severity and/or complexity of the violation. Some investigations, such as those for violating the alcohol and visitation policies, may be resolved at the time of the violation. Other investigations may require significant time for interviewing the alleged victims, the accused, and any witnesses. Investigations will be conducted by the Office of Student Affairs and/or Department of Public Safety.

Step 3: Resolution

Once the investigation is completed a conduct officer will evaluate the evidence, decide responsibility, and determine appropriate sanctions if warranted. The accused may be notified of the outcome via electronic message or written notification sent to the student's campus mailbox, last known home address, or in person.

Step 4: Appeal

The accused will have the opportunity to appeal the conduct decision if they show that 1) Student Conduct procedures had not been followed, 2) that a proper and fair investigation had not been conducted or the student's rights were otherwise violated, or 3) that the decision and/or sanction was not appropriate or consistent

with the Student Handbook. Students who receive the sanctions of suspension or expulsion can automatically have an appeal upon request. To have the decision overturned they must present evidence of the three aforementioned reasons for an appeal. All appeals must be made within 72 hours of notification of the decision. There are two types of appeals:

Appeal to the Vice President of Student Affairs/Dean of Students: If the resulting sanction is a Warning, Probation, Assessment of Fine, Educational Project or Program, or Removal of Privileges, the student may use this type of appeal. To appeal, the student must contact the Vice President of Student Affairs/Dean of Students by phone or e-mail within 48 hours of notification of the decision. An in-person meeting will be setup with the Vice President of Student Affairs/Dean of Students or designee to discuss the appeal. Following the meeting, the Vice President or designee will make a decision on the appeal and notify the student of such. In reaching a decision, the Vice President or designee may review evidence and consult with other individuals as deemed appropriate. If the appeal decision upholds the prior decision, the student may then appeal to the Community Standards Board within 72 hours of being notified of this appeal decision.

Appeal to the Community Standards Board: If the resulting sanction is Expulsion, Permanent Expulsion or the appellant does not wish to appeal to the Vice President of Student Affairs/Dean of Students, the student may use this type of appeal. To appeal, the student must submit a written letter within 72 hours of notification of the decision, to the Convener of the Community Standards Board, explaining why they wish to appeal the decision.

Step 4a: Appeal to the Community Standards Board

About the Community Standards Board:

The Community Standards Board is charged with seeing that the Student Conduct process and procedures have been followed, that a proper and fair investigation was completed and parties' rights were not violated, and that the decision and/or sanction is appropriate and consistent with the Student Handbook and the conduct process. The Community Standards Board does not assign or modify sanctions, but rather upholds or overturns the original conduct decision.

The Community Standards Board is composed of a Convener and six other members - three faculty members and three students. A student with a GPA of 2.5 or better may be selected by the Student Government, with the consent of the Vice President for Academic Affairs (VPAA) and the Vice President of Student Affairs/Dean of Students (DOS). Students appointed may then serve on the Community Standards Board for their entire term at Missouri Valley College. Faculty members are recommended by the Faculty Senate and appointed by the Vice President for Academic Affairs (VPAA), with the consent of the Vice President of Student Affairs/Dean of Students (DOS). They must be full-time faculty members employed by Missouri Valley College for at least one full academic year. Faculty members may serve unlimited consecutive terms on the Community Standards Board, if duly recommended and appointed. The President will designate a Convener of the Community Standards Board, typically a cabinet-level administrator. The Convener is tasked with moderating all Board meetings, ensuring proper procedure is followed, and voting in the event of a tie. Changes in the membership of the panel may occur in the event of a conflict of interest or violation of confidentiality.

Appeal Process through the Community Standards Board:

A submitted appeal is received by the Convener for review. The Convener reviews the appeal letter and determines whether or not the appeal should be heard by the Community Standards Board; appeals will only be heard if there is reason to believe that 1) the Student Conduct process procedures had not been followed, 2) a proper and fair investigation had not been conducted or the student's rights were otherwise violated, or 3) that the decision and/or sanction was not appropriate or consistent with the Student Handbook. The Convener has three working days to determine if the appeal will be heard by the Community Standards Board.

If the appeal will be heard, the Community Standards Board will meet within a reasonable time frame, not to exceed 5 working days following the Convener's decision. The Community Standards Board will receive the following information:

- All pertinent documentation compiled during the investigation.
- An overview of the incident and explanation of the reason for the initial conduct decision in writing from the conduct officer who made the decision.
- The appellant's letter of appeal, including the basis for the student's appeal.

Written documentation concerning the event compiled by the accused. All involved will be notified of the hearing date and time if the appeal is to be heard.

The Community Standards Board may make a decision on the appeal based on the information presented or may ask for additional information, including, but not limited to, interviewing the accused, the alleged victim(s), and/or witnesses.

The Community Standards Board will present the decision to the Vice President of Student Affairs/Dean of Students, who will notify the appellant in person, via electronic message or in writing to the student's last known address.

Burden of Proof

Missouri Valley College is not a judicial agent of the local, state, or federal governments. The burden of proof required for the College to take disciplinary action is "reasonable evidence or suspicion" that the accused individual committed the offense. Attendance at Missouri Valley College is a privilege, not a right. Disciplinary action may be taken when it is in the best interest of the College community.

Status of the Accused Pending Completion of the Investigation

A student accused of a campus violation will continue under his or her current enrollment and housing status unless safety of the accused or accuser cannot be reasonably assured or the presence of the accused on campus creates an actual or reasonably perceived atmosphere of insecurity to the persons or property of the Missouri Valley College community or residents of Marshall.

Status of the Appellant during Appeals Process

When a decision is appealed, the decision, including any sanction imposed, will remain in effect until the Community Standards Board's decision on the appeal is received. If a suspension or expulsion is overturned, the student will be permitted to make up missed assignments without prejudice. The College will also take other steps, as necessary, to address the negative impact on an accused student that has had a successful appeal overturning a prior decision.

Application for Readmission Following Suspension

If a student is suspended from the College, he or she may reapply for admission after the time specified under the suspension. Readmission requires a petition, to the Admissions Office and Vice President of Student Affairs, in writing, giving satisfactory understanding by the student of why the suspension was necessary, why the student wishes to return, and what the student is willing to do in the future to prevent a recurrence of past problems.

SANCTIONS

Violation of the Student Code of Conduct, College policies or other expectations will result in one or more of the following disciplinary actions. Each incident is reviewed and decided on a case-by-case basis. Disciplinary action may also vary depending on the severity of the act and prior violations committed by the accused.

Warning: The student will be informed of the violation and its potential consequence if the behavior is repeated.

Probation: Limiting the student's involvement in campus activities including athletic, theatre, or social activities. Students on probation may be dismissed if future violations occur. Warning is not a prerequisite for probation.

Suspension: Dismissal from the College for a specified amount of time, typically 180 days. After specified amount of time, the student may reapply for entry. Probation is not a prerequisite for suspension.

Expulsion: Permanent dismissal from the College. The student may not, at any time, reapply for entry. Probation is not a prerequisite for expulsion.

Interim Removal/Campus Safety Suspension: Students who are deemed to pose a risk to the College Community may be suspended from all Missouri Valley College events and facilities, including classes and residential facilities, pending the completion of the investigation.

No Contact Order: Indicates that students are to have no contact with designated individual(s). No contact is defined as formal, informal, direct, indirect, verbal, written, electronic or other communication between themselves and the designated individual(s), as well as communication between themselves and the designated individual(s) through any other individual(s).

Alcohol and/or Drug Assessment: Students are required to meet with the Campus Counselor, for an assessment related to their alcohol and/or drug use. The Campus Counselor will determine the number of meetings that students will be required to attend.

Assessment of Fine: Restitution for damage and/or punitive fines for actions deemed responsible.

Community Service: Students are assigned to set number of community service hours. Community service must be completed at an approved location.

Counseling: Students are required to meet with the Campus Counselor, related to the alleged violation. The Campus Counselor

will determine the number of meetings that students will be required to attend.

Educational Project or Program: This action may include mandatory participation in education or treatment programs, program development, etc.

Removal of Privileges: Removal or restriction of campus privileges (i.e. living in campus housing, visitation privileges, restriction of hours on campus, and the opportunity to utilize certain campus services and participation or attendance at campus events).

HAZING POLICY

Hazing, whether by a group, organization, or team of Missouri Valley College of any degree as defined by Missouri law, will not be permitted. If any members of a group, organization, or team at Missouri Valley College are present for, or act as participants in hazing activity, they will be subject to disciplinary actions and/or dismissal from the College, and the individuals may be held criminally responsible for the act under state law.

In the event that a hazing act is reported implicating a recognized campus organization, the national office of that particular recognized organization will be notified and requested to do an investigation. The particular organization may also be placed on temporary suspension until the investigation is completed.

Consistent with Missouri law, MVC defines hazing as behavior that recklessly endangers the mental or physical health or safety of a student or prospective member of a group, organization or team at MVC for the purpose of initiation or admission into or continued membership in any such group, organization or team to the extent that such person is knowingly placed at probably risk of the loss of life or probable bodily or psychological harm. Act of hazing include:

- Any activity which recklessly endangers the physical health or safety of the student or prospective member, including but not limited to physical brutality, whipping, beating, branding, exposure to the elements, forced consumption of any food, liquor, drug or other substance, or forced smoking or chewing of tobacco products;
- Any activity which recklessly endangers the mental health of the student or prospective member, including but not limited to sleep deprivation, physical confinement, or other extreme stress-inducing activity; or
- Any activity that requires the student or prospective member to perform a duty or task which involves a violation of the criminal laws.

DRUG AND ALCOHOL POLICY

Missouri Valley College policies prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on the school's property or as part of any of the school's activities. The only exception to this provision applies to moderate consumption and/or possession of alcohol on College premises at approved functions by those legally permitted to consume or distribute alcohol. Such functions must comply with all applicable MVC guidelines.

Institutional Sanctions

Violations of standards related to drugs and alcohol by a student or employee will result in appropriate discipline under the applicable College disciplinary system.

- *Students:* Student incidents involving drugs and alcohol are processed under the Student Code of Conduct. Possible sanctions include warning, probation, suspension, expulsion, alcohol and/or drug assessment, fine, counseling, educational project or program, and removal of privileges.
- *Student Organizations:* Student organizations that violate standards related to drugs and alcohol are also subject to sanctions, including probation and removal of recognized student organization status.
- *Employees:* Employee policies regarding drugs and alcohol are located in the Faculty Handbook and Staff Handbook. Employee incidents involving drugs and alcohol are investigated and resolved by the employee's senior/cabinet level supervisor. Possible sanctions for employees include warning, suspension and termination of employment. In addition, the employee may be required to participate in an alcohol and/or drug assistance program. The employee shall bear the cost of participation in such a program.
- *Notification of Conviction:* An employee who is convicted under any criminal drug statute for a violation occurring during the course of their employment or during work time must notify the Human Resource Manager of the conviction within five days of the date of conviction.
- *Employee Screening:* The College may require a drug/alcohol test in the event of any accident involving College-owned vehicles or property or in the event there is reasonable cause to suspect the individual is under the influence of or consuming alcohol or illegal drugs during working hours.
- *Criminal referral:* Students and employees may also be referred for criminal investigation and prosecution for the illegal use of drugs and alcohol.

Relevant Laws and Potential Legal Sanctions

Students and employees are expected to abide by federal, state, and local laws related to drugs and alcohol. A summary of several of these laws and potential legal sanctions is as follows:

Federal Law

- Federal law prohibits, among other things, the manufacturing, distributing, selling and possession of controlled substances as outlined in 21 United States Code, Sections 801 through 971. Depending on the amount, first offense maximum penalties for trafficking marijuana range from up to five years' imprisonment and a fine of up to \$250,000 to imprisonment for life and a fine of \$4 million. Depending on the amount, first offense maximum penalties for trafficking other controlled substances (e.g., methamphetamine, heroin, cocaine, cocaine base, PCP, LSD, fentanyl and fentanyl analogue) range from five years to life imprisonment and fines range from \$2 to \$4 million. First offense penalties and sanctions for the illegal possession of small amounts of controlled substances, including marijuana, range from up to one year in prison or a fine of at least \$1,000. Penalties are more severe for subsequent offenses.
- Convictions for federal drug offenses can also result in a student's loss of eligibility for federal financial aid.

Missouri Laws

Missouri laws also provide penalties relating to the unlawful manufacture, sale, or use or possession of drugs and alcohol. Sanctions range from small fines to imprisonment, depending on the violation and past criminal history of the individual. Some of the most relevant state laws are discussed below.

Category	Summary (Missouri Revised Statutes)
Possession of Marijuana	Missouri's law regarding marijuana possession is found at Mo. Rev. Stat. § 579.015. It indicates possessing not more than ten grams of marijuana is a Class D misdemeanor, which is punishable by a \$500 fine. Possessing more than 10 grams but less than 35 grams of marijuana is a class A misdemeanor, punishable by a fine of \$2,000 and up to 1 year in prison.
Controlled Substances	Missouri statutes cover a wide range of offenses related to controlled substances. See Mo. Rev. Stat. § 579.015 <i>et seq.</i> Penalties for the possession and delivery of illegal drugs include prison sentences and monetary fines. These vary widely by the type of drug, amount confiscated, the number of previous offenses by the individual, and whether the individual intended to manufacture, sell, or use the drug. Trafficking controlled substances will result in more severe penalties. As an example, possession of heroin is a class D felony that is punishable by a fine of up to \$10,000 and 7 years in prison.
Alcohol & Minors	It is illegal for anyone under the age of 21 to possess or consume alcohol. Mo. Rev. Stat. § 311.325. A first offense is a Class D misdemeanor, and subsequent offenses are punishable as Class A misdemeanors. It is also illegal to use fake identification for the purpose of obtaining alcohol, and doing so may result in a \$500 fine. Mo. Rev. Stat. § 311.320. Courts could also potentially impose other penalties like probation, community service, driver's license suspension, and alcohol education or treatment when a minor violates the state's alcohol laws. It is illegal to supply alcohol to any person under the age of twenty-one years of age. Mo. Rev. Stat. § 311.310. A violation is a misdemeanor and the sentence may include a fine of up to \$1000 and/or a prison sentence of 1 year.
Driving While Intoxicated (DWI)	A person commits the offense of driving while intoxicated if he or she operates a vehicle while in an intoxicated condition. Mo. Rev. Stat. § 577.010. A violation is a Class B misdemeanor, which is punishable by a fine of \$1,000 and 6 months in prison. Increased penalties are available for subsequent offenses and other aggravating circumstances (e.g., getting a DWI while transporting a person less than 17 years of age).

Marshall Ordinances

In addition to or in conjunction with the federal and state sanctions that could be imposed, the city of Marshall also has ordinances related to drugs and alcohol that could result in fines of up to \$500 and/or imprisonment of up to 3 months. These ordinances cover public intoxication, misrepresentation of age by a minor in order to purchase or otherwise receive alcohol, providing alcohol to minors, and operating a motor vehicle while in an intoxicated or drugged condition.

Health Risks

There are a vast array of health risks associated with chronic drug and alcohol use including but not limited to: depression; liver and kidney disease; psychosis and impaired thinking; heart attack; seizures; strokes; high blood pressure; violent outbursts; paranoia; anxiety; increased risk of birth defects and developmental issues during and after pregnancy. For more information about the health risks associated with alcohol and particular types of drugs, please visit <https://www.drugabuse.gov/drugs-abuse/commonly-abused-drugs-charts>.

Resources

Below is a list of resources that are available to students and employees who are dealing with issues related to alcohol and drug abuse:

- Student Health Services
- Malcolm Center 1st Floor
- Counselor's Phone (660) 831-4139
- Nurse's Number (660) 831-4012

Please contact the Vice President of Student Affairs or Director of Human Resources if you would like assistance in finding or contacting community resources.

IDENTIFICATION CARD POLICY

ID cards are provided without cost at registration in the Student Affairs Office. The ID card, which should be carried at all times, is required to attend the cafeteria, library, receive support from the IT department, and various athletic, dramatic, or social events. There will be a \$15 charge for a lost ID card. Abuse of a student ID, including use of another student's ID card, may result in the student's meal plan being revoked. The ID card is not transferable. Any alteration of the ID card invalidates it. The ID card must be surrendered upon graduation or upon withdrawal from the College. Students are expected to present their college ID or other form of legal identification to any Missouri Valley College staff member who requests their identification.

MEDICAL AMNESTY POLICY

Student health, safety, and well-being are the primary concerns of the College. While the College expects that students abide by all College policies, as well as local, state, and federal laws, it is recognized that there may be times when students experience medical emergencies related to excessive drinking and/or drug usage. In these situations students are expected to call for assistance for themselves or others. The College will not pursue

conduct charges against any student calling for assistance for themselves or actively assisting an individual requiring assistance. Students may be required to meet with the Office of Student Affairs to review the incident and may be referred for counseling and/or alcohol/drug assessment. A record of the incident will remain on file. Those who wait until College or law enforcement officials arrive before seeking assistance will not be exempted. Other serious violations occurring at the time of the incident, including but not limited to assault, distribution of drugs, and property damage are not covered by this policy. Students should remember that they are always subject to legal action for violating local, state, and federal laws, and the College's commitment to amnesty does not prevent law enforcement agencies from pursuing such violations.

MISSING STUDENT POLICY

If a student is thought to have been missing from a residence hall community for 24 hours or more, a report should be made to the Resident Assistant (RA), Hall Director (HD), Director of Housing & Residence Life, Director of Public Safety, Vice President of Student Affairs, or the Department of Public Safety (DPS). There is no requirement that a student be missing for 24 hours in order to file a missing student report. Reports will immediately be forwarded to the on-duty Department of Public Safety Officer. If a missing student report is made to an individual/office noted above other than DPS, the matter will be immediately referred to DPS. Upon receiving a report, the on-duty Department of Public Safety Officer will immediately initiate an investigation. Local law enforcement agencies will be notified of the missing student by the entry of the missing student's information into the National Crime Information Center (NCIC) database for missing persons.

Immediately upon a student being reported as missing, the on-duty Department of Public Safety Officer will contact the Director of Public Safety, Director of Housing & Residence Life, and Vice President of Student Affairs/Dean of Students or designee to determine how best to proceed, including notification of any person(s) the missing student might have earlier opted to list with the College, as "contact person(s)." This "confidential contact" may be different from any general emergency contact that the student may also identify and the College will not assume that a general emergency contact is also the missing person contact. These contact person(s) information will be kept confidential and disclosed only to authorized campus officials and law enforcement for the purpose of a missing student investigation. If a missing student is under 18- years of age and not emancipated, the student's custodial parent or guardian will be notified within 24- hours of a determination that the student is missing, in addition to notifying any additional contact person designated by the student. Regardless of whether the student has identified a contact person, is above the age of 18, or is an emancipated minor, the College will inform local law enforcement that has jurisdiction in the area within 24 hours that the student is missing.

Students can register a confidential contact at any time in the Office of Student Affairs. Missouri Valley College will advertise students the opportunity to have a confidential contact at the beginning of the Fall and Spring Semesters.

PARKING POLICY

All students must register their automobiles with the Department of Public Safety or the Office of Student Affairs and display a valid parking permit. All vehicles are expected to follow standard rules of the road with regard to parking, speed limits, travel on

recognized roadways, and compliance with federal, state and local laws. Only authorized people are permitted to use the College's vehicles. The College does not assume responsibility for loss or damage to vehicles or their contents while parked on campus.

Parking Violation Charges are as follows:

Not Registering Vehicle	\$50 (first time)
Not Registering Vehicle (2nd offense) - Vehicle Will Be Towed at Owner's Expense	
Parking outside a Marked Space	\$35
Parking in an Unauthorized Space	\$35
Parking in Grass or on Sidewalk	\$150
Blocking another Vehicle	\$50
Parking in Fire Lane	\$150
Parking in Handicap Area	\$200

Repeated violations may result in loss of parking privileges on campus. Repeated parking violations at off-campus residential facilities will result in the loss of off-campus housing assignments, as well as charges for any damage done to the yard. Driving across any area on-campus not designated for driving (i.e. Grass) may result in a fine and disciplinary action. Vehicles may be towed without warning from fire lanes and illegal parking areas. Owners of the vehicles will be liable for the tow charge and any storage fee. The student in whose name the vehicle is registered is responsible for any and all violations assessed against the vehicle. Abandoned vehicles will be towed at the owner's expense.

SKATEBOARDS, BICYCLES, AND ROLLERBLADE POLICY

All skateboards, bicycles, skates, and motorized vehicles are prohibited from being ridden on the inner campus. Bicycles should be left outside buildings in the bike racks provided.

SMOKING POLICY

Missouri Valley College shall be a smoke-free campus. Smoking is prohibited in all facilities, grounds, and vehicles, regardless of location – including outdoors on all campus property. This policy applies to all students, faculty, and staff, and other persons on-campus. Smoking is defined as inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, or pipe (including hookah), or any other lighted tobacco or plant product intended for inhalation in any form. This extends to e-cigarette devices, which create a vapor.

SOCIAL NETWORKING POLICY

Missouri Valley College recognizes that social networking web sites (i.e. Facebook, Twitter, Snapchat, Instagram), are a part of the College's culture. Social networking web sites offer students many opportunities to keep connected with their family, friends, and other social groups, not only at MVC, but across the world. When students connect with others online, they typically post information, including pictures and other content to share, with all of those who are able to access the web site.

Occasionally, students will post information that is deemed threatening or illegal or may be a violation of MVC policy. Examples include photos or statements depicting hazing, harassment, illegal drug or alcohol use, or containing threatening. Violations of MVC policy, or evidence of such violations in the content of social networks or platforms, are subject to investigation and sanction under MVC's Student Handbook or Student Code of

Conduct, and may result in discipline up to and including dismissal from MVC.

Guidelines for Students Accessing Social Networking Web Sites

These guidelines are intended to provide a framework for MVC students to conduct themselves safely and responsibly in an online environment. Student at Missouri Valley College should:

- Be careful with how much and what kind of identifying information is posted on social networking web sites. Virtually anyone with an email address can access your personal page. Posting personal information such as date of birth, social security number, address, residence hall room number, class schedule, bank account information, or details about daily routine is extremely dangerous and is not recommended. Such personal information can facilitate identity theft or stalking. Facebook and other sites provide numerous privacy settings for information contained in its pages, so use these settings to protect personal information; however, once posted, the information becomes the property of the web site.
- Potential and current employers often access information placed on social networking web sites, so any information posted on Facebook or similar directories provides an image of you to an employer. The information is considered public information. Protect yourself by maintaining a self-image that you can be proud of years from now.
- Do not respond to unsolicited emails asking for passwords or PIN numbers. Reputable businesses never ask for this information in emails.
- Be aware that messages or postings placed on a social networking web site may be perceived as offensive or threatening, or as a violation of MVC's Student Handbook or Code of Conduct. Messages or postings on social networking web sites often lack context, and, though intended to be a joke or something merely humorous, they may not be perceived in that way. MVC retains complete discretion in determining whether activity on a social networking web site constitutes a violation of MVC's policies.

TITLE IX POLICY ASSAULT, DISCRIMINATION, HARASSMENT, AND VIOLENCE POLICY

Missouri Valley College is committed to providing a learning, working, and living environment that promotes personal integrity, civility, and mutual respect in an environment free of discrimination on the basis of sex. The College considers sex discrimination in all its forms to be a serious offense. Sex discrimination is unacceptable and constitutes a violation of this policy. Sexual harassment, whether verbal, physical, visual, or digital, is a form of prohibited sex discrimination, and sexual violence is a particularly severe form of sexual harassment. These terms are defined below:

Scope: This policy applies to behavior in which the accused or reporter is a student, faculty, or staff member. The policy prohibits sex discrimination, sexual harassment, and sexual violence when the complainant and alleged perpetrator are members of the same or opposite sex, and it applies regardless of national origin, immigrations status, or citizenship status. The College's prohibition on sex discrimination, sexual harassment, and sexual violence extends to all aspects of its educational programs and activities,

including, but not limited to, admissions, employment, academics, athletics, housing, and student services.

The College has jurisdiction over conduct covered by this policy that occurred on campus, during or at an official College program or activity (regardless of location), or off campus when the conduct could create a hostile environment on campus. The College will investigate all complaints made under this policy and, if necessary, take action to prevent the recurrence of sex discrimination or harassment and remedy its effects. In the event that a complaint is made and the accused is not represented under the College's disciplinary realm (e.g., a vendor, visitor, or other third-party on campus), the reporting party will be directed to the Marshall Police Department or other relevant law enforcement authority. However, the College will still review the facts of the matter and actively help the reporter with his or her needs of counseling, protection and academic needs, including, if appropriate, disallowing the accused from returning to campus.

Title IX Statement: It is the policy of the College to comply with Title IX of the Education Amendments of 1972 and its implementing regulations, which prohibit discrimination on the basis of sex in the College's education programs and activities. Title IX and its implementing regulations also prohibit retaliation for asserting claims of sex discrimination. The College has designated the following Title IX Coordinator to coordinate its compliance with Title IX and to receive inquiries regarding Title IX, including complaints of sex discrimination:

Dr. Heath Morgan
Vice President of Student Affairs/Dean of Students
Title IX Coordinator
(660) 831-4087
morganh@moval.edu

The College has also designated the following Deputy Title IX Coordinators to assist the Title IX Coordinator in carrying out his/her duties under this policy:

Elizabeth Bellamy, J.D.
Associate Dean of Students/Title IX Deputy Coordinator
(660) 831-4199
bellamye@moval.edu

Conner Swift
Director of Residence Life and Housing
Title IX Deputy Coordinator (660) 831-4652
swiftc@moval.edu

A person may also file a complaint of sex discrimination with the United States Department of Education's Office for Civil Rights regarding an alleged violation of Title IX by visiting www2.ed.gov/about/offices/list/ocr/complaint_intro.html or by calling 1-800-421-3481.

Prohibited Conduct / Definitions of Terms:

Sexual Misconduct is an umbrella term covering sex discrimination, sexual harassment, sexual violence, domestic violence, dating violence, and stalking. This term will be used throughout the remainder of this policy and the accompanying procedures when collectively referring to these types of conduct.

Sex Discrimination occurs when persons are excluded from participation in, or denied the benefits of, any College program or activity because of their sex. Sex discrimination can include

adverse treatment based on one's sex, as well as the other prohibited conduct outlined below.

Sexual Harassment refers to unwelcome sexual advances, unwelcome requests for sexual favors, or other unwelcome behavior of a sexual nature when:

- Submission to such behavior is made, explicitly or implicitly, a term or condition of an individual's employment or status in a course, program, or activity,
- Submission to or rejection of such conduct by an individual is used or threatened to be used as the basis for academic or employment decisions affecting that individual, or
- Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating what a reasonable person would perceive as an intimidating, hostile, or offensive employment, education, or living environment.
- Harassment based on gender, but that does not involve unwanted sexual attention, is prohibited gender discrimination. This type of behavior can also be a form of prohibited sexual harassment.

Many kinds of behavior may fit within the preceding definition of sexual harassment. Speech and expressive conduct can also be sexual harassment. The following list of examples of sexual harassment is not exhaustive.

- Sexual violence, including sexual assault, rape, sexual battery, and sexual coercion (see the definition of sexual violence below for more information on these types of conduct)
- Threats or insinuations which lead the victim reasonably to believe that granting or denying sexual favors will affect her or his reputation, education, employment, advancement, or standing within the College
- Sexual advances, sexual propositions, or sexual demands which are not agreeable to the recipient
- Sexually explicit emails or text messages
- Sexual conduct such as stalking, cyberstalking, recording or transmitting sexual images, and voyeurism
- Unwelcome and persistent sexually explicit statements or stories which are not legitimately related to employment duties, course content, research, or other College programs or activities
- Repeatedly using sexually degrading words or sounds to describe a person
- Unwanted and unnecessary touching, patting, hugging, or other physical contact
- Recurring comments or questions about an individual's sexual prowess, sexual deficiencies, or sexual behavior
- Pressure for a dating, romantic, or intimate relationship

Sexual Violence is a particularly severe form of prohibited sexual harassment. Sexual violence refers to physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent because of his or her temporary or permanent mental or physical incapacity, because he or she is below the minimum age of consent in the applicable jurisdiction, or because of his or her incapacitation due to the use of drugs and/or alcohol. Other types of conduct may also constitute sexual violence.

Some examples of sexual violence include:

- Rape or sexual assault: sexual intercourse (anal, oral, or vaginal) by a man or woman upon a man or woman without consent
- The use of force or coercion to effect sexual intercourse or some other form of sexual contact with a person who has not given consent
- Unwilling sexual penetration (anal, vaginal, or oral) or other sexual touching with any object or body part that is committed by force, threat, intimidation, or otherwise without consent
- Having sexual intercourse with a person who is unconscious because of drug or alcohol use
- Hazing that involves penetrating a person's vagina or anus with an object
- Sexual exploitation, which includes, but is not limited to, the following
 - Sexual voyeurism
 - Use of the "date rape drug" to affect sexual intercourse or some other form of sexual contact with a person
 - Knowingly transmitting a sexually transmitted disease such as HIV to another person through sexual activity
 - Secretly videotaping or photographing sexual activity where the other party has not consented
 - Disseminating sexual pictures or videos of another person without consent regardless if the pictures or videos were obtained with consent
 - Prostituting another person

Consent refers to the expectation that all individuals participating in sexual activity give and receive consent prior to and during any type of said activity. Consent is often a critical factor in determining whether sexual violence has occurred. Consent is defined as when one person, through mutually understandable words or actions, agrees and gives permission to engage in mutually agreed upon sexual activity; the acknowledgment and approval of actions, without coercion, force, intimidation, and opportunity to say no. Individuals must be awake, have the mental capacity to make such decisions, and not be impaired by alcohol, drugs, or other intoxicants.

Consent may be withdrawn at any time before or during said activity. Consent to some form of sexual activity does not necessarily imply consent to other forms of sexual activity. Current or previous sexual relations do not imply consent; consent is not open-ended and must be obtained each time sexual activity occurs. Being in a romantic relationship with someone does not imply consent.

Dating Violence, Domestic Violence, and Stalking: the crimes of dating violence, domestic violence, and stalking can also constitute sexual misconduct when motivated by a person's sex. These types of conduct, no matter the motivation behind them, are a violation of this policy and will be addressed pursuant to the procedures below.

- "Domestic Violence" includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of a victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime

of violence occurred, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

- Missouri's definition of domestic violence can be found at Mo. Rev. Stat. § 455.010.
- Under Missouri law, domestic violence also includes the crime of "domestic assault" which can be found at Mo. Rev. Stat. §§ 565.072-565.074.
- "Dating violence" means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of the relationship, and the frequency of interaction between the persons involved in the relationship.
 - Missouri law does not specifically define dating violence, but conduct of this nature is covered by Missouri's definitions of domestic violence and domestic assault.

Some forms of dating violence and domestic violence may include, but is not limited to, the following: physical violence (e.g., kicking, hitting, pinching, choking, biting), sexual violence (e.g., forcing a partner to take part in a sex act when the partner does not consent), emotional violence - including verbal/written violence (e.g., isolation, intimidation, belittling, "outing" someone against his/her will, cyber bullying/ harassment, threat of physical force), and economic abuse (i.e., withholding financial resources to intimidate, threaten, or cause a person to remain in a relationship because of access to finances).

- "Stalking" means engaging in a course of conduct directed at a specific person that would cause a reasonable person to (A) fear for his or her safety or the safety of others; or (B) suffer substantial emotional distress.
 - Missouri's definition of stalking can be found at Mo. Rev. Stat. § 455.010 and § 565.225.

Some behaviors and activities that may constitute stalking include, but are not limited to, the following: non-consensual communication, including face-to-face, phone calls, voice messages, text messages, electronic mail, any form of online sources (i.e., "cyberstalking"), written letters, unwanted gifts; threatening or obscene gestures; lurking, pursuing or following; surveillance or other types of observation; trespassing; vandalism; non-consensual touching.

Title IX Coordinator Responsibilities

It is the responsibility of the Title IX Coordinator to: (1) ensure the College's compliance with Title IX; (2) identify and address any patterns or systemic problems of sexual misconduct at the College; (3) coordinate dissemination of information and education and training programs; (4) receive complaints under this policy; (5) assist members of the College community in understanding that sexual misconduct is prohibited by this policy; (6) answer questions about this policy; (7) ensure that employees and students are aware of the procedures for reporting and addressing complaints of sexual misconduct; and (8) to implement the procedures when a complaint has been filed or to designate appropriate persons for implementing the procedures. The Deputy

Title IX Coordinators will assist the Title IX Coordinator in carrying out these responsibilities.

Reporting Sexual Misconduct

Reporting an incident is a difficult decision. It is important to understand that filing a report can be a beginning to the healing process. Reporting or pressing charges can prevent an offender from harming another person.

MVC encourages timely reporting of sexual misconduct because the College can most effectively investigate and respond to an incident if the complaint is made as promptly as possible after the incident occurs. Delayed reporting may limit the College's ability to investigate and respond to the conduct complained of.

The College can only take corrective action when it becomes aware of problem, therefore, the College encourages persons who believe that they have experienced assault, discrimination, harassment, and/or violence to come forward with their complaints and seek assistance within the College. Faculty, staff, and students who believe that they have witnessed assault, discrimination, harassment, and/or violence are encouraged to report the alleged violation promptly. In addition, supervisors, managers, and other designated employees are expected to promptly report all allegations of sexual harassment to the Title IX Coordinator.

Reports of assault, discrimination, harassment, violence and other crimes should be directed to the Office of Student Affairs or Department of Public Safety.

To report, contact one of the following individuals:

Dr. Heath Morgan
Vice President of Student Affairs/Dean of Students
Title IX Coordinator
660-831-4087
morganh@moval.edu

Elizabeth Bellamy, J.D.
Associate Dean of Students/Title IX Deputy Coordinator
660-831-4199
bellamye@moval.edu

Conner Swift
Director of Residence Life & Housing
Title IX Deputy Coordinator
660-831-4652
swiftc@moval.edu

Nick Boehmer
Director of Public Safety
660-831-4228
boehmern@moval.edu

Karen Reeter
Instructor, Criminal Justice
660-831-4120
reeterk@moval.edu

Students may also report incidents to Student Health Services staff, Residence Life staff or Public Safety Officers.

Content of the Complaint

So that the College has sufficient information to investigate a complaint, the complaint should include: (1) the date(s) and time(s) of the alleged conduct; (2) the names of all person(s) involved in the alleged conduct, including possible witnesses; (3) all details outlining what happened; and (4) contact information for the complainant so that the College may follow up appropriately.

Information Provided to Complainant and Accused

A complainant who makes a claim of sexual misconduct to the College will be given a copy of the document titled "Rights and Options After Filing a Complaint Under the College's Sexual Misconduct Policy." This document provides information about this policy and the procedures used to investigate and resolve complaints of sexual misconduct, options for filing complaints with the local police, resources that are available on campus and in the community, etc. A person against whom a complaint has been filed will also be given similar information about the process and resources.

Conduct that Constitutes a Crime

Any person who wishes to make a complaint of sexual misconduct that also constitutes a crime - including sexual violence, domestic violence, dating violence, or stalking - is encouraged to make a complaint to local law enforcement. If requested, the College will assist the complainant in notifying the appropriate law enforcement authorities. In the event of an emergency, please contact 911. A victim may decline to notify such authorities.

Special Guidance Concerning Complaints of Sexual Violence, Domestic Violence, Dating Violence, and Stalking

If you are the victim of sexual violence, domestic violence, dating violence, or stalking, do not blame yourself. These crimes are never the victim's fault. When a physical crime of violence has been perpetrated against you, the College recommends that you immediately go to the emergency room of a local hospital and contact local law enforcement, in addition to making a prompt complaint under this policy.

If you are the victim of sexual violence, domestic violence, or dating violence, do everything possible to preserve evidence by making certain that the crime scene is not disturbed. Preservation of evidence may be necessary for proof of the crime or in obtaining a protection order. As necessary to preserve evidence, victims of sexual violence, domestic violence, or dating violence should not bathe, urinate, douche, brush teeth, or drink liquids until after they are examined and, if necessary, a rape examination is completed. Clothes should not be changed. When necessary, seek immediate medical attention at an area hospital and take a full change of clothing, including shoes, for use after a medical examination. Rape examinations are available at Fitzgibbon Hospital located at 2305 S Highway 65, Marshall, MO 65340, and having such an examination does not require an individual to press charges.

It is also important to take steps to preserve evidence in cases of stalking, to the extent such evidence exists. In cases of stalking, evidence is more likely to be in the form of letters, emails, text messages, etc., rather than evidence of physical contact and violence.

Once a complaint of sexual violence, domestic violence, dating violence, or stalking is made to the College, the complainant has several options such as, but not limited to:

- Contacting parents or a relative
- Seeking legal advice
- Seeking personal counseling (always recommended)
- Pursuing legal action against the perpetrator
- Pursuing disciplinary action through the College
- Requesting that no further action be taken
- Requesting further information about the College's policy and procedures for addressing sexual misconduct
- Requesting further information about available resources

Retaliation

It is a violation of this policy to retaliate against any member of the College community who reports or assists in making a complaint of sexual misconduct or who participates in the investigation of a complaint in any way. Persons who believe they have been retaliated against in violation of this policy should make a complaint to the Title IX Coordinator or a Deputy Title IX Coordinator.

Interim Measures

Pending final outcome of an investigation, the College will provide interim measures to either or both parties involved in an alleged incident of sexual misconduct. This may include changing academic, living, transportation, or work situations, to the extent that the College has control over these environments, if options to do so are reasonably available. Such changes may be available regardless of whether a report has been made to the Department of Public Safety or local law enforcement.

Requests to change an academic, living, transportation, or work situation, or for any other protective measure, should be made to the Title IX Coordinator. When determining the reasonableness of such a request, the Title IX Coordinator may consider, among other factors, the following:

- The specific need expressed by the complainant.
- The age of the students involved.
- The severity or pervasiveness of the allegations
- Any continuing effects on the complainant
- Whether the complainant and alleged perpetrator share the same residence hall, dining hall, class, transportation or job location.
- Whether other judicial measures have been taken to protect the complainant (e.g., civil protection orders).

The College will maintain as confidential any accommodations or protective measures provided to the extent that maintaining confidentiality would not impair the College's ability to provide them. In the event it is necessary to disclose information about a victim in order to provide an accommodation or protective order, the College will inform the individual of that necessity prior to the disclosure, including which information will be shared, with whom it will be shared and why. The Title IX Coordinator will communicate with each party throughout the investigation to ensure interim measures remain necessary and effective. Failure to comply with the terms of any interim measures or protections that have been implemented may constitute a separate violation of this policy.

Additionally, if a complainant has obtained an ex parte order of protection, full order of protection, or any other temporary restraining order or no contact order against the alleged perpetrator from a criminal, civil, or tribal court, the complainant should provide such information to the Title IX Coordinator or a Deputy Title IX Coordinator. The College, in conjunction with the Department of Public Safety, will take all reasonable and legal action to implement the order.

Amnesty

The College's Medical Amnesty Policy applies to situations involving sexual misconduct. Conduct charges (e.g., underage drinking) will not be pursued against a student calling for assistance for themselves or actively assisting an individual requiring assistance related to incident of sexual misconduct. However, the College's commitment to amnesty in these situations does not prevent law enforcement agencies from pursuing violations of the law.

Investigation and Confidentiality

All complaints of sexual misconduct will be promptly and thoroughly investigated in accordance with the procedures outlined below, and the College will take disciplinary action where appropriate. The College will make reasonable and appropriate efforts to preserve an individual's privacy and protect the confidentiality of information when investigating and resolving a complaint. However, because of laws relating to reporting and other state and federal laws, the College cannot guarantee confidentiality to those who make complaints.

In the event a complainant requests confidentiality or asks that a complaint not be investigated, the College will take all reasonable steps to investigate and respond to the complaint consistent with the request for confidentiality or request not to pursue an investigation. If a complainant insists that his or her name not be disclosed to the alleged perpetrator, the College's ability to respond may be limited. The College reserves the right to initiate an investigation despite a complainant's request for confidentiality in limited circumstances involving serious or repeated conduct or where the alleged perpetrator may pose a continuing threat to the College community.

The Title IX Coordinator is the person responsible for evaluating requests for confidentiality. The Title IX Coordinator may consult with other appropriate College officials and legal counsel as necessary when considering a confidentiality request.

Academic Freedom

While the College is committed to the principles of free inquiry and free expression, sexual misconduct is neither legally protected expression nor the proper exercise of academic freedom.

Educational Programming

Because the College recognizes that the prevention of sexual misconduct is important, it offers educational programming to a variety of groups such as: campus personnel; incoming students and new employees participating in orientation; and members of student organizations. Among other elements, such training will cover relevant definitions, procedures, and sanctions; the role and identity of the Title IX Coordinator and Deputy Title IX Coordinators; safe and positive options for bystander intervention; and risk reduction information, including recognizing warning signs of abusive behavior and how to avoid potential attacks. To learn more about education resources, please contact the Title IX Coordinator.

Procedures for Investigating and Resolving Complaints of Sexual Misconduct

General Principles

The following general principles apply to these procedures:

- The procedures are used for the resolution of complaints of sexual misconduct involving any student, staff, or faculty member.
- The Title IX Coordinator is responsible for administering the procedures. As necessary, the Title IX Coordinator will work with the Deputy Title IX Coordinators, other College officials, legal counsel, collectively acting as the College's Title IX Team, to investigate and resolve a complaint.
- These procedures provide for prompt, fair, and impartial investigations and resolutions. All College officials involved in the investigation or appeal process shall discharge their obligations fairly and impartially. If an involved College official determines that he or she cannot apply these procedures fairly and impartially because of the identity of a complainant, accused, or witness, or due to any other conflict of interest, another appropriate individual will be designated to fill the role of the conflicted individual.
- These procedures will be implemented by College officials who receive annual training on the issues related to sexual misconduct and how to conduct an investigation that protects the safety of victims and promotes accountability.
- Throughout all stages of the investigation, involved College officials are responsible for maintaining documentation of all proceedings conducted under these procedures.

Preliminary Matters Related to the Investigation

The following concepts also apply to these procedures:

- The College will attempt to conclude its investigation and resolution of the complaint in a prompt manner, though timing is often based on many things, such as the facts of a case, the availability of the parties and witnesses, scheduling conflicts, etc. The Student Affairs Office may require production of information by the parties by a certain date in order to facilitate a timely resolution. Both parties will be given periodic updates regarding the status of the investigation.
- Informal means of resolution, such as mediation, may be used in lieu of the formal investigation and determination procedure. The following standards apply to any informal resolution method that is utilized:
 - The informal process can only be used with both parties' voluntary cooperation after receiving a full disclosure of the allegations and their options for formal resolution, and appropriate involvement by the College (e.g., the Title IX Coordinator).
 - The complainant will not be required to "work out" the problem directly with the accused.
 - Either party may terminate the informal process at any time and elevate the complaint to or continue with the formal investigation procedures described below.
 - With the agreement of the parties involved and by the institution, a complaint may be informally resolved at any stage of these procedures.
 - If informal resolution is reached, it will be documented in writing and signed by both parties. An informal resolution cannot be appealed.
- At any time during the investigation, the College may determine that interim remedies or protections for the

parties involved or witnesses are appropriate. These interim remedies may include separating the parties, placing limitations on contact between the parties, suspension, or making alternative class placement or workplace arrangements. Failure to comply with the terms of these interim remedies or protections may constitute a separate violation of this policy.

- The parties will be entitled to have a support person, of their choice, present at all meetings and proceedings related to the complaint. The following apply to support persons:

- The support person may be any individual including but not limited to legal counsel, mental health counselor, faculty or staff member, relative, etc. However, in cases involving multiple complainants or accused individuals, the support person cannot be another complainant or accused.

- It is the responsibility of the parties to notify the Title IX Coordinator or a member of the Title IX Team that they will have a support person present at any meeting. Notification must be received 48 hours before any scheduled meeting or the meeting may need to be rescheduled at the discretion of the Title IX Coordinator or a member of the Title IX Team.

- The support person does not serve as an advocate on behalf of the complainant or accused, may not be actively involved in any proceedings, and must agree to maintain the confidentiality of the process. A support person may be removed if he or she becomes disruptive or does not abide by the limitations discussed in the previous sentence.

- The College is not required to allow a particular support person to be involved in the process if it would cause undue delay in the process. Additionally, a support person may only be in attendance the party the individual is acting as a support person for is present.

- A support person will be asked to sign an affirmation that he/she understands his/her role in the process.

- In all cases of sexual misconduct, the preponderance of the evidence standard will be used to determine whether there has been a violation of this policy (i.e. whether it is more likely than not that the alleged sexual misconduct occurred).

- Some types of sexual misconduct may also constitute criminal conduct. In such instances, the complainant is also encouraged to file a report with the appropriate law enforcement authorities and, if requested, the College will assist the complainant in doing so. An ongoing criminal investigation, however, does not relieve the College of its responsibilities under the law. Therefore, to the extent doing so does not interfere with any criminal investigation, the College will proceed with its own investigation and resolution of the complaint.

- During the investigation and resolution of a complaint, the complainant and the accused shall have equal rights. They include:

- Equal opportunity to identify and have considered witnesses and other relevant evidence.

- Written notice in advance of any interview with sufficient time to prepare for meaningful participation.

- Similar access to all information considered by the Investigating Officer.

- Equal opportunity to review any statements or evidence provided by the other party.

- Equal access to review and comment upon any information independently developed by the Investigating Officer should the Investigating Officer share such information with the other party.

- Equal opportunity to appeal.

Formal Investigation and Resolution

1. Once a complaint is made, the Title IX Coordinator will review the report to determine if it falls within the scope of this policy. If it does not fall under this policy, the complainant will be so informed. In such situations, other College procedures may be applicable to the conduct complained of.

2. If it is determined that the complaint is covered by this policy, and prior to the commencement of the investigation, a prompt written notice will be provided to the respondent of the allegations constituting a potential violation of the policy, including identities of the parties involved, the specific section of the policy allegedly violated, the precise conduct constituting the potential violation, and the date(s) and location(s) of the alleged incident.

3. After the initial notification has been made to the respondent, the Title IX Coordinator will commence an investigation as soon as practicable, but not later than seven (7) days after the complaint is made. During this initial stage, the Title IX Coordinator will consult with the Title IX Team to strategize an investigation plan, including who will be the investigator(s), and to assist in providing any necessary services or interim measures. The Title IX Coordinator may also involve the Crisis Response Team if the circumstances warrant. In the event a staff member is the complainant or accused, the Vice President for Operations and/or Vice President for Academic Affairs will be notified.

4. The investigator, in consultation with other College officials (including the Title IX Coordinator or members of the Title IX Team as applicable), will conduct a full investigation. During the investigation, the complainant will have the opportunity to describe his/her allegations (via a written and/or verbal statement) and present witnesses or other supporting evidence. The accused will have the opportunity to respond to the allegations by giving a written and/or verbal statement and present witnesses and other supporting evidence regarding the matter.

5. The investigator will review the written statements (and notes from any verbal statements) and other evidence presented and may, depending on the circumstances, interview others with relevant knowledge, review documentary materials, and take any other appropriate action to gather and consider information relevant to the complaints. All parties and witnesses are expected to cooperate and provide complete and truthful information.

6. At the conclusion of the investigation, the investigator will prepare a preliminary investigation report. The preliminary report will explain the scope of the investigation (including witnesses interviewed and evidence considered) and identify findings of fact. Both parties will be provided with a copy of the preliminary report and will have three (3) business days to provide written comments to the report, if desired. After considering the parties' comments, if any, the investigator will issue a final report, including a statement as to whether any allegations in the complaint were found to be substantiated by a preponderance of the evidence.

7. When there has been a finding that a policy violation has occurred, the College may use the sanctions and/ or protective measures listed below in order to maintain an environment free from discrimination and harassment and to protect the safety and well-being of the complainant and other members of the College community.

- Students: Warning, Probation, Suspension, Expulsion, Interim Removal/Campus Safety Suspension, Assessment of Fine, Educational Project or Program, Removal of Privileges (Note: All sanctions and protective measures are defined in the Student Code of Conduct)
- Faculty/Staff: Verbal Warning, Written Warning, Suspension with pay, Suspension without pay, Termination.

8. Notice of the outcome of the investigation, including the final report, any sanctions and/or protective measures imposed, and information about appeal rights, will be concurrently, distributed to the parties within three (3) days of its completion. In certain circumstances, the Family Educational Rights and Privacy Act (FERPA) may prohibit particular information about sanctions and/or protective measures from being shared with the other party. In such circumstances, adjustments may be made resulting in the notifications to the parties being slightly different.

9. Upon notification of the parties of the outcome of the investigation, the complaint shall be final subject only to the right of appeal set forth below.

10. In the event sanctions are handed down and a party disagrees or wishes to appeal, he or she may go through the appropriate appeal process. For students, he or she may petition to the Community Standards Board as described under the Student Code of Conduct. For faculty or staff, he or she may petition the appropriate grievance committee.

Missouri Valley College General Education Core Curriculum 2019-20

B.A. – Bachelor of Arts; B.S. – Bachelor of Science; B.F.A. – Bachelor of Fine Arts; B.S.N – Bachelor of Science in Nursing

Mission: To inspire lifelong learning through the study of the liberal arts and sciences, the general education program provides the opportunity for students to hone their skills of intellectual inquiry, to gain knowledge of the world and its cultures, and to apply that knowledge to their personal and social lives. The General Education Core Curriculum addresses the student learning outcomes for the program.

Core I: Intellectual and Practical Skills

Core I - Section A. Communication (12-15 hours)

Required of all degree candidates:

EN 130 Rhetoric & Composition	3	_____
EN 160 Literature & Composition	3	_____
(Grade of C or higher required in EN 130 & EN 160)		
SP 100 Public Speaking	3	_____

B.A. and B.F.A. degree candidates – one course required:

EN 200 World Literature I	3	_____
EN 201 World Literature II	3	_____
EN 220 American Literature I	3	_____
EN 225 American Literature II	3	_____
EN 230 British Literature I	3	_____
EN 235 British Literature II	3	_____

Core I - Section B. Quantitative & Analytical Skills (3-6 hours)

B.A. and B.F.A. degree candidate – one course required; B.S. and B.S.N. degree candidates – two courses required or MA 190:

MA 150 Topics in Modern Math	3	_____
MA 165 College Algebra	3	_____
MA 170 Pre-calculus	3	_____
MA 185 Calculus for Business	3	_____
MA 190 Calculus I	5	_____
MA 200 Introduction to Statistics	3	_____

Core II: Personal and Social Responsibility

Core II – Section A. Multicultural Sensitivity (6 hours)

All degree candidates – two courses from different disciplines; international student studying under an I-20 are only required one course, which may not be GS XXX Study Abroad.

AR 250 Art on Location	3	_____
AY 105 World Cultures	3	_____
FR 110 Elementary French I	3	_____
FR 160 Elementary French II	3	_____
GE 250 World Geography	3	_____
GS xxx Study Abroad	3	_____
GS 101 Intro Academia, Culture & Soc*	3	_____
*for ESL students only		
NP 100 Personal Growth	3	_____

RE 100 World Religion	3	_____
RE 215 Comparative Sacred Texts	3	_____
SC 100 Intro to Sociology	3	_____
SC 232 Marriage and Family	3	_____
SN 111 Spanish I	3	_____
SN 112 Spanish II	3	_____

Core II – Section B. Healthy Lifestyle (2 hours)

All degree candidates – two hours required; any varsity sport may be used twice to satisfy this requirement.

DN 100 Jazz	2	_____
DN 105 Intro to Dance Techniques	2	_____
DN 115 Conditioning for Dancers	3	_____
DN 120 Tap I	2	_____
DN 130 Modern I	2	_____
DN 140 Ballet	2	_____
MS 145/245 Cardio Fitness Training	1	_____
PE 104 Weight Training	1	_____
PE 108 Weight Control/Physical Fitness	1	_____
PE 111 Golf	1	_____
PE 126 Swimming	1	_____
PE 131-145 Varsity Sport	1	_____
PE 221 Lifetime Wellness	2	_____

Core II – Section C. Informed Citizenship (3 hours)

All degree candidates – one course required:

EC 206 Principles of Macroeconomics	3	_____
MC 150 Media & Culture	3	_____
NP 221 Leadership & Group Dynamics	3	_____
PL 110 Critical Thinking	3	_____
PL 215 Nature, Values & Public Policy	3	_____
PS 100 Foundations of Federal Govt.^	3	_____
RE 250 Religion & American Politics	3	_____

Core II – Section D. Ethics (3 hours)

All degree candidates – one course required:

PL 125 Philosophical Ethics	3	_____
PL 150 Biomedical Ethics	3	_____
PL 225 Ethics of War & Peace	3	_____
RE 150 Comparative Religious Ethics	3	_____

Missouri Valley College General Education Core Curriculum 2019-20

B.A. – Bachelor of Arts; B.S. – Bachelor of Science; B.F.A. – Bachelor of Fine Arts; B.S.N – Bachelor of Science in Nursing

Core III: Knowledge of Human Cultures and the Physical & Natural World

Core III – Section A. Science & Inquiry (3-8 hours)

B.A. and B.F.A. degree candidates – one course required; B.S. degree candidates – two courses, of which one must include a lab+; B.S.N. candidates BI 104:

BI 104	Principles of Biology +	4	_____
BI 130	Plants & People	3	_____
CH 111	General Chemistry +	5	_____
PH 105	Environmental Science	3	_____
PH 109	Physical Science +	4	_____
PH 122	Introduction to Astronomy	3	_____

Core III – Section B. Reflection and Meaning (3 hours)

All degree candidates – one course required:

HU 125	Humanities I	3	_____
HU 126	Humanities II	3	_____
PL 100	Introduction to Philosophy	3	_____
PY 100	Principles of Psychology	3	_____

Core III – Section C. Historical Knowledge (3 hours)

All degree candidates – one course required:

HS 104	American History I ^	3	_____
HS 105	American History II ^	3	_____
HS 115	World History I	3	_____
HS 116	World History II	3	_____

Core III – Section D. Art & Creativity (3-6 hours)

B.A. and B.F.A. degree candidates – six hours required from two different disciplines; B.S. and B.S.N. degree candidates – 3 hours required:

AR 100	Drawing I	3	_____
AR 112	Computer Assisted Art	3	_____
AR 201	Art Appreciation	3	_____
AR 224	Ceramics	3	_____
DN 102	Dance Appreciation	3	_____
MU 101	Music Appreciation	3	_____
MU 125	Jazz, Pop, and Rock	3	_____
MU 170	Concert Choir (3 semesters)	1	_____
MU 174	Show Choir (3 semesters)	1	_____
MU 178	Concert Band (3 semesters)	1	_____
MU 182	Jazz Band (3 semesters)	1	_____
TH 105	Theatre Appreciation	3	_____
TH 115	Acting I	3	_____

^ Note: All graduates must satisfy the Missouri and Federal Constitution requirements by successfully completing one of the following courses: PS 100, HS 104, or HS 105. All three courses satisfy another area of the general education core requirements.

Honors Curriculum approved substitutions:

The following honors curriculum will substitute as general education core curriculum as listed below. Students must be accepted into the Honors Program to enroll in honors courses.

- HN 190 Humanity and Stories for Core I A - EN 160
- HN 290 Humanity and Science for Core III A Science & Inquiry
- HN 291 Humanity and Creativity for Core 3D Art & Creativity
- HN 390 Humanity and Society for Core 3B Reflection & Meaning
- HN 490 Humanity and Moral Responsibility for Core 2D Ethics

Missouri Valley College also requires a Writing Intensive course and Service Learning course as part of the degree requirements. Courses that meet this requirement are listed on the following page. Writing Intensive (WI) and Service Learning (SL) are also indicated in the course descriptions.

**Missouri Valley College General Education
Core Curriculum 2019-20**

B.A. – Bachelor of Arts; B.S. – Bachelor of Science; B.F.A. – Bachelor of Fine Arts; B.S.N – Bachelor of Science in Nursing

Writing Intensive course listing:

AC 430 Auditing
 AR 301 Art History I
 AR 310 Art History II
 AR 405 Art History III
 BA 362 Consumer and Market Behavior
 BA 442 Business Policies & Decision-Making
 BI 315 Research Methods
 CJ 485 Senior Seminar
 DN 485 Senior Project
 ED 205/305/405 Portfolio Series
 ED 300 Instructional Methodology
 EN 326 Advanced Techniques of Composition
 EX 334 Kinesiology
 HN 190 Honors Humanities I
 HN 290 Revolutions in Scientific Thought
 HN 291 Honors Humanities II
 HN 390 The Self, Human Nature, Freedom, and Society
 HN 490 Philosophy and Ethics
 HS 460 Senior Thesis
 MA 250 Intro to Math Reasoning
 MC 210 Basic News Reporting
 MC 215 Writing for Broadcast
 MC 290 Electronic Publishing II
 MC 310 Advanced News Reporting
 MC 330 News Reporting for Broadcast
 MC 392 Electronic Publishing IV
 MU 370 Music History I
 MU 371 Music History II
 NP 464 Program Development
 NU 365 Evidence Based Practice
 PR 250 Writing Effective PR Proposals
 PS 485 Senior Thesis
 PY 485 Seminar in Psychology
 SC 485 Senior Seminar
 SP 325 Interviewing
 TH 270 Playwriting
 TH 330 Survey of American Musical Theatre

Service Learning course listing:

AC 100 Introduction to Accounting
 AC 430 Auditing
 AG 100 Introduction to Agribusiness
 AR 334 Ceramics II
 AR 345 Watercolor
 AR 335 Graphic Design II
 BA 401 Internship (SL activity must be indicated on internship contract)
 BI 332 Ecology
 CJ 205 Juvenile Justice
 CJ 340 Community Oriented Policing
 DN 299/499 Repertory Dance Ensemble
 EC 240/340/440 ENACTUS
 ED 190/350 Elementary Practicum/Clinical Experience
 ED 192/351 Middle School Practicum/Clinical Experience
 ED 191/352 Secondary Practicum/Clinical Experience
 ED 401 Internship
 EN 326 Advanced Techniques of Composition
 EX 359 Community Health
 HS 360 Historical Methods
 MA 485 Senior Seminar
 MC 215 Writing for Broadcast
 MC 390 Advanced Television Production
 MS XXX Military Service (VA form DD 214 or JST required)
 MU 174 Show Choir (3 semesters)
 NP 101 Introduction to Human Services
 NP 102 Introduction to Recreation
 NP 105 Introduction to Nonprofit Management
 NP 240/340/440 Humanics (3 semesters)
 NU 332 Pediatric Nursing Clinical
 NU 480 Senior Seminar
 PR 350 Public Relations Case Problems
 PR 450 Public Relations/Case Studies
 PY 235 Adult Psychology
 SP 415 Speech Writing & Criticism
 TH 325 Children's Theatre Workshop

Additional standards for professional conduct may be contained in programs' handbooks.

ACCOUNTING MAJOR

Mission

The mission of the accounting program is to use personal instruction to develop accountants who have the skills to compete in a fast-changing professional environment.

Learning Outcomes

- Demonstrate a fundamental understanding of generally accepted accounting principles as related to the construction and analysis of financial statements.
- Apply auditing and professional standards established by the American Institute of Certified Public Accountants (AICPA) and the Public Company Accounting Oversight Board (PCAOB).
- Utilize managerial accounting methods to make business decisions.
- Interpret and apply the Internal Revenue tax code pertinent to individuals and businesses.
- Explain and apply the key concepts of the business core of accounting, economics, marketing, business law and quantitative analysis.

Major requirements include the Basic Business Core of the following: AC 210, AC 220, EC 206, EC 216, BA 212, BA 232, BA 282, CS 119, or 3 hours of Computer Science above that level. The Accounting Major also requires AC 301, AC 345, AC 330, AC 340, AC 350, AC 335, AC 360, AC 400, AC 430, BA 302, BA 322, BA 324, MA 185, BA 292, and BA 442. Required or elective hours taken for one Business Division major, concentration, or minor cannot be used to satisfy elective requirements in another Business Division major, concentration, or minor. (Total 69 hours)

Minor requirements: AC 210, AC 220, AC 330, AC 340, AC 350, plus an elective course from any one of the following: AC 301, AC 345, AC 335, AC 360. (Total 18 hours)

Major Assessment: The current process for all majors in the Division of Business is to take the Educational Testing Services' Business Test. The test is given as a pre-test to students enrolled in BA 212, Principles of Management. This course is required of all Division majors. The test is also given as a post-test to all graduating seniors in the Division toward the end of their last semester.

AC 100. Introduction to Accounting - 3 hours. An introduction to the terminology, concepts, and principles of modern accounting procedures including record keeping, classifying, reporting, and analyzing basic financial information. Basic record keeping functions for service enterprises. Fall. Spring. **SL**

AC 210. Principles of Accounting I - 3 hours. Accounting for both non-major and the major. Basic principles of the complete accounting cycle. Analysis of the balance sheet, income statement, other financial statements. Prerequisite: Sophomore standing or permission of instructor. Fall. Spring. Online - Fall.

AC 220. Principles of Accounting II - 3 hours. Continuation of AC 210. Partnerships and corporations, special emphasis on accounting procedures for the assets and liabilities commonly found in business. Prerequisite: AC 210. Fall. Spring. Online - Fall.

AC 301. Accounting Computer Applications - 3 hours. Students will be introduced to and become proficient in the use of accounting software as used by small and large businesses. Within this course, students will utilize an accounting software to input, analyze and interpret financial data. Special emphasis is placed on: navigation of general ledger software, journal entry input, closing procedures, inventory control, budgeting, payroll and fixed assets. Students will also become proficient in successfully moving reports from one application to another. This course will fulfill the requirements for the 2016-2017 and earlier catalogs for major requirements. Prerequisites: "C" or better in CS 119 or equivalent and AC 220. Fall. Online - Spring.

AC 330. Income Tax - 3 hours. Preparation of comprehensive federal income tax returns for individuals. Includes the study of Form 1040 income items, deductions for AGI, applicable tax credits, marginal and effective tax rates, and accompanying forms and schedules to the individual tax return. Prerequisite: AC 220 or permission of instructor. Fall.

AC 335. Taxation of Business Entities – 3 hours. Preparation of federal tax returns for businesses including Forms 1065, 1120, and K-1. Includes payroll preparation and related federal tax filings. Prerequisite: AC330. Spring odd years.

AC 340. Managerial Accounting - 3 hours. Managerial accounting for decision making in an industrial organization; planning and controlling current operations. Includes the study of job order, process cost, and standard accounting. Prerequisite: AC 220. Spring.

AC 345. Fraud Examination - 3 hours. This course will cover a variety of methods employees use to perpetrate occupational fraud. Students will learn to identify risk factors, deter fraudulent activities, and investigate allegations of employee fraud. Students will research occupational fraud to develop both an understanding of methodology as well as the tools to resolve incidents of fraud in an organization. Prerequisite: AC 220. Spring even years.

AC 149/249/349/449. Special Topics in Accounting - 1-6 hours. Topics and special problems arranged with the instructor. Prerequisite: Permission of instructor.

AC 350. Intermediate Accounting I - 3 hours. Principles and techniques of financial information in accounting statements. Includes study of financial statements and most items pertaining thereto. Prerequisite: AC 220. Fall.

AC 360. Intermediate Accounting II - 3 hours. Continuation of AC 350 with special emphasis on corporations, interpretation of the financial statements, cash flow analysis, price level changes. Prerequisite: AC 350. Spring.

AC 400. Advanced Accounting - 3 hours. Advanced topics in financial accounting including accounting for mergers, consolidations, liquidations, partnerships and government. Prerequisites: AC 350, AC 360. Fall.

AC 401. Internship in Accounting - 1-9 hours. Internship under supervision of College personnel and cooperating facility. Prerequisite: All internships must be approved and finalized in the semester prior to when they begin. Permission of division dean and Vice President of Academic Affairs. Arranged.

AC 411. Readings in Accounting - 3 hours. Readings of current literature from the broad spectrum of accounting. Designed to acquaint the student with an in-depth survey of current as well as classic topics in the field.

AC 430. Auditing - 3 hours. Verification, analysis and interpretation of financial data for statement presentation. Procedures, duties, responsibilities and ethics of an auditor. Prerequisites: AC 400, BA 302. Spring. *SL WI*

AC 376/476. Independent Study - 1-3 hours. Reading or research at a greater depth than in a normal class. Prerequisite: Permission of the instructor, division dean and Vice President of Academic Affairs.

AGRIBUSINESS MAJOR

Mission:

The mission of the Agri-Business Program is to use personal instruction and real world experience to provide students with the skills necessary to succeed in a wide range of agriculture and natural resource based careers.

Learning Outcomes:

- Recognize and distinguish the unique attributes of food, fiber, and fuel production and marketing.
- Assemble and interpret economic factors affecting local, regional, national, and international markets for agricultural goods.
- Formulate written and oral communication supporting agricultural related topics and concepts.
- Explain and analyze the impact of government policies on resource allocation and distribution.
- Utilize quantitative methods to analyze natural resource based markets and industries.
- Implement and use the key concepts of economics, finance, business law, management, marketing, and quantitative analysis.

Major requirements: AC 210, AC 220, AG 100, AG 363, AG 373, AG 383, AG 393, BA 212, BA 232, BA 282, BA 302, BA 322, BA 324, BA 442, CS 150, EC 206, EC 216, EC 355, EC 455, and two courses from the following: AG 353, AG 375, AG 410, BI 210, BI 310, BI 323, BI 332, BI 403. (Total 64 hours)

AG 100. Introduction to Agribusiness – 3 hours. Study of the economic, social and political forces and trends that impact on U.S. and global agribusinesses. Overview of the global production, consumption, trade, and investment patterns in the agriculture food sector. Survey of the management strategies and decision making approaches used by industry leaders in the global food chain. Inspect the unique aspects of managing enterprises in the agriculture food sector. *SL* Fall. Spring.

AG 149/249/349/449. Special Topics in Agribusiness – 3 hours. Selected studies in the area of Agribusiness.

AG 353. Agronomy - 3 hours. an introductory crops and soils course that covers the importance of agriculture in food production, its economic value, and environmental impact. Upon completion the learner should have a fundamental knowledge of soil and water, nutrient management, pest management, and crop management. Topics include basic soil physical and biological characteristics, resource conservation, irrigation, drainage, water quality, soil and tissue analysis and interpretation, fertilizers and other nutrient sources, soil pH and liming, pest identification, sampling, and control, cropping systems, planting practices, crop growth and development, harvest, storage, and managing production risk, among many others. Prerequisites BI104 or CH111. Spring

AG 363. Agricultural Pricing – 3 hours. Factors affecting agricultural commodity prices and related products, analysis of price trends, and seasonal variation, government influence, methods of forecasting supply, demand and price; and the importance of these on retail prices. Fall even years.

AG 373. Agricultural Marketing – 3 hours. Composition of the agricultural marketing complex, government regulation, channels of distribution and credit, wholesale and retail sales, international markets. Prerequisite: BA 232. Spring even years.

AG 375. Animal Nutrition - 3 hours. Fundamentals of nutrition and comparative nutrition of common Mid-Western farm animals. Includes an overview of the anatomy and physiology of the digestive system and basic metabolism with the functions of digestion of the basic nutrients. Will include feed composition and utilization, ration formulation, feed evaluation and identification of feedstock sources. Prerequisites: C or Better in AG100 & BI104, Fall odd years.

AG 383. Agricultural Management – 3 hours. Application of management principles to agricultural organizations, labor relations, organizational structure, decision theory, other specific studies in an agri-business context. Emphasis on case studies. Prerequisite: BA 212. Fall odd years.

AG 393. Agricultural Policy – 3 hours. Analyzing current and past government and organizational policies affecting agriculture. Agricultural policies and their effects upon producers, consumers factor supplier's domestic and international markets are examined. Prerequisites: EC 206, EC 216. Spring odd years.

AG 376/476. Independent Study – 1-3 hours. Reading or research at a greater depth than is permitted in a normal class. Prerequisite: Permission of instructor, division chair and Vice President of Academic Affairs.

AG 401. Internship in Agri-business – 1-9 hours. Internship under supervision of college personnel and cooperating facility. All internships must be approved and finalized in the semester prior to when they begin. Prerequisite: Permission of division chair and Vice President of Academic Affairs. Arranged.

AG 410. Animal Science - 3 hours. Basic principles which apply to animal agriculture; survey of the industry; types, purposes, and products of livestock; principles of breeding, selection, nutrition, lactation, reproduction, management, and marketing. Prerequisite: C or Better in AG100 and BI104, Fall even years.

AGRONOMY MINOR

Minor requirements: AG 353, MA 200, 4 courses (2 courses must be upper division) from: BI 210, BI 250, BI 320, BI 332, BI 335, BI 403, BI 404, BI 430, PH 307. (Total 18 - 22 hours)

ANIMAL SCIENCE MINOR

Minor requirements: AG 375, AG 410, MA 200, 3 courses (1 course must be upper division) from: BI 212, BI 215, BI 310, BI 323, BI 404. (Total 18 - 22 hours)

ANTHROPOLOGY

AY 105. World Cultures – 3 hours. The major goal of this course is to enhance students' historical consciousness and appreciation of cultural diversity through a survey of world cultures. On Cycle

ART MAJOR

Art Mission: The Missouri Valley College Visual Art and Design program is committed to providing an undergraduate education that balances professional training with a liberal arts perspective to develop informed, confident artists and art educators. Within an immersive studio environment, students apply diverse problem-solving methods to build a sense of awareness and perspective through topics in art history, social, cultural and communication issues

Learning Outcomes:

- Students will develop technical excellence through disciplined practice in each art medium, including digital and traditional.
- Students will develop artworks that create meaningful conversations with artworks across times and places, demonstrating their sense of context in art history encompassing cave ages to the present.
- Students will construct articulate evaluations of their work and others', linking form and content.
- Students will create designs that communicate effectively and employ a range of appropriate problem solving applications.

Major requirements for Art Major with Graphic Design Concentration (BFA): Art core: AR 114, AR 125, AR 212, AR 316, AR 331, AR 301, AR 310, AR 490; AR 112, AR 235, AR 315, AR 325, AR 335, AR 337, AR 405, AR 350, AR 401, AR 410, AR 450, CS 305. (Total 60 hours)

Major requirements for Art Major with Studio Concentration (BFA): Art core: AR 114, AR 125, AR 212, AR 316, AR 331, AR 301, AR 310, AR 490; AR, 224, AR 232, AR 242, AR 330, AR 325, AR 334, AR 410, AR 332, AR 345, AR 405, AR 350, AR 450. (Total 60 hours)

Major requirements for Art Education Certification (BA/BS): See Education section of the catalog.

Major requirement for Visual Art (BA/BS): AR 114, AR 212, AR 232, AR 301, AR 310, AR 330, AR 405, AR 410, AR 490, the following courses in one media area: AR 325 or AR 224 or AR 331; AR 125 or AR 332 or AR 334 or AR 345, AR 350, plus 9 hours AR electives from the following (6 of which must be upper division in different media areas): AR 112, AR 125, AR

224, AR 242, AR 315, AR 316, AR 325, AR 331, AR 332, AR 334, AR 337, AR 344, AR 345. (Total 45 hours)

Minor requirements: Twenty one (21) hours of Art curriculum above AR 100, including at least 9 hours of upper division credit.

Major assessment: Senior Art majors will submit a portfolio of their work and exhibit their work in conjunction with AR 490, Senior Portfolio and Review. The portfolio and the exhibit will include an artist's statement.

AR 100. Drawing I - 3 hours. A course for the general student with little or no background in art. Basic principles of drawing using various media. Student may be exempt from this class by showing a recent portfolio of work to the art faculty. \$25.00 fee. Fall. Spring.

AR 112. Computer Assisted Art – 3 hours. Introduction to digital image production techniques. Exploration of computer graphic software packages with application in art and designs. \$85 fee. Fall. Spring.

AR 114. Two-Dimensional Design - 3 hours. A beginning course in design, stressing fundamental elements, principles of organization, and sources of design. Simple art media will be used. \$80 fee. Fall.

AR 125. Digital Photography – 3 hours. An introduction to the digital camera and its controls, new approaches and techniques of digital imaging with specific emphasis on the use of Adobe Photoshop. The course explores the technical and aesthetic potential of digital photography in both graphic design and fine art. Students must have a digital camera that shoots in RAW format, and has manual controls (see instructor for specific cameras or questions). \$100 fee. Fall. Spring.

AR 201. Art Appreciation - 3 hours. Develops understanding and appreciation of the nature of art and its historical development. Illustrated lectures. \$5.00 fee. Fall. Online - Spring.

AR 212. Drawing II - 3 hours. A basic course for students with some previous art experience. Drawing with varied media using still life arrangements, landscape, and other subject matter. Perceptual development emphasized as well as art principles and drawing skills. Some lecture periods. \$15.00 fee. Spring.

AR 224. Ceramics I - 3 hours. A beginning course in clay as a creative medium and attention to the techniques and principles involved in creating functional and sculptural work. Hand-building will be emphasized. \$50.00 fee. Fall. Spring.

AR 232. Sculpture I - 3 hours. A problem-solving course in sculpture design for beginning students, exploring the relationship between form, volume, and space. Simple tools and media will be used. Some lecture periods. \$35.00 fee. Spring even years.

AR 235. Graphic Design I – 3 hours. Basic introduction to the computer as a visual tool for the graphic designer/artist. Design, layout, and typography using the microcomputer and illustration software. Technical issues relating to electronic imaging and printing. Prerequisite: AR 112 and declared major in Art. \$100 fee. Fall even years.

AR 242. Fibers – 3 hours. Traditional paper-making techniques, weaving, macramé, and fiber sculpture. Required for all art education majors. Prerequisite: AR 110 or AR 112. \$50 fee. Spring odd years.

AR 250. Art on Location – 3 hours. Art on location explores the diverse arts in a major city. Students attend exhibits and see performances of the current cultural season. Students tackle questions such as: What does the art genre offer? How does each speak to us? How does art create, serve, and represent the people of the city and its diverse communities? Aesthetic appreciation is supported by social and historical investigations so that students are provided with opportunities for different kinds of engagement with art forms, including the interpretation, analysis, and creative endeavors. Class fee dependent upon location. On cycle..

AR 301. Art History I - 3 hours. Prehistoric to Renaissance. Illustrated lectures on the history of Western and Mediterranean art, including sculpture, architecture, minor arts, and painting. *WI* Fall odd years.

AR 310. Art History II - 3 hours. Art history of Western art from the Renaissance to World War I with emphasis on major movements and personalities in Western Europe and the United States. *WI* Prerequisite: AR 301. Spring odd years.

AR 315. Illustration I – 3 hours. Techniques and media used in the production of drawings for commercial purposes. \$100 fee. Fall even years.

AR 316. Printmaking – 3 hours. This course is designed to acquaint the student to the historical origins and development of printmaking methods; monoprints, relief, and screen printing. Prerequisite: AR 100 or AR 212. \$100 fee. Spring even years.

AR 325. Analog Photography – 3 hours. Use and history of analog photography; the art of taking quality film photographs; the development of film; and the printing of technically sound photographs in the darkroom. Students will be provided with a 35mm camera for the semester. \$100.00 fee. Prerequisite: AR 125 or permission of instructor. Fall.

AR 330. Figure Drawing - 3 hours. Continued experience in drawing, emphasizing work from the model. Prerequisite: AR 100 or 212. \$100 fee. Spring even years.

AR 331. Painting I - 3 hours. Introduction to oil painting emphasizing studio practices, fundamental principles and techniques. Prerequisite: AR 100 or AR 212 or permission. \$25.00 fee. Fall odd years.

AR 332. Sculpture II – 3 hours. A problem-solving studio course in sculpture design focusing on self portraiture, the figure and abstraction. Some lecture periods. Prerequisite: AR 232. \$35 fee. Fall odd years.

AR 334. Ceramics II - 3 hours. Continuation of AR 224, stressing design concepts and experimentation. Focuses on wheel throwing techniques and basic firing methods. Some hand-building included. "Empty Bowls" fundraising event to raise money for an area soup-kitchen by selling donated works. \$75 fee. Prerequisite: AR 224. *SL* Spring.

AR 335. Graphic Design II – 3 hours. Advanced techniques using paint software and illustration software with emphasis on

merging programs to combine images. Students will create a design package for a local non-profit organization. Prerequisite: AR 235 with a grade of "C" or better. \$100 fee. *SL* Spring even years.

AR 337. Animation – 3 hours. A studio course in computer animation using a variety of software programs and techniques with an emphasis on creative output. Prerequisite: Art major and AR 112. \$85 fee. Spring odd years.

AR 344. Watercolor - 3 hours. Introduction to basic watercolor techniques, still life and landscape, and other subject matter. \$80.00 course fee. Prerequisite: AR 100 or AR 212 or permission. Fall even years.

AR 345. Painting II - 3 hours. Further problems in painting techniques including students engaged in a service learning project whose final goal will be a completed public mural. The course will be a combination of painting techniques along with brainstorming dialogue with community members with whom the class will collaborate creatively. Prerequisite: AR 331. *SL* Spring odd years.

AR 350. Advanced Studio – 3 hours. Independent study in Ceramics 3, Painting 3, Photography 3, Drawing 3, Sculpture 3 or Graphic Design 3. May be repeated in different media areas. Permission of the instructor. \$85 fee. Arranged, as needed.

AR 376/476. Independent Study - 1-3 hours. Reading or research at a greater depth than is permitted in a normal class. Permission of the instructor, division dean, and Vice President of Academic Affairs.

AR 401. Graphic Design Internship – 1-3 hours. Professional graphic design experience in a company setting. Six to eight week internship work is to be complete at an approved company. May be repeated for credit for a maximum of 6 credit hours. Prerequisite: Permission of department.

AR 405. Art History III – 3 hours. A history of art from World War I to the present with an emphasis on major international movements in painting, sculpture, architecture and new media. *WI* Prerequisite: AR 310. \$15 fee. Fall even years.

AR 410. The Business of Art – 3 hours. Introduction to traditional business with specialized topics including: art law, structure and mechanistic of the art market, art evaluation and criticism. Business training including: finance and art investing, art evaluation, gallery ownership and representation. Prerequisite: Junior or Senior Art major or permission of instructor. Spring as needed.

AR 450. Advanced Studio – 3 hours. Independent study in Ceramics 4, Painting 4, Photography 4, Drawing 4, Sculpture 4 or Graphic Design 4. May be repeated in different media areas. Permission of the instructor. \$85 fee. Prerequisite: AR 350. Arranged.

AR 490. Senior Portfolio - 3 hours. Required of all art majors during their final semester of their senior year. Allows art majors to assemble and present representative work in their major field. Prerequisite: Art major, senior standing, permission of instructor. Spring as needed.

BIOLOGY MAJOR

Biology – General Biology Concentration mission: The General Biology concentration encompasses an overall knowledge of biological concepts with an emphasis on preparation for graduate studies and gaining a broad biological knowledge base. Students should leave with knowledge of biology, ecology, and chemistry, combined with critical thinking and writing skills, to assist them in any further education they might choose.

Biology - Conservation Concentration mission: The Biology conservation concentration encompasses an overall comprehension of biological concepts with an added emphasis on ecology and conservation. Students should leave Missouri Valley College with a broad knowledge of biology, ecology, and chemistry. In addition, graduates will gain competence in a variety of field and laboratory techniques, and will be able to use information gathered from concentration courses and current literature to make informed wildlife management decisions. Upon graduation, students should be prepared to enter graduate school or professional service.

Biology – Pre-Medical / Pre-Veterinary Concentration mission: The Biology Pre-Medical / Pre-Veterinary concentration encompasses an overall knowledge of biological concepts with an added emphasis in organismal health. Students should leave with a broad knowledge of biology, ecology, and chemistry, combined with critical thinking skills, to be applied to whichever organismal health field they choose.

Learning Outcomes:

- Students will demonstrate scientific reasoning skills through experimentation, collecting and interpreting data, and analyzing scientific literature.
- Students will describe the molecular biology and biochemistry of metabolic processes and relate them to the organization and function of tissues.
- Students will compare and contrast the morphology and phylogeny of plants and animals, and summarize their characteristics to identify their taxonomy.
- Students will explain and evaluate interactions between organisms and their environment and be able to predict the outcomes of these interactions.
- Students will investigate the history, significance and mechanisms of evolutionary processes to describe the diversity of life.

Major requirements: Completion of the Biology core plus a concentration in one of the following areas: General Biology; Conservation; Pre-Medical/Pre-Veterinary.

BIOLOGY CORE: Required for all areas of concentration. BI 104, BI 210, BI 212 or 215, BI 250, BI 320, BI 323, BI 332, BI 315, CH 111, CH 112, and MA 200.

General Biology Concentration requirements: Biology core courses; 6 courses from PH 105, BI 275, BI 285, BI 300, BI 305, BI 306, BI 310, BI 316, BI 335, BI 376/BI 476, BI 401 (1-3 hours), BI 403, BI 404, BI 413, BI 420, BI 425, BI 430, CH 451 (must total 19 hours minimum); 1 course from CH 300, CH 331, PH 315. (Total 67 hours)

Conservation Concentration requirements: Biology core courses; BI 335, BI 404, BI 413 (must take twice or students may substitute one with an approved internship – BI 401 or BI 376/476), BI 420, BI 430. CH 331 or CH 300. 3 courses from BI 300, BI 305, BI 306, BI 310 or BI 403. The following courses are recommended, but not required: PH 315 and MA 190.

Pre-Medical / Pre-Veterinary Concentration requirements: Biology core courses; BI 275, BI 285, PH 315, CH 331, CH 332, CH 451, and BI 401 (Must take twice for a total of 4 credits or students may substitute 2 credit hours of internship with BI 413 or BI 376/476 for a minimum total of 4 credits). The following courses are recommended, but not required: NU 270, PY 100, SC 100, HU 125 or HU 126, PH 365, and MA 190.

Entry into Pre-Medical / Pre-Veterinary Concentration requires Sophomore status and to maintain a 3.0 cumulative GPA or higher. Those that fall below this minimum GPA will revert to the General Biology concentration. To apply, visit: <https://www.moval.edu/academics/academic-divisions/division-math-science/biology/>

Biology students wishing to attend graduate school should check requirements of the schools they are applying, to meet any other requirements.

Minor requirements: 20 hours (12 - 300 level or above). Twelve of the hours may not be used to meet requirements in another major.

Major assessment:

All Biology majors must complete the Major Field Test in Biology prior to graduation.

BI 104. Principles of Biology - 4 hours. Concepts and principles common to the living world; protoplasmic and cellular nature of living things; metabolism, its biochemical and biophysical foundation; heredity; evolution; ecological relationships. Three lectures, one lab per week. \$25.00 lab fee. Fall. Spring. Online - Fall & Summer.

BI 130. Plants and People - 3 hours. Overview of plant cellular and macroscopic structure, function, evolution and diversity leading into technological applications of plants. Technologies used in agricultural production of food, fiber, fuel and medicine will be covered. Ecological and social issues raised by agricultural technologies will also be discussed. \$5 fee. Fall.

BI 210. General Botany - 4 hours. General structure, physiology, reproduction, heredity and ecology of plants, brief survey of plant world. Three lectures, two laboratories per week. Prerequisite: BI 104 or permission of instructor. \$40 lab fee. Spring.

BI 212. Vertebrate Zoology – 4 hours. A study of the general biology and natural history of the vertebrates, including the morphology, physiology, ecology and evolution of vertebrates with emphasis on North American species. The laboratory section of this course focuses on comparative anatomy of the vertebrates. Three lectures, two laboratories per week. Prerequisite: BI 104. \$50 lab fee. Fall odd years.

BI 215. General Zoology – 4 hours. A study of the form and function, characteristics, and evolutionary development of the different phyla in the Kingdom Animalia. Three lectures, two

laboratories per week. Prerequisite: BI 104. \$50 lab fee. Fall even years.

BI 250. Introduction to Cell Biology - 3 hours. Study of the structure and function of eukaryotic cells, including membrane systems, organelles and reproduction. Prerequisite: BI 104. Spring.

BI 275. Human Anatomy and Physiology I – 4 hours. Foundations and concepts of Human Anatomy and Physiology, starting at the cellular level and advancing into the nervous, endocrine, skeletal, muscular, respiratory, and cardiovascular systems. Three lectures, two laboratories per week. Prerequisite: C or better in BI 104. CH 111 is recommended, but not required. \$50 lab fee. Fall. Spring.

BI 285. Human Anatomy & Physiology II – 4 hours. Advanced concepts in Human Anatomy and Physiology, including the nervous, lymphatic, digestive, urinary, integumentary, immune, and reproductive systems. Three lectures, two laboratories per week. Prerequisite: C or better in BI 104, BI 275. CH 111 is recommended, but not required. \$50 lab fee. Fall.

BI 300. Ichthyology – 4 hours. Natural history of the fishes, including taxonomy, biology, ecology, and evolution with an emphasis on local species. Three lectures and one 3-hour lab per week. \$70 lab fee. Prerequisites: BI 104 and BI 212 or BI 215. Fall even years.

BI 305. Ornithology – 4 hours. Biology of birds with an emphasis on field identification of local avian species as well as anatomy, physiology, ecology, evolution, and behavior of birds in general. Three lectures and one 3-hour lab per week. \$70 lab fee. Prerequisites: BI 104 and BI 212 or BI 215. Spring even years.

BI 306. Herpetology – 4 hours. Natural history of the amphibians and reptiles, including ecology, biology, evolution, and anatomy with an emphasis on local species. Three lectures and one 3-hour lab per week. \$70 lab fee. Prerequisites: BI 104 and BI 212 or BI 215. Spring odd years.

BI 310. Mammalogy – 4 hours. (Lab BI 309) In lecture, students will be introduced to the diversity of mammals and be exposed to the taxonomy, form and function, distribution, natural history ecology, conservation and economic importance of mammals with emphasis put on Missouri and regional species. In Laboratory, students will be introduced to approximately 72 representative species of mammals that are located in Missouri and the region and will be expected to master the techniques and processes used in taxonomy and systematic for identifying mammals from laboratory and field collections. \$70 lab fee. Prerequisites: BI 104 and BI 212 or BI 215. Spring even years.

BI 315. Research Methods - 3 hours. The biological sciences encompass a wide range of subjects, but in all fields, the ability to interpret and communicate a variety of data is crucial. This course will focus on research techniques employed across fields of biology through the use of seminal papers from multiple eras. Students will also deliver papers in formal presentations to their peers. Finally, students will complete a literature review that ties together their interests with analytical techniques they have explored during the semester and in previous science courses. **WI.** Prerequisites: EN 160, MA 200, Junior or Senior Standing. Must be Biology major or have permission of instructor. Fall.

BI 316. History of Science - 3 hours. Biographical approach to scientific thought from ancient through modern civilization. Prerequisite: Permission of instructor. Fall odd years.

BI 320. Principles of Microbiology - 4 hours. Biology of microorganisms; the handling, culture and identification of bacteria. Three lectures, two laboratories per week. \$70 lab fee. Prerequisite: BI 104. BI 250 and CH 111 are recommended, but not required. Fall.

BI 323. Genetics - 4 hours. Principles of genetics, examined at the molecular, cellular, organism and population levels of organization. Laboratory work demonstrates Mendelian inheritance and the cytological basis of genetics. Three lectures, two labs per week. \$70 lab fee. Prerequisite: BI 104, MA 200. Spring.

BI 332. Ecology - 4 hours. Relationships of living organisms to their environment; analysis of structure and succession of natural communities; analysis of population control mechanisms; current problems in ecology. Three lectures, one three hour lab per week. \$70 lab fee. Prerequisite: BI 104, MA 200, junior/senior standing, or permission from instructor. **SL** Spring

BI335. Dendrology – 2 hour. Identification of trees, shrubs, and woody vines. Emphasis will be on Missouri native species, but will also include a few important ornamental species. Basic ecology of trees including preferred habitats of major species, economic uses and function in forest systems. This course is designed for those interested in conservation biology and wildlife ecology, but open to anyone with an interest in plants and trees. Field trips are required. \$20 lab fee. Prerequisite: BI 210 or permission of instructor. Fall odd years.

BI 149/249/349/449. Special Topics in Biology 1-6 hours. Advanced students wishing to undertake special projects or research problems can do so in this course. Prerequisite: varies by topic.

BI 401. Internship in Biology - 1-9 hours. Internship under supervision of college personnel and cooperating facility. Prerequisite: Biology major and permission of division dean and Vice President of Academic Affairs. Arranged.

BI 403. Entomology - 4 hours. A study of the structure, function, evolution and impact of the insect group; experience on collection, curation, and identification of the major orders and families. \$30 lab fee. Prerequisite: BI 104. Fall odd years.

BI 404. Wildlife Ecology and Management – 3 hours. The application of ecological principles to the management of vertebrate populations and their habitats to meet the needs of those populations and the needs of people. Prerequisites: BI 332, junior/senior standing, or permission of instructor. Spring odd years.

BI 413. Field Biology – 3 hours. Through intensive field investigation, along with readings on the biology of a specific ecological area and arranged seminars, the student will be exposed to an ecosystem typically outside of Missouri (e.g., the Chihuahuan Desert). An extended field trip to the area of interest is required. Lab Fee: \$200-\$500 Dependent on Destination. Prerequisites: Junior/Senior standing, BI 332 (may be taken concurrently). Course may be repeated for credit for a maximum of 6 hours. Spring.

BI 420. Conservation Biology Seminar – 2 hours. Conservation Biology is a highly interdisciplinary field that studies biodiversity, the natural processes that control it and the maintenance of biodiversity under the increasing pressures of humans. This course will utilize lecture, articles from the primary literature and presentations from researchers in the field of conservation biology. This course is a capstone course for the Conservation Concentration within the biology major. Students will be required to write an extensive literature review and give a presentation. Prerequisite: BI 332, Junior or Senior standing. \$20 fee. Spring even years.

BI 425. Evolution Seminar - 2 hours. Discussion of recent papers in population genetics and evolutionary processes. Topics include the genetic structure of populations, genetic drift, natural selection, co-evolution, speciation, and the fossil record. Two meetings per week. Prerequisite: BI 323. Fall even years.

BI 430. Taxonomy of Higher Plants - 4 hours. Classification and identification of flowering plants; local flora and field techniques. Three lectures, two laboratories per week. \$50.00 lab fee. Prerequisite: BI 210 or permission of instructor. Fall even years.

BI 376/476. Independent Study - 1-3 hours. Reading or research at a greater depth than in a normal class. Prerequisite: Permission of the instructor, division dean and Vice President of Academic Affairs.

BUSINESS MAJORS:

Finance Major

Management Major – Administration

Management Major – Entrepreneurship

Management Major – Sports Management

Marketing Major

Finance Mission: The Finance major in the Division of Business at Missouri Valley College aspires to support the mission of the College by initiating and promoting intellectual inquiry and understanding of the canons and mores of the finance professions through personal instruction.

Learning Outcomes:

- Analyze financial performance using financial statements and ratio analysis.
- Explain and differentiate multiple valuation approaches for various financial investments including real estate.
- Explain and distinguish multiple quantitative measurements of risk and risk implications in financial decisions.
- Explain and interpret the structure and functions of the financial system and its underlying parts (US and EU).
- Identify and explain statutory regulations concerning financial market activities.
- Explain and apply core financial principles.
- Explain and apply the key concepts of the business core of accounting, economics, marketing, business law, management, and quantitative analysis.

Management – Administration Concentration Mission: The Administration major in the Division of Business at Missouri Valley

College aspires to support the mission of the College by initiating and promoting intellectual inquiry and understanding of the canons and mores of the management disciplines through personal instruction.

Learning Outcomes:

- The student will demonstrate the processes of management: planning, organizing, staffing, leading and controlling.
- The student will be able to manage the organizational process by which strategies are formed and executed.
- The student will recognize effective management and make contributions to promote effective operation of an organizational unit as an employee.
- The student will define and apply organizational concepts and theories.
- The student will demonstrate an understanding of the elements of organizational culture.
- The student will demonstrate proficiency in the use of decision models such as linear programming, statistical analytical techniques, network analysis, and queuing theory.
- The student will develop communication strategies for dealing with various oral and written business communication situations.
- The student will craft business strategy, reasoning carefully about strategic options, using what-if analysis to evaluate action alternatives, and making strategic decisions.
- The student will demonstrate knowledge of the elements of a legal contract, commercial litigation, and the Uniform Commercial Code.
- The student will demonstrate proficiency in the business core of accounting, economics, finance, business law, marketing, and quantitative analysis.

Management - Entrepreneurship Concentration Mission: The Entrepreneurship concentration in the Division of Business at Missouri Valley College aspires to support the mission of the College by initiating and promoting intellectual inquiry and understanding of the canons and mores of management disciplines through personal instruction.

Learning Outcomes:

- The student will demonstrate the processes of management: planning, organizing, staffing, leading, and controlling.
- To develop and improve management skills, and develop an effective leadership style.
- To be able to plan and organize a business.
- To blend risk and security to provide a long-term path for a business.
- To understand the dynamic role of small business within our society and economy.
- Manage the organizational process by which strategies are formed and executed.
- To define the nature, functions, and importance of presentational speaking in business and professional settings.
- Think strategically about a company, its business position, and how it can gain a sustainable competitive advantage.
- Craft business strategy, reasoning carefully about strategic options, using what-if analysis to evaluate action alternatives, and making strategic decisions.
- Demonstrate proficiency in the business core of accounting, economics, finance, business law, marketing, and quantitative analysis.

Management – Sports Management Concentration: The Sports Management concentration in the Division of Business at Missouri Valley College aspires to support the mission of the

College by initiating and promoting intellectual inquiry and understanding of the canons and mores of the management disciplines through personal instruction.

Learning Outcomes:

- The student will demonstrate the processes of management: planning, organizing, staffing, leading, and controlling
- To develop and improve management skills, and develop an effective leadership style.
- To list and comment on the several aspects of sports businesses.
- To blend risk and security to provide a long-term path for a business.
- Describe the physiological and psychological effects of physical activity and its impact on performance.
- Manage the organizational process by which strategies are formed and executed.
- To define the nature, functions, and importance of presentational speaking in business and professional settings.
- Think strategically about a sports or entertainment company, its business position, and how it can gain a sustainable competitive advantage.
- Craft business strategy, reasoning carefully about strategic options, using what-if analysis to evaluate action alternatives, and making strategic decisions.
- Demonstrate proficiency in the business core of accounting, economics, finance, business law, marketing, and quantitative analysis.

Marketing Mission: The Marketing major in the Division of Business at Missouri Valley College aspires to support the mission of the College by initiating and promoting intellectual inquiry and understanding of the canons and mores of the marketing vocations through personal instruction.

Learning Outcomes:

- To explain and apply the concepts of marketing strategies.
- To explain the Marketplace and its participants domestically
- Perform market research utilizing current marketing tools and methodologies.
- To explain and demonstrate the array of integrated marketing communications concepts.
- To explain and apply the selling responsibilities, objectives and processes.
- The student will explain and apply key concepts in the business core of accounting, economics, finance, business law, marketing, and quantitative analysis.

Major requirements: Completion of the Business Core plus a concentration in one of the following areas: Management, Marketing, Finance or Small Business Development. NOTE: Required or elective hours taken for one Business Division major, major concentration, or minor, cannot be used to satisfy elective requirements in another Business Division major, major concentration, or minor.

BUSINESS CORE - Required courses for all Accounting, Economics, Management, and Marketing Majors: AC 210, AC 220, BA 212, BA 232, BA 282, CS 119, or 3 hours of Computer Science above that level; EC 206, EC 216. (Total 24 hours).

Finance Major requirements: Business core courses; AC 340, MA 185, BA 302, BA 322, BA 324, BA 350, BA 360, BA 372, BA 392, BA 442, EC 355, EC 450 and 3 hour AC, BA or EC upper division elective. (Total 63 hours).

Management Major with Administration concentration requirements: Business core courses; BA 292, BA 302, BA 312, BA 322, BA 324, BA 382, BA 412 or EN 327, BA 422, BA 432, BA 442, EC 375, MA 185. (Total 60 hours).

Management Major with Entrepreneurship concentration: Business core courses; AC 301, BA 301, BA 312, BA 322, BA 324, BA 352, BA 362, BA 382, BA 335, BA 412 or EN 327, BA 442, NP 221, SP 325. (Total 63 hours).

Management Major with Sports Management Concentration requirements: Business core courses; BA 302, BA 310, BA 312, BA 322, BA 382, BA 412 or EN 327, BA 335, BA 442, NP 221, NP 309, PE 100, PE 233, PE 300, PE 333, BA 401. (Total 64 hours).

Marketing Major requirements: Business core courses; MA 185, BA 302, BA 322, BA 324, BA 330, BA 332, BA 352, BA 362, BA 402, BA 442, EC 375, EC 455, MC 385. (Total 60 hours).

Associate of Arts Degree in Small Business Management requirements: Students must successfully complete the General Education Core Requirements for the Bachelor of Arts degree plus the following 24 credit hours of coursework: AC210, AC 220, BA 212, BA 232, BA 282, BA 301, EC 206, EC 216. (Total 72 hours)

Minor requirements: AC 210, EC 206, BA 212, plus three elective Business Administration courses numbered 300 or above. (Total 18 hours)

Major Assessment: The current process for all majors in the Division of Business is to take the Educational Testing Services' Business Test. The test is given as a pre-test to students enrolled in BA 212, Principles of Management. This course is required of all Division majors. The test is also given as a post-test to all graduating seniors in the Division toward the end of their last semester.

BA 105. Financial Literacy – 3 hours. General overview of topics and management concerning everyday personal financial decisions. Topics include household budgeting, management of financial accounts, use of credit, home purchasing, insurance requirements, market securities, and basic financial planning emphasizing retirement needs. Note: This class is not suggested for students concurrently enrolled in ESL courses. Fall.

BA 211. Current Readings in Business - 3 hours. An introductory readings course involving current literature from the broad spectrum of business. Designed to acquaint the student with an in-depth survey of current literature. Arranged.

BA 212. Principles of Management - 3 hours. The study of the role of managers and management in organizations, emphasizing the process of planning, organizing, staffing, directing and controlling. Included is a survey of techniques in goal setting and strategy, decision making, leadership, and motivation. \$35.00 course fee. Prerequisite: EN 160. Fall. Spring. Online - Fall.

BA 232. Principles of Marketing - 3 hours. Principles and practices related to the identification of target markets in a dynamic environment, and the development of products, pricing, distribution and promotion to serve customers in these markets. Prerequisite: EN 160. Fall. Spring. Online - Fall.

BA 282. Business Law I - 3 hours. Fundamental principles of law regarding business contracts. Special attention will also be given to the formation of law and the operation of the federal and state court systems as well as business ethics and corporate social responsibility. Fall. Spring. Online - Spring.

BA 292. Business Law II - 3 hours. A lower division course open to all students with an interest in business and contract law. The course emphasizes the concepts of business law as it applies to agency, partnerships, and corporations. Special reference is made to the Uniform Commercial Code, Uniform Partnership Act, and the Revised Model Business Corporation Act. Special reference will also be made to employment law, environmental regulation and the legal environment for international business. Prerequisite: BA 282. Spring.

BA 301. Entrepreneurship - 3 hours. Examination of practical problems faced by the entrepreneur in the development and management of a startup or ongoing enterprise. Key business areas of finance, accounting, marketing, risk analysis and management will be addressed from an entrepreneurial perspective. Discussions will be conducted both in the class and at representative businesses with small business operators. A complete and comprehensive business plan will be completed during the term. Prerequisite: BA 212 or permission of instructor. Fall. Online - Spring.

BA 302. Statistics - 3 hours. Principles and methods of statistical analysis with applications to business; includes laboratory work. Prerequisite: "C" or better in MA 165 or higher. Fall. Spring.

BA 310. Sports Management Law – 3 hours. Recognize the role and scope of sports events and the law. Recognize successful ways to assess the ethics of sports law. Specific attention will be given to understanding the sports industry, the players and opportunities. An introduction to the legal aspects of hospitality at sports events, negotiations and contracts. Reference to designing, planning and controlling event logistics. Reference to risk management and protecting the investment. Evaluating the process of how to effectively recruit and leverage a sports celebrity. Basic framework of how to finance sports events, licensing agreements and merchandising. Reference to sports tourism, the economic impact on cities and charitable events. Prerequisite: BA 282. Fall. Spring.

BA 311. Advanced Readings in Business - 3 hours. Advanced readings of current literature in the field concerning such topics as biographies, theoretical styles, classics and policy applications. Spring odd years. Arranged.

BA 312. Human Resource Management - 3 hours. Study of the processes related to human resource use in organizations including job analysis, human resource planning, recruiting, training, performance appraisal, compensation, and managing careers. Prerequisite: BA 212. Fall. Spring. Online - Summer.

BA 322. Principles of Finance I - 3 hours. Survey of the finance function and its environment with special attention paid to using the financial reports of a firm as management tools for the effective use of financial resources. Particular attention is paid to the use and control of current assets, at the time value of money and the development and control of capital assets. Prerequisites: "C" or better in MA 165 or higher, AC 220 passed with a grade of C or higher. Fall. Spring. Online - Fall.

BA 324. Principles of Finance II – 3 hours. Survey of the finance function and its environment with special attention paid to using the financial reports of a firm as management tools for the effective use of financial resources. Particular attention is paid to the use and control of current assets, at the time value of money and the development and control of capital assets. Prerequisites: "C" or better in MA 165 or higher, AC 220 passed with a grade of C or higher. Fall. Spring. Online - Summer.

BA 330. Retail Management - 3 hours. An analytical introduction to the process of retailing in the marketplace. The focus is on the management of retail stores and service establishments. Prerequisite: BA 232 or permission of instructor. Fall.

BA 332. Principles of Advertising - 3 hours. Advertising purposes, procedures, and regulations; print media including copy & layout, broadcast media, and digital media including social media. Integrated marketing communications role in marketing strategy, decision-making, implementation, and measurement. An exploration of literary messaging, rhetorical persuasion, advertising persuasive techniques, and brand strategies as elemental in advertising campaigns. Students will create and present an advertising campaign for a business-to-consumer branded product. Prerequisite: BA 232. Fall.

BA 335. Business Modeling - 3 hours. This course is designed to give the student a broad understanding of the application of available software such as Microsoft Excel and Google Sheets for use in business. The course will provide hands-on application of spreadsheets for various planning and decision making methods. Prerequisite BA 322. Fall. Online - Spring.

BA 149/249/349/449. Special Topics in Business - 1-6 hours. Individual or group study under supervision of staff member. Topics may be undertaken in any phase of business. Prerequisite: Permission of instructor.

BA 350. Principles of Real Estate - 3 hours. Basic principles of the residential and commercial real estate markets, including the real estate contract, real estate financing, property measurement and description, and tax and insurance implications. Prerequisite: BA 322. Fall.

BA 352. Principles of Selling - 3 hours. Basic selling techniques, including product and customer research, sales presentations, follow-up procedures. Extensive use is made of campus taping and recording facilities to preserve and evaluate student presentations. Prerequisite: BA 232 or permission of instructor. Fall. Online - Spring.

BA 360. Principles of Risk Management - 3 hours. Develop an understanding of theoretical risk assessment and management, and their practical application as pertaining to commercial, familial and individual risk assessment and management; Examination of statutory and industry regulations required to procure employment licensure. Prerequisite: BA 322. Fall.

BA 362. Consumer and Market Behavior - 3 hours. The application of knowledge from the behavioral sciences to the study, analysis, and interpretation of consumer influences on consumer preferences and purchasing patterns are emphasized. **WI** Prerequisite: BA 232. Spring. Online - Fall.

BA 372. Principles of Investment - 3 hours. Basic principles underlying security values, including a treatment of the work of organized exchanges. Prerequisites: EC 206, AC 220. Spring.

BA 382. Profits, Ethics and the Manager/Owner role - 3 hours. This course is designed to explore ethical norms and behavior faced by and expected of the Manager/Owner of a profit seeking risk taking enterprise. Special attention will be given to the interaction of administration to employees (union or otherwise), investors, customers, supply chain partners and competitors. Course will use a case analysis and decision oriented approach. Prerequisite: BA 212. Spring. Online - Fall.

BA 392. Financial Markets and Institutions - 3 hours. A course which presents an overview of the roles played by the various markets, institutions and financial authorities. Specific topics include an introduction to the U.S. financial system; the supply of, and demand for loan funds; the levels and structure of interest rates; and government and corporate securities and obligations. Emphasis is placed upon policy effects of financial institutions and markets upon various sectors of the economy. Prerequisite: BA 322 and EC 355. Spring.

BA 401. Internship in Business Administration - 1-9 hours. Internship under supervision of college personnel and cooperating facility. Prerequisite: All internships must be approved and finalized in the semester prior to when they begin. Permission of the division dean and Vice President of Academic Affairs. **SL** (*Service learning component must be included on internship contract to satisfy SL requirement*) Arranged.

BA 402. Market Research - 3 hours. Marketing research tools, methodology, and functions examined. Analysis of environmental factors affecting consumer demand. Effectiveness of the marketing program. Effects of competitor's strategies. Prerequisites: BA 232, BA 302. Spring.

BA 412. Administrative Communications - 3 hours. Communicative process at all levels; communication theory and practice and variables affecting intra-organization communications. Prerequisite: Senior standing. Fall. Spring. Online - Summer.

BA 422. Organizational Behavior - 3 hours. Human behavior in business organization. Interdisciplinary analysis of relationships of individuals and groups within the context of the organization. Management leadership responsibilities. Prerequisites: BA 212. Fall.

BA 432. Production and Operations Management - 3 hours. Analysis of fundamental concepts in production and operations management which include methodologies, techniques, and tools as applied in managerial decision making. It considers inventory/production, modeling and linear programming, project scheduling based on network analysis, and queuing theory. Prerequisite: BA 212, AC 220, BA 302, MA 185. Spring.

BA 442. Business Policy and Decision Making - 3 hours. Top management's problems of determining objectives, developing policy, and directing organizations to integrate several operational divisions of an enterprise. Case analysis and simulations illustrate the interrelationships of functions and essential unity of business concern. **WI** Prerequisite: To be taken the last semester on campus. \$50 course fee. Fall. Spring. Online - Spring.

BA 376/476. Independent Study - 1-3 hours. Reading or research at a greater depth than in a normal class. Prerequisite: Permission of the instructor, division dean and Vice President of Academic Affairs.

BA 490. Entrepreneurship and Executive Leadership – An Honors Symposium – 3 hours. Senior level honors symposium on timely business issues related to entrepreneurs and executive leadership. Of special interest will be guest presentations, successful role models from the world of business. Prerequisites: Business Division Senior, 3.0 or higher grade point average. Fall.

CHEMISTRY

Missouri Valley College does not offer a Chemistry major, but offers chemistry courses required for other major areas through the Division of Math/Science.

Minor requirements: CH 111, CH 112, CH 331, CH 332 and CH 300. (Total 25 hours)

CH 111. General Chemistry I - 5 hours. Covers chemical and physical change, measurement, matter and energy, atomic and molecular structure, quantum theory, periodicity, the mole, stoichiometry, descriptive surveys of the elements and their compounds, metallurgy, redox reactions and introductions to qualitative and quantitative analysis, solutions and equilibria. \$25 lab fee. Prerequisite: MA 145 or equivalent. Fall.

CH 112. General Chemistry II – 5 hours. Covers the remainder of the non-metals and transition metals from CH 111, enthalpy, calorimetry, Avogadro's law, PV=NRT, liquids, solids, solutions, colligative, colloids, equilibrium, kinetics, mechanisms, catalysis, acid-base models, pH buffers, complex ions, entropy, electrochemistry, coordination compounds, nuclear reactions, and brief introductions to organic and biochemistry. \$25 lab fee. Prerequisite: CH 111. Spring.

CH 300. Analytical Chemistry - 5 hours. Theory and practice of gravimetric, volumetric, spectrophotometric electroanalytical and chromatographic methods of analysis. Prerequisite: CH 112. \$50.00 lab fee. Fall of odd years.

CH 331. Organic Chemistry I - 5 hours. Covers bonding, orbitals, molecular structure, nomenclature, stereochemistry, reaction mechanisms, alkanes, alkenes, alkynes, alkyl halides, organometallics, nitriles, alcohols, ethers, and spectroscopy. One 5 hour lab per week. \$50 lab fee. Prerequisite: CH 112. Fall.

CH 332. Organic Chemistry II – 5 hours. Covers continuing nomenclature and stereochemistry, structure, conformation, properties, synthesis and reaction of the functional groups; aromatic compounds, heterocycles, conjugated systems, aldehydes, ketones, amines, carboxylic acids and their derivative, enols carbohydrates, nucleic acids, amino acids, peptides, proteins, lipids, and synthetic polymers, and spectroscopy not covered in the first semester, qualitative and quantitative analytical techniques, synthesis strategy, and terpenoid and alkaloid natural products. One 5 hour lab per week. \$25 lab fee. Prerequisite: CH 331. Spring.

CH 451. Biochemistry I - 5 hours. Covers reviews of cell structure, aqueous solutions and thermodynamics, amino acids, protein purification, primary structures, hemoglobin in detail, rates & mechanisms of enzymatic catalysis. Carbohydrate, Lipid and Nucleic acid structure and function. DNA technologies. One 3 hour lab per week. \$50 lab fee. Prerequisite: CH 332. Spring.

CH 452. Biochemistry II – 5 hours. Covers metabolism, enzymology, glycolysis, glycogen metabolism, Krebs cycle, oxidative phosphorylation, lipid metabolism, amino acid & protein metabolism, photosynthesis, membrane transport, organ specialization, molecular genetics, nucleotide structure, synthesis & degradation, nucleic acid manipulation, transcription, translation and replication, gene expression, and molecular physiology. This course may be used as a biology major elective. One 3 hour lab per week. \$50.00 lab fee. Prerequisite: CH 451. Fall.

CH 376/476. Independent Study - 1-3 hours. Reading or research at a greater depth than in a normal class. Permission of the instructor, division dean and Vice President of Academic Affairs.

COMMUNITY COUNSELING - MASTER OF ARTS

Master of Arts in Community Counseling Mission: To prepare students with the theory and skills to counsel individuals, couples and families of diverse cultural backgrounds. The program seeks to produce future professional counselors who are exemplary members of society with a lifelong love of learning.

Learning Outcomes:

Possess an understanding of developmental aspects of human growth and appreciation for the nature of human development and its integration within the counseling process.

- Possess an awareness of, and an appreciation for, social and cultural influences on human behavior and to recognize the impact of individual differences on the counseling process.
- Demonstrate effective individual and group counseling skills which facilitate client growth and demonstrate the ability to evaluate progress toward treatment goals.
- Possess both theoretical and experiential understandings of group purpose, development, dynamics, counseling theories, group counseling methods and skills, and other group approaches.
- Understand career development and related life factors and the effects on an individual's mental health and lifestyle and its application within counseling.

- Possess knowledge and skills in assessment techniques and apply basic concepts to individual and group appraisal.
- Demonstrate the ability to read, critique, evaluate, and contribute to professional research literature.
- Understand the counseling profession, develop an identity as a counselor, and demonstrate a willingness to provide counseling services within the ethical guidelines of the counseling profession.
- Integrate the knowledge and skills needed to be successful as practicing counselors.

Coursework Requirements for Master of Arts in Community Counseling (MA: CN 501, CN 502, CN 503, CN 504, CN 505, CN 506, CN 507, CN 508, CN 509, CN 510, CN 511, CN 512, CN 514, CN 521, CN 522, and 3 credits of electives from CN 5XX courses. (48 total credits). The 48 hour curriculum satisfies the educational requirements for licensure in Missouri. An additional 12 credit hours is available for students anticipating relocating to a state requiring a 60 hour program, or for students desiring a broader educational foundation.

CN 501. Counseling Theory (Foundation Course) - 3 hours. This course will cover major theories and techniques of counseling. Students will come to understand essential counseling skills, therapist variables that affect the therapeutic process, and the selection of appropriate interventions. Fall.

CN 502. Ethics and Professional Orientation (Foundation Course) - 3 hours. This course examines professional ethics and legal issues, including professional roles and responsibilities in various counseling settings and areas of professional specialization. The course emphasizes the application of the American Counseling Association's ethical standards to clinical situations. Spring.

CN 503. Relationship Dynamics (Foundation Course) - 3 hours. This course will focus on building therapeutic relationships as students learn the theory and skills necessary to forming and maintaining relationships in a clinical setting from the interview to the counseling session. Primary attention will be paid to attaining professional knowledge to foster effective interpersonal skills in multiple professional contexts. Fall.

CN 504. Human Lifespan Development (Foundation Course) - 3 hours. The course explores theories that describe human growth as a developmental process from infancy through maturity. Special focus will be provided on understanding important developmental stages in order to inform sound counseling practice. Fall.

CN 505. Appraisal of the Individual (Foundation Course) - 3 hours. The focus of this course is on the analysis of concepts, methods, and procedures utilized to provide a better understanding and evaluation of individuals. This will include the theory and practice of assessing problems through various interviewing techniques and psychological testing methodology. Spring.

CN 506. Career Development - 3 hours. The course examines vocational choice theory and the relationship between lifestyle and occupational choice. The course is intended to enhance a student's ability to help others in the process of making career

choices. Fall.

CN 507. Group Therapy - 3 hours. Students will consider a variety of theories on the dynamics of group therapy. Students will come to understand the powerful change afforded by this approach and the different models associated with conducting group psychotherapy. Spring.

CN 508. Social and Cultural Diversity - 3 hours. This course prepares students to work professionally with individuals from populations diverse in age, disability, religion, gender roles, socio-economic status, urban and rural cultures, and ethnic origins. A primary focus of this course will be exploring cultural differences and understanding personal biases toward individuals from diverse cultures. Fall.

CN 509. Research Methods - 3 hours. This course trains a counselor to be an educated consumer of research. It is designed to help the student understand how research can direct best clinical practice and inform theory and interventions for services. Summer.

CN 510. Psychopathology I - 3 hours. This course focuses on factors involved in normal and abnormal human behavior. Students explore the etiology and diagnosis of disorders as described in the Diagnostic and Statistical Manual of Mental Disorders—Fourth Edition (DSM-IV-TR). Historical context, current research, principles of lifespan development and cultural diversity, and appropriate treatment for particular diagnoses will be explored. This course is the first of two diagnostic courses. The primary focus is on the introduction and use of DSM-IV-TR as well as the following sections: DSM-IV-TR Classification System; Multiaxial Assessment; Disorders Usually Diagnosed in Infancy, Childhood, or Adolescence; Substance-Related Disorders; Mood Disorders; Anxiety Disorders; and Additional Codes. Spring.

CN 511. Psychopathology II - 3 hours. This course focuses on factors involved in normal and abnormal development. Students will explore the etiology and diagnosis of disorders as described in the current edition of the DSM. Historical context, current research, principles of lifespan development and cultural diversity, and appropriate treatment for particular diagnoses will be explored. This is the second of two diagnostic courses covering the major DSM disorders not examined in CN 510 Psychopathology I. Summer.

CN 512. Marriage & Family Therapy - 3 hours. This course will study the numerous conceptual theories utilized in working with family systems with special attention to the theoretical and practical aspects of working with couples and families, the primary focus falling on systemic interventions. Multiple perspectives will be utilized as students learn to choose techniques that fit specific family situations. Summer.

CN 514. Children and Adolescent Therapy - 3 hours. This course investigates disorders of this age group and various approaches to treatment. It will entail interviewing techniques, methods of evaluation, and treatment for this age population including an introduction to specialized treatment modalities for children. Ethical standards and legal requirements will also be integrated. Fall.

CN 516. Addictions Counseling - 3 hours. This course focuses on the nature and development of addiction as both an individual and societal problem, with special attention to the properties of addiction, the physical consequences of misuse and treatment

issues and skills. This class provides the necessary foundational skills to work with individual who misuse and abuse substances along with understanding the addiction cycle process. Spring.

CN 517. Human Sexuality - 3 hours. This course focuses on the sociological, physiological, psychological origins of human sexual behavior with an emphasis on the etiology of abnormal sexual behaviors displayed in the clinical populations. Special focus will be on educating students on assessing and treating topics related to sexual disorders and dysfunction. Summer.

CN 518. Psychopharmacology for Counselors - 3 hours. This is a course designed to teach the fundamentals of psychopharmacological agents most commonly used in mental health. Topics include the fundamentals of neurobiology; how and why the body reacts to different drugs; types of psychotropic drugs commonly used for mental health conditions and the nature of their actions; indications and contraindications of different drugs; common dosing guidelines; and side-effects and other related risks. Spring.

CN 519. Crisis and Trauma Counseling - 3 hours. This course is designed to introduce students to crisis and disaster counseling: theories and techniques for the evaluation and management of behavioral emergencies and other crises that confront counseling clients and individuals in the community. Summer.

CN 521. Practicum - 3 hours. The practicum is designed to give students a limited experience in a specialized area of counseling supervised by both a designated on-site supervisor and a faculty member. Prerequisite: CN 501, CN 502, CN 503, CN 504, CN 505 and 15 additional hours of CN coursework. Fall. Spring. Summer.

CN 522. Internship I - 3 hours. This supervised clinical experience will provide an intensive exposure to the training in the knowledge, skills and attitudes embodied in the role and functions of the professional counselor and will contribute substantially to the continuing personal and professional growth of the student. The Practicum Coordinator will assist students in identifying suitable placements for internships. Prerequisites: CN 521 \$100 fee. Fall. Spring. Summer.

CN 523. Internship II - 3 hours. This supervised clinical experience will provide an intensive exposure to the training in the knowledge, skills and attitudes embodied in the role and functions of the professional counselor and will contribute substantially to the continuing personal and professional growth of the student. The Practicum Coordinator will assist students in identifying suitable placements for internships. Prerequisites: CN 522. \$100 fee. Fall. Spring. Summer.

COMPUTER INFORMATION SYSTEMS MAJOR

Computer Information Systems mission: The mission of the Missouri Valley College Computer Information Systems (CIS) program is to assist students in acquiring the skills, knowledge, and experience necessary to become successful in careers or graduate study involving the information sciences. The CIS curriculum emphasizes best practices in the field as well as practical skills that allow students to remain productive in an ever-changing technological environment. The CIS program strives to incorporate the most current technologies and techniques

available to provide students with the expertise to meet the demands of academic and business standards.

Learning Outcomes:

- Students will achieve knowledge of computer components, programs, programming languages, careers, networking, and fields of study in the computing world.
- Students will demonstrate the ability to develop computer programs by utilizing structured programming techniques including data validation, error trapping, and the development of test cases to ensure a reliable and accurate program.
- Students will demonstrate the ability to develop computer programs by utilizing procedural and object oriented programming techniques.
- Students will demonstrate the utilization of modeling techniques such as Unified Modeling Language, Data Flow Diagrams, and Wainer-Orr diagrams to develop a blueprint of the program to be developed.
- Students will be able to discuss and utilize the phases of the system development cycle and Object-Oriented Design to determine program requirements and perform program design.
- Students will also be able to discuss and perform file normalization in the development of a database to meet the user's requirements.
- Students will develop a knowledge of business, the importance of statistical analysis, and accounting techniques in the development of business-based computer systems.

Major requirements: CS 110, CS 120, CS 170, CS 250, CS 305, CS 320, CS 350, CS 370, CS 380, CS 410 or CS 450, AC 210, AC 220, BA 212, BA 232, EN 327 or BA 412, SP 325, MA 185 or MA 190, MA 200 or BA 302, 6 hours upper division CS elective. (Total 60-62 hours.)

Major assessment: All seniors completing a major in computer information systems are required to take a comprehensive examination.

A student in the Computer Information Systems degree program shall complete all CS coded courses within 7 years of enrollment in the program. If the student for whatever reason does not complete the CS graduation requirements within that time frame the student must repeat any courses that has exceeded the 7 year time limit.

CS 110. Introduction to Computer Information Systems - 3 hours. An overview of computer information systems. This survey course introduces computer hardware, software, procedures and systems and human resources and explores their integration and application in business and other segments of society. The fundamentals of computer problem solving and programming in a higher level programming language are discussed. It prepares business majors and others to be intelligent users of computers and to understand the basics of successful computer information systems, programs, procedures, data, people, hardware, programming and applications in society. Prerequisite: MA 145 or above. Fall.

CS 119. Computer Applications - 3 hours. Non-technical introductory courses for the general student to have "hands-on" experience with the personal computer. Students will learn keyboarding and mouse operation skills as well as the basic commands of Windows 2000, and how to perform word processing, spreadsheet, and database operations using MICROSOFT OFFICE. Fall. Spring. Online - Fall & Spring.

CS 120. Introduction to Programming – 3 hours. This class is designed as an introductory programming class for users with little or no programming background. Its approach is object-oriented and data-driven. It introduces sound programming techniques through hands-on exercises. It offers real-world MIS and business-related examples to help prepare individuals for their first job. Users learn how to plan, program, and debug computer applications using modern programming techniques. Prerequisite: MA 145 or above. Fall.

CS 150. Introduction to Geographic Information Systems – 3 hours. The purpose of this course is to provide students with an introduction to geographic information systems (GIS). The course includes both information and conceptual knowledge that underlie GIS and step-by-step tutorials for using the ArcGIS Desktop GIS package. GIS provides an extension to information systems that attaches graphic features from the surface of the world maps to database records. Students will have an opportunity to apply their knowledge through hands-on experience using ArcGIS. Spring.

CS 170. Procedural Programming - 3 hours. An introduction to computer programming in a business environment. Emphasis on the fundamentals of structured program design development, testing, implementation, and documentation. Discussion and application of top-down design strategies and structured programming techniques for designing and developing problem solutions. Coverage of language syntax, data and file structures, input and output devices, report generation, input editing, table processing and sequential file creation and access. Prerequisite: CS 110, CS 120, MA 165. Spring.

CS 250. Systems Analysis and Design - 3 hours. Overview of the systems development life cycle. Emphasis on current system documentation, through the use of both classical and structured tools/techniques for describing process flows, data flows, data structures, file design, input and output designs and program specifications. Discussion of the informative gathering and reporting activities and of the transition from analysis to design. Prerequisite: CS 110, CS 120, MA 165 or above. Fall.

CS 305. Website Design – 3 hours. This course covers basic features and process of designing a World Wide Web page using a popular Web design program and HTML coding. Design concepts and do's and don'ts will be discussed. Emphasis will be on the focus group, or the customer of the site and the implications to the site design. Prerequisites: CS 110, MA 165 or above. Spring.

CS 320. Data Communications - 3 hours. The course will provide the CIS student with an understanding of the technology of Telecommunications and its interaction with the computer and the computer user. It will explore areas such as Telephone, Microwave, Satellite transmission and above all Data Communications. Prerequisite: CS 110, MA 165 or above, Junior/Senior standing. Fall.

CS 149/249/349/449. Special Topics - 1-3 hours. Individual or group study under supervision of a staff member. Topics may be undertaken in any phase of computer science. Prerequisite: Permission of instructor.

CS 350. Advanced Procedural Programming - 3 hours. A continuation of CS 170. Emphasis on structured methodology of program design, development, testing, implementation, and documentation. Includes coverage of sequential and random access files and processing techniques and development of programs and systems of programs for batch and interactive environments. Prerequisites: CS 170, CS 250. Fall.

CS 370. Structured System Design - 3 hours. Advanced study of structured analysis and design for producing logical methodologies for dealing with complexity in the development of information systems. Prerequisites: CS 250, CS 350. Spring.

CS 380. Database Management - 3 hours. Introduction to application program development in a database environment with an emphasis on loading, modifying and querying the database using Access 2000. Discussion and application of data structures, indexed and direct file organizations, models of data including hierarchical, network and relational. Discussion of storage devices, data administration and data analysis, design and implementation. Prerequisite: CS 350. Spring even years.

CS 401. Internship in Information Processing - 1-6 hours. Open to CIS majors who have demonstrated superior ability in the Information Processing field and wish to explore practical applications of the academic program in the professional environment. The internship is under the supervision of college personnel and a representative of the participating company, institution, or organization. Prerequisite: Permission of the supervising instructor and approval by the division dean. Arranged.

CS 410. Applied Software Development Project - 3 hours. Application of computer programming and system development concepts, principles and practices in a comprehensive system development project. A team approach is used to analyze, design, document and develop realistic systems of moderate complexity. Use of project management methods, project scheduling and control techniques, formal presentations and group dynamics in the solution of information systems problems. Development of a database to support the system. Prerequisites: CS 370, CS 380, MA 190. Spring even years.

CS 420. Visual C++ - 3 hours. An in-depth study of Visual C++ programming. Students will learn the syntax and write programs using a relational database. Prerequisites: CS 350, CS 370, MA 190, MA 200. Spring odd years.

CS 430. Advanced Database Concepts - 3 hours. Investigation and application of advanced database concepts including database administration, database technology, election and acquisition of database management systems. In-depth practicum in data modeling and system development in a database environment. Overview of future trends in data management. Prerequisites: CS 380, MA 190, MA 200. Fall even years.

CS 440. Networking – 3 hours. An overview of computer networking, both conceptual and hands-on. Areas of study include the OSI reference model, network protocols, media, architecture, and hardware. The class will also investigate the implementations of networking principals using Microsoft Windows Server, NetBEUI, TCP/IP, UNIX, and emerging networking technologies. Network management, operation, design and security will wrap up the course. Prerequisites: CS 320, MA 190, MA 200. Spring.

CS 445. Project Management – 3 hours.. A course utilizing the models and tools currently available to improve productivity and quality in the development process. Topics explored in this area include Cost Estimation Techniques, Risk Assessment, Prototyping, and Life Cycle Modeling. MA 185 or higher, MA 200 or BA 302, Junior/Senior standing. Spring even years.

CS 450. Internet Programming – 3 hours. Internet programming using Visual Basic. Students program modules to collect data through internet interfaces and store in relational databases, process those databases and report back to the internet interfaces. Prerequisites: CS 250, MA 190, MA 200. Fall.

CS 376/476. Independent Study - 1-3 hours. Reading or research at a greater depth than is permitted in a normal class. Prerequisite: Permission of the instructor, division dean and Vice President of Academic Affairs.

CRIMINAL JUSTICE MAJOR

Criminal Justice mission: The mission of the Missouri Valley College Criminal Justice program is to provide a brief summary of the aims and values of the program. Criminal Justice is the procedure by which criminal conduct is investigated, evidence gathered, arrests made, charges brought, defenses raised, trials conducted, sentences rendered, and punishment carried out. The Missouri Valley College Criminal Justice curriculum is a balanced focus to prepare graduates for employment with any law enforcement agency, corrections department, or for pre-law and work within the court system. This is accomplished through a thoughtful analysis of theory, practical emphasis on investigation, evidence, forensics, law, corrections, administration, ethics, and research analysis.

Learning Outcomes:

- Recognize an adequate concept of the criminal justice system, its major subsystems, the inter-relationship at each government level.
- Show an understanding of problems facing the criminal justice system, an awareness of individual rights, and an understanding of the U.S Constitutional provisions applicable to the criminal justice system.
- Discuss and apply an understanding of the theories that define deviance and have affected the laws and policies aimed at its control.
- Distinguish an understanding of the American philosophies of punishment within the social structure.
- Understand and apply knowledge of the proper procedures for criminal investigation, criminal procedure and the subsequent actions necessary for adult and juvenile court proceedings.

- Prepare written work that illustrates understanding of American Psychological Association (APA) style academic writing and basic grammatical principles.
- Create research projects that communicate (written, graphically, and orally) basic research methodology, research results, and statistical analysis.

Major requirements: Completion of the Criminal Justice Core plus a concentration in one of the following areas: Law Enforcement; Corrections/Probation & Parole; Juvenile Justice. NOTE: Required or elective hours taken for one Criminal Justice Division major, major concentration, or minor, cannot be used to satisfy elective requirements in another Criminal Justice Division major, major concentration, or minor.

CRIMINAL JUSTICE CORE: Required courses for all Criminal Justice concentrations: CJ 100, CJ 115, CJ 305, CJ 330, CJ 410, CJ 440, CJ 485, MA 200, SC 316, and SC 320.

Criminal Justice Major - Law Enforcement Concentration requirements: Criminal Justice core courses; 4 courses from: CJ 285, CJ 300, CJ 340, CJ 350, CJ 390 and CJ401. 3 courses from: CJ 240, CJ 280, CJ 307, CJ 360, CJ 370, CJ 380, CJ 385, CJ 420 and SP 325. (Total 51 hours).

Criminal Justice Major - Corrections/Probation & Parole Concentration requirements: Criminal Justice core courses; 4 courses from: CJ 205, CJ 210, CJ 220, CJ 330, CJ 320 and SC 375. 3 courses from: CJ 240, CJ 280, CJ 307, CJ 350, CJ 370, CJ 380, CJ 420 and SP 325. (Total 51 hours).

Criminal Justice Major - Juvenile Justice Concentration requirements: Criminal Justice core courses; 4 courses from: CJ 205, CJ 210, CJ 220, CJ 300, CJ 401 and SC 375. 3 courses from: CJ 320, CJ 350, CJ 360, CJ 380, CJ 385, CJ 420, PY 225, PY 331 and SP325. (Total 51 hours).

Minor requirements: 18 hours of Criminal Justice courses, including no less than 9 credit hours of upper division credits, taken in consultation with Criminal Justice faculty.

Major assessment: All criminal justice seniors must complete an original research inquiry and thesis, on a relative criminal justice topic. In addition to the final thesis paper, all students must present their research results in a poster conference at the bi-annual student symposium in conjunction with CJ485 (Research Design & Senior Seminar).

CJ 100. Introduction to Criminal Justice - 3 hours. An overview of the historical development and current status of American criminal justice. Attention is given to the various component parts of the system and their interactions. Fall. Spring.

CJ 115. Criminal Law and the Constitution - 3 hours. An examination of the purposes and sources of criminal law. Elements of crimes against the person and crimes against property are addressed. A consideration of defenses to criminal liability is also undertaken. Prerequisite: C or better CJ 100. Fall.

CJ 205. Juvenile Justice - 3 hours. An analysis of the social administration of juvenile justice in the U.S. The decision-making process of police, the court, and probation officials in the apprehension and processing of juveniles will be stressed. Prerequisite: C or better CJ 100. **SL** Fall.

CJ 210. Probation and Parole - 3 hours. A study of the history, structure, organization and operation of probation and parole services. The roles of probation and parole officers will be covered as well as varying state requirements and administrative guidelines. Prerequisite: C or better CJ 100. Spring.

CJ 220. Introduction to Corrections - 3 hours. A study of the history and evaluation of the correctional process with emphasis on the American prison system. Included will be American jails and community-based corrections. Prerequisite: C or better CJ 100. Spring.

CJ 240. Forensic Science – 3 hours. An examination of techniques of the application of science to criminal law. Techniques covered via lecture and lab work includes, but is not limited to : physical properties, organic analysis, inorganic analysis, toxicology, serology, drugs, fingerprints, DNA, firearms, and document analysis. Prerequisite: C or better CJ 100. Fall.

CJ 280. Criminal Evidence – 3 hours. Overview of legal requirements for the collection, preservation, and presentation of evidence in criminal matters. Topics include the admission and exclusion of evidence, relevance, the hearsay rule and its exceptions, the use of writings and demonstrative evidence, judicial notice, order of proof and presumptions, and issues relating to witness competency and privileges. Prerequisite: C or better CJ 100. Spring.

CJ 285. Patrol Procedures and Accident Investigation – 3 hours. This course is designed to teach responsibilities, techniques, and methods of police patrol and accident investigation. Identification of police hazards, beat patrol and observation techniques of responding to crime and emergencies, crime prevention and community policy concepts will also be introduced. Procedures for proper crash investigation will be presented. Prerequisite: C or better CJ 100. Spring odd years.

CJ 300. Criminal Investigation - 3 hours. An overview of the criminal investigation process as a systematic method of inquiry that utilizes science and human resourcefulness. The course will focus on criminalistics and behavioral science and the relationship between them. Prerequisite: C or better CJ 100. Fall.

CJ 305. Minorities and Criminal Justice – 3 hours. An examination of the roles of minorities as offenders, victims, and employees in the criminal justice system. An assessment of statistics, research, and the literature as it relates to minority crime. Prerequisite: C or better CJ 100 or SC 100. Fall.

CJ 307. Women and Criminal Justice – 3 hours. A survey of the roles of women as offenders, victims, and employees in the criminal justice system. An evaluation of current patterns and practices of law enforcement, criminal courts, and corrections relative to women as offenders, victims, and employees. Prerequisite: C or better CJ 100 or SC 100. Spring.

CJ 320. Drugs and the Law - 3 hours. An in-depth study of drugs with particular attention to drug laws, detection methods and techniques, recognition of drugs and offenders, and the various investigation methods employed by law enforcement agencies. Prerequisite: C or better CJ 100. Fall odd years.

CJ 330. Criminology - 3 hours. Study of the nature, causes and control of crime, social factors contributing to growth of crime. Focus is the study of the various theories as to criminality. This course will satisfy a Sociology major elective. Prerequisite: C or better CJ 100 or SC 100. Spring.

CJ 340. Policing in a Democratic Society - 3 hours. An examination of the relationship between law enforcement and American society with emphasis on the importance of purposes and roles in a democratic society, police-community relations and the constitutional limits on law enforcement agencies. Material presented from a theoretical standpoint and examines critical issues, advances in crime control, officer burnout; and officer stress. Prerequisite: C or better CJ 100. **SL** Spring.

CJ 149/249/349/449. Special Topics - 1-3 hours. Selected topics as scheduled by the division faculty. Prerequisite: CJ 100.

CJ 350. Homicide Investigation - 3 hours. An in-depth study of homicide investigation, including tactics, procedures, problems, forensic techniques, and legal issues. Prerequisite: C or better CJ 100. Fall even years.

CJ 360. Cybercrime – 3 hours. Examines efforts to regulate criminal conduct that affects the Internet and the workplace. Explores how cyberspace crimes challenge traditional approaches to the investigation and prosecution of crime. Prerequisite: C or better CJ 100. Spring odd years.

CJ 370. Current Issues in Criminal Justice – 3 hours. Examines current issues impacting the U.S. criminal justice system. Focus is placed on one of the major criminal justice subsystems. Prerequisite: Junior or Senior Standing. Spring Odd.

CJ 380. Sexual Offenses and Sexual Offenders – 3 hours. Exploration of relevant factors and dimensions of sexual offenses and offenders related to the Criminal Justice system, its clientele and practitioners. This course will satisfy a Sociology major and Psychology major elective. Prerequisite: C or better CJ 100. Spring even years.

CJ 385. Victimology – 3 hours. An analysis of the criminal justice system of the United States in regard to philosophies of violence in crime and violence toward victims. The problems of current theories in criminology, handling of offenders and victims within the criminal justice system, future conjecture concerning violence within society, and the rights of victims will be stressed. Prerequisite: C or better CJ 100. Fall odd years.

CJ 390. Global Crime – 3 hours. An examination of international crime operations including sea and air piracy, serial crime, smuggling, terrorism, human trafficking/smuggling and profiling. This course is intended to provide students with the skills and information necessary to profile a broad array of global crimes that involve a review and analysis of actual cases and crimes. Prerequisite: C or better CJ 100. Fall even years.

CJ 401. Internship in Criminal Justice - 3 hours. Work experience under the supervision of a criminal justice professional. This experience is not employment for pay. If the student is or has been employed by the agency, the internship must be duties other than the employment duties. The internship is contracted by the agency professional, faculty supervisor, and the division dean to allow the student firsthand experience and professional contacts in a criminal justice agency. Prerequisite: Senior in good standing (minimum GPA 2.00; major minimum GPA 2.50), permission of division dean and Vice President of Academic Affairs.

CJ 410. Administration of Criminal Justice Agencies - 3 hours. An application of generalizations from public administration to the organization and administration of police systems. Prerequisite: C or better CJ 100. Fall.

CJ 420. Readings in Criminal Justice – 3 hours. An in-depth analysis of historical and contemporary literature in the field of criminal justice. Prerequisite: C or better CJ 100, CJ 220. Fall.

CJ 440. Ethics in Criminal Justice – 3 hours. Examination of the philosophical application of moral principles inherent in the daily operation of the various criminal justice subsystems, focusing on practitioners. Prerequisite: C or better CJ 100, Junior or Senior standing. Spring.

CJ 485. Research Design and Senior Seminar – 3 hours. Advanced research techniques and qualitative or quantitative research methods, along with statistical analysis, are utilized to design and produce quality criminal justice research. **W** Prerequisites: C or better CJ 100, SC 316, Senior Standing. Fall. Spring.

CJ 376/476. Independent Study in Criminal Justice - 1-3 hours. Reading or research at a greater depth than in a normal class. Permission of the instructor, division dean, and Vice President of Academic Affairs.

DANCE MAJOR

Dance mission: The Missouri Valley College Dance program is committed to developing the full potential of dance artists through creative and intellectual inquiry and providing opportunities to develop their performance, choreography, and teaching skills.

Learning Outcomes:

- Students will demonstrate an appreciation of their body as the instrument for their art through safe dance practices as a dancer, performer, choreographer, and teacher.
- Students will demonstrate the ability to clearly articulate their creative work through written and spoken word.
- Students will demonstrate the ability to clearly portray the intention of their work as a performer and choreographer
- Students will demonstrate the ability to give and receive critique effectively.
- Students will demonstrate an understanding of dance in historical and social context.

Major requirements: DN 115, DN 250, DN 300, DN 301, DN 480, DN 485, any 3 credit hours of MU, EX 334, Technique – 12 hours from: DN 100, DN 120, DN 130, DN 140, DN 200, DN 220, DN 230, DN 240, DN 330, DN 340; Performance – 4 hours from: DN 299, DN 499; Elective – 9 hours from: DN 350, DN 401, DN 376/476, DN 349/449. (Total 46 hours)

Minor requirements: 22 hours of Dance courses, including 10 hours of technique, 9 hours of non-dance technique courses and 3 hours of dance electives. 9 of the 22 hours must be upper division.

Major Assessment: Student must successfully complete a senior project in dance under the supervision of dance instructor.

DN 100. Jazz I - 2 hours. This course will explore the various styles of jazz dance from its roots in African dance to contemporary jazz. The course has a strong emphasis on proper alignment, technique, style, rhythm and creative expression. Students are expected to enter this class with a previous knowledge of dance. May be repeated for a maximum of 4 hours. Spring even years.

DN 102. Dance Appreciation – 3 hours. This course will explore the topic of dance with an emphasis on multicultural viewpoints. Students are expected to view, analyze, and appreciate various dance performances with attention to race, gender, class, and religious identities. The course will include readings, discussions, and participation in dance experiences. No dance experience required. Spring. Online - Summer.

DN 105. Introduction to Dance Technique – 2 hours. Introduction to dance will cover basic ballet, modern and jazz technique. This course is recommended for the novice dancer, admirers of dance and athletes. It will focus on basic anatomy and alignment that is necessary for all three styles of dance while increasing students balance, strength, coordination and flexibility. May be repeated for a maximum of 4 hours. Fall. Spring.

DN 115. Conditioning for Dancers – 3 hours. This course is designed to give students alternative ways to condition the body through a whole-body approach. This course will explore principles of conditioning, alignment for dancers, releasing tension, psychological wellness, eating to dance well, dance injuries and improving strength, flexibility, and endurance. Spring Odd

DN 120. Tap I - 2 hours. An introduction to the fundamentals of tap dance technique. Tap dance vocabulary, rhythmic patterns, and style is strongly emphasized. May be repeated for a maximum of 4 hours. Spring odd years.

DN 130. Modern I - 2 hours. An introduction to the principles of modern dance technique. The content will emphasize fundamentals of dynamic alignment, flexibility and strength. Students are expected to enter this class with a previous knowledge of dance. May be repeated for a maximum of 4 hours. Fall even years.

DN 140. Ballet I - 2 hours. This course will focus on classical ballet technique. The content will emphasize classical ballet vocabulary, placement, and artistry. Students are expected to enter this class with a previous knowledge of dance. May be repeated for a maximum of 4 hours. Fall odd years.

DN 200. Jazz II - 2 hours. This course will build upon the technique learned in Jazz I. The content will include more complex progressions, vocabulary, and performance quality. May be repeated for a maximum of 4 hours. Prerequisite: DN 100. Fall odd years.

DN 220. Tap II - 2 hours. This course will build upon the technique learned in Tap I. The content will have with more complex combinations, vocabulary, and performance quality. May be repeated for a maximum of 4 hours. Prerequisite: DN 120. Fall even.

DN 230. Modern Dance II - 2 hours. This course will build upon the technique learned in Modern I. The content will have increased difficulty, and more emphasis on artistry and performance skills. Prerequisite: DN 130. May be repeated for a maximum of 4 hours. Spring even years.

DN 240. Ballet II - 2 hours. This course will build upon the technique learned in Ballet I. The content will include complex sequences, vocabulary, and performance quality. May be repeated for a maximum of 4 hours. Prerequisite: DN 140. Spring odd years.

DN 250. Dance Improvisation - 3 hours. A beginners exploration into the possibilities of human movement through free improvisations and group structures. Improvisation techniques will be introduced as a creative tool for dance composition. The use of music, text, props and improvisation for performance will also be explored. May be repeated for a maximum of 6 hours. Prerequisite: Sophomore level. Fall even years.

DN 149/249/349/449. Special Topics - 1-3 hours. Topic areas may include: community dance, dance pedagogy, Laban movement analysis, advanced study in the history of dance, advance study in improvisation, pointe, and more. May be repeated if the topic is different. Fall. Spring as published in the term schedule.

DN 299/499. MVC Repertory Dance Ensemble - 2 hours. A repertory dance class where several pieces of choreography in different styles, as well as elements of dance production, will be taught. Students will be coached in technique and performance skills with the goal of presenting professional quality dance concerts as a performing unit of the college. Commitment to two semesters is strongly encouraged. May be repeated for a maximum of 8 credits at each level. \$60 fee. **SL** Fall. Spring.

DN 300. Choreography I - 3 hours. An introduction to the basic elements of dance composition focusing on time, space, and energy using the solo body. May be repeated for a maximum of 6 hours. Prerequisite: DN 250. Spring even years.

DN 301. History of Dance – 3 hours. An in-depth course covering the history of dance as a fundamental human cultural expression. The course explores the relationship of dance to religion, gender, politics, other art forms, and its place in world events and civilizations. Spring odd years.

DN 330. Modern Dance III – 2 hours. An advanced cerebral and physical understanding of movement principles within modern dance. The content will emphasize an in-depth exploration of dynamic control and alignment. May be repeated for a maximum of 4 hours. Prerequisite: DN 230. Fall odd years

DN 340. Ballet III – 2 hours. An advanced practical study of classical and contemporary ballet technique. The content will emphasize dynamic alignment and mature artistry. May be repeated for a maximum of 4 hours. Prerequisite: DN 240. Fall even years.

DN 350. Choreography II - 3 hours. This course builds upon the fundamental elements of dance composition learned in Choreography I. Students will choreograph in duet, trio, and small group design. Emphasis is placed on conceptual work. May be repeated for a maximum of 6 hours. Prerequisite: DN 300. Fall odd years.

DN 376/476. Independent Study - 1-3 hours. Reading or research at a greater depth than is permitted in a normal class. Prerequisite: Permission of the instructor, division dean and Vice President of Academic Affairs.

DN 401. Dance Internship – 1-6 hours. Students will work in a professional dance environment. Prerequisite: Permission of department.

DN 480. Dance Portfolio - 1 hours. Students will develop their dance portfolio for professional employment. Fall Even.

DN 485. Senior Project in Dance - 2 hours. A chosen research project in the field of dance. Practical and written work required.

WI Prerequisites: senior standing, or permission of instructor. Spring.

ECONOMICS MAJOR

Economics Mission: The Economics major in the Division of Business at Missouri Valley College aspires to support the mission of the College by initiating and promoting intellectual inquiry and understanding of the canons and mores of the economic discipline through personal instruction.

Learning Outcomes:

- Demonstrate an understanding of Microeconomic theory and model demand and supply functions both graphically and algebraically .
- Calculate and apply measures of opportunity cost using various elasticity constructs.
- Using revenue and cost models determine probable profit levels for different market types.
- Demonstrate an understanding of Macroeconomic theory using common measures of economic output, growth, and inflation
- Understand and explain the structure of the Federal Reserve System and the underlying mechanics of monetary and fiscal policies.
- Identify and discuss current and historical theories of international trade.
- Understand and apply key concepts in the business core of accounting, finance, business law, management, marketing, and quantitative analysis

Major requirements include the basic Business Core of the following: AC 210, AC 220, EC 206, EC 216, BA 212, BA 232, BA 282, CS 119, or 3 hours of computer science above that level. The Economic major also requires EC 355, EC 375, EC 385, EC 435, EC 450, EC 455, BA 302, BA 322, BA 324, MA 185, BA 442 or EC 485, plus 3 hours of electives in Accounting, Business Administration, or Economics at the 300 level or above. Required or elective hours taken for one Business Division major, concentration, or minor cannot be used to satisfy elective requirements in another Business Division major, concentration or minor. (Total 60 hours)

Minor requirements: EC 206, EC 216, EC 375, EC 385, plus two elective courses in Economics numbered at the 300 level or above. (Total 18 hours)

Major Assessment: The current process for all majors in the Division of Business is to take the Educational Testing Services' Business Test. The test is given as a pre-test to students enrolled in BA 212, Principles of Management. This course is required of all Division majors. The test is also given as a post-test to all graduating seniors in the Division toward the end of their last semester.

EC 206. Principles of Macroeconomics - 3 hours. Fundamentals of economics; emphasizing macroeconomic analysis. Areas of study include: determination and distribution of national output and income; inflation and employment; money and banking; government revenue and spending; government policy toward current economic problems. Prerequisite: EN 160, "C" or better in MA 165 or higher. Fall. Spring. Online - Spring.

EC 211. Current Readings in Economics - 3 hours. An introductory readings course involving current literature from the broad spectrum of Economics. Designed to acquaint the student with an in-depth survey of current literature. Arranged.

EC 216. Principles of Microeconomics - 3 hours. Fundamentals of economics, emphasizing microeconomics analysis. Areas of study include: supply and demand analysis; product and resource markets; price determination within product and resource markets; the firm and its costs of production; current economic problems. Prerequisite: "C" or better in MA 165 or higher, EC 206. Fall. Spring. Online - Spring.

EC 311. Advanced Reading in Economics - 3 hours. Advanced readings from current literature in the field concerning such topics as biographies, theoretical styles, classics, and policy applications. Arranged.

EC 240/340/440. Economic & Free Enterprise Projects - 1 hour. Development and implementation of educational projects which instill a better understanding of current economic issues and our American free enterprise system. Summary of projects will be presented for evaluation to business executives and entrepreneurs at the Students in Free Enterprise (SIFE) competition. Prerequisites: Highly motivated; self starter; strong GPA; Sophomore standing or above. May be repeated for a maximum of 2 hours at each level. Fall. Spring.

EC 149/249/349/449. Special Topics in Economics - 1-6 hours. Seminar with research in selected areas of economics. Prerequisite: Permission of instructor.

EC 355. Money and Banking - 3 hours. Fundamental principles of money, credit and banking with special reference to the United States and international monetary problems. Prerequisite: EC 206. Fall.

EC 375. Microeconomic Theory - 3 hours. Methodology of economics; theory of consumer behavior; theory of the firm; market structure and price determination; income distribution. Prerequisites: EC 216, "C" or better in MA 185. Fall. Spring.

EC 385. Macroeconomic Theory - 3 hours. Determinants of national income, employment and prices with particular attention to aggregate consumption, investment, and monetary and fiscal policy. Prerequisites: EC 206, EC 216, "C" or better in MA 185. Fall even years.

EC 401. Internship in Economics - 1-9 hours. Internship under supervision of college personnel and cooperating facility. Prerequisite: All internships must be approved and finalized in the semester prior to when they begin. Permission of division dean and Vice President of Academic Affairs. Arranged.

EC 435. Development of Economic Thought - 3 hours. Historical study and critical evaluation of the development of economic thought from Plato and Aristotle up to, and including Keynes. Emphasis on Mercantilist, Physiocrat, Classical, Socialist, Neo-Classical, Keynesian. Prerequisite: EC 206, EC 216. Fall odd years.

EC 450. Public Policy and Finance - 3 hours. Inspection of the public policy making process and subsequent implementation in the light of efficiency criteria. Special emphasis will be placed on the processes of budgeting, taxation, and the economic effects of each on society. Prerequisites: EC 206, PS 100. Spring.

EC 455. The Global Marketplace – 3 hours. This class will incorporate the theory of international trade into the application of management and marketing practice in the global economy. Particular emphasis will be placed on international finance and trade in products and services as well as food and fiber commodities. National policies, regional integration, and multinational entities will be explored as to their effects on U.S. consumers and businesses. Prerequisites: EC 216, BA 322 or permission of instructor. Spring.

EC 376/476. Independent Study - 1-3 hours. Reading or research at a greater depth than in a normal class. Permission of the instructor, division dean and Vice President of Academic Affairs.

EC 485. Senior Thesis in Economics - 3 hours. In depth research in an economic topic of the student's interest. The student will synthesize the separate elements of economic theory into a coherent presentation on a topic of interest or concern. The student will work with an advisor and faculty committee of no less than three members including the advisor. Prerequisites: BA 302, advisor's and committee's permission, last senior term. Arranged.

EDUCATION ADMINISTRATION - MASTER OF ARTS

Master of Arts in Education Administration Mission: To prepare students with the training to become effective school administrators.

Learning Outcomes:

- Possess a firm basis knowledge in the PSEL- Professional Learning Standards for Educational Leaders
- Understand professional knowledge based on current and best practices for School Leaders
- Understand the professional skills required to provide leadership in private and public school settings.
- Show application of the PSEL standards during coursework and field experiences.

Coursework requirements: ED 501, ED 502, ED 503 ED 504, ED 505, ED 506, ED 507, ED 508, ED 509, ED 510, ED 511, ED 512, ED 513. (Total 36 hours)

ED 501. History of Educational Administration - 3 hours. The course will focus on fundamental organizational principles, models of administrative practices, problem-solving and communication skills in leadership, and local, state, and federal governance in education. Fall.

ED 502. Current Issues in Educational Leadership - 3 hours. The course focus will be on the discussion of current topics in educational leadership. Readings will be assigned and reflective analysis will be employed to achieve a depth of understanding that will assist the student to effectively utilize said reflections to improve a school building operationally. Fall.

ED 503. School Leadership: The Principalship - 3 hours. This course provides the student with understanding knowledge and skills related to the function and role of an effective school principal. Topics will include policy development, school structure, climate, faculty and staff development, communications, instructional leadership, and planning strategies. Spring.

ED 504. Teacher Evaluation and Instructional Improvement - 3 hours. A course that will instruct the student in improvement based teacher evaluation methodology. The student will learn about a variety of methods that have been implemented to improve standardized test results in a school. Topics include the nature of supervision, selection of personnel, evaluation of personnel, retention of personnel, and organizational theory. This course requires 45 hours in internship activities. Spring

ED 505. Education Finance - 3 hours. The student will learn how to build a district/building budget in general and with respect to Missouri school finance statutes. Topics include the role of business management in education, the role of the principal as a business manager, governmental regulations and procedures, budget practices, scheduling and reporting techniques, negotiation techniques, the role of auxiliary services and the current state formula for funding the LEA. Fall.

ED 506. Education Law - 3 hours. The course will provide the student with knowledge and understanding of the effect of the legal system on education. Areas included are the constitutional framework of public education and individual rights, a survey of federal and state laws and regulations, case law, as well as tort, contract and district liability. Spring.

ED 507. Supervision and Building Management - 3 hours. This course introduces the student to theories, knowledge, skills, and research findings concerning supervision in the school. Topics include the nature of supervision, selection of personnel, evaluation of personnel, and organizational theory. Learning methodology will emphasize both individual and collaborative group activities and will include case study analysis, discussion and classroom presentations. This course requires 45 hours of internship activities related to school supervision. Summer.

ED 508. Educational Media Relations - 3 hours. A course in creating effective media relations instruments. The student will develop a variety of projects based on multiple cases in school public relations. Topics include public relations policy, recognition of community structure and communications channels, a survey of internal and external public, the use of various forms of

presentations and maintenance of a positive relationship with the press and media. Summer.

ED 509. Facilities Analysis and Design - 3 hours. This course will introduce the student to the strategies and skills necessary to plan and maintain educational facilities effectively and economically. Topics include space evaluation, effective use of space for the instructional program, modernization of facilities, planning strategies to meet the educational and community needs, supervision of building personnel and job descriptions of personnel. Spring.

ED 510. Design of Effective Curriculum - 3 hours. A course that will assist the student in constructing effective curriculum's to be implemented in schools with the goal of improved standardized test scores. The course will also focus on school improvement, successful models of district/building effort to improve student academic performance. Spring.

ED 511. Research in Educational Administration - 3 hours. The course will focus on a study of statistical concepts and assist the student to analyze and use relevant research to improve the school setting. The student will investigate the basic nature of educational research, along with methods of data collection and analysis. Emphasis will be placed on research problems, designs, and findings in the student's selected area of emphasis. Fall.

ED 512. Internship I - 0 hours. (Hours embedded in courses) A course designed to provide the prospective school leader with hands-on training in an administrative setting in a school at the instructional level of choice. The student will spend at least 150 hours participating in the activities of a building administrator, under the guidance of the professor and an active principal. A log of the hours will be required at the end of the course. Fall.

ED 513. Internship II - 3 hours. A course designed to provide the prospective school leader with hands-on training in an administrative setting in a school at the instructional level of choice. The student will spend at least 150 hours participating in the activities of a building administrator, under the guidance of the professor and an active principal. A log of the hours will be required at the end of the course. Spring.

EDUCATION MAJORS

MAJORS:

The department offers baccalaureate degrees in:

- Art Education K-12
- Early Childhood Education Birth-3
- Elementary Education 1-6
- Middle School Education 5-9
- Mild Moderate Cross Categorical Special Education K-12
- Physical Education K-12
- Social Studies Education 9-12
- Educational Studies (non-certified degree)
- Music - Instrumental K-12
- Music - Vocal K-12
- Speech / Theatre 9-12
- Unified Science 9-12

The department offers an Associate of Arts degree in:

- Early Childhood Studies

The department also offers add-on certifications in:

- Early Childhood Special Education PK-3
- English 9-12
- Health K-12 (see Physical Education note)
- Mathematics 9-12

Early Childhood Education Mission: The particular mission of the Elementary Education major within the Missouri Valley College Division of Education is to provide educational and field experience opportunities designed to prepare students for successful careers in Early Childhood Education.

Learning Outcomes

- To prepare students to become members of a responsible citizenry through liberal learning, critical thinking, and academic excellence.
- To promote a holistic, liberal arts perspective toward education that develops students in relationship to other persons, to other disciplines, to other cultures, to their religious/ethical systems, and to self.
- To provide a baccalaureate education that prepares students for careers in education and teaching.
- To instill the values of education as a lifelong process of discovery, enlightenment, and reflection.
- To provide students with meaningful field experiences that will prepare them for careers in education and teaching.
- To offer appropriate advising, counseling, and strategies that will assist students in meeting prerequisites for entry-level employment in the education field and/or entry into graduate or professional programs.
- To prepare students to pass the Missouri Content Assessment (MCA) examination and obtain state credentials in the subject-specific areas offered by Missouri Valley College.
- To promote professionalism through student membership in Student-Missouri State Teachers Association (S-MSTA) and attendance at conferences and trainings provided by the college.

Elementary Education Mission: The particular mission of the Elementary Education major within the Missouri Valley College Division of Education is to provide educational and field experience opportunities designed to prepare students for successful careers in Elementary Education instruction at the grade levels 1-6.

Learning Outcomes:

- To prepare students to become members of a responsible citizenry through liberal learning, critical thinking, and academic excellence.
- To promote a holistic, liberal arts perspective toward education that develops students in relationship to other persons, to other disciplines, to other cultures, to their religious/ethical systems, and to self.
- To provide a baccalaureate education that prepares students for careers in education and teaching.
- To instill the values of education as a lifelong process of discovery, enlightenment, and reflection.
- To provide students with meaningful field experiences that will prepare them for careers in education and teaching.
- To offer appropriate advising, counseling, and strategies that will assist students in meeting

prerequisites for entry-level employment in the education field and/or entry into graduate or professional programs.

- To prepare students to pass the Missouri Content Assessment (MCA) examination and obtain state credentials in the subject-specific areas offered by Missouri Valley College.
- To promote professionalism through student membership in Student-Missouri State Teachers Association (S-MSTA) and attendance at conferences and trainings provided by the college.

Middle School Education Mission: The particular mission of the Middle School Education major within the Missouri Valley College Division of Education is to provide educational and field experience opportunities designed to prepare students for successful careers in middle level teaching (grades 5-9) in the subject areas of agricultural education, mathematics, science, social studies, and language arts.

Learning Outcomes:

- Demonstrate proficient content knowledge in the area in which they are prepared to teach: mathematics, social studies, communication arts, or science.
- Utilize professional knowledge and skills (including technology) required to instruct, assess, and manage a middle grade level classroom (5-9), based upon current best practices of teaching and critique own professional practices based upon student engagement and achievement.
- Integrate the teaching of reading and writing across (or within) the middle school curriculum with appropriate strategies and best practices.
- Apply DESE Missouri Teacher Standards during coursework and field experiences.

Physical Education Mission: The particular mission of the Physical Education major within the Missouri Valley College Division of Education is to provide educational and field experience opportunities designed to prepare students for successful careers in Physical Education instruction at the K-12 levels of teaching.

Learning Outcomes:

- Understand principles of motor development and efficient human movement.
- Understand movement concepts and fundamental movement skills.
- Understand principles, activities, and techniques for body management, rhythmic movement, and creative expression and dance skills.
- Understand principles, skills, and techniques for individual, dual, and team sports.
- Understand principles, skills, and techniques for outdoor pursuits, recreational activities, and cooperative group games and challenges.
- Understand basic concepts of anatomy and physiology, major components of personal wellness and fitness, and significant factors that influence wellness and fitness, including diverse cultural, economic, and geographic contexts.

- Understand principles and activities for promoting cardiorespiratory fitness.
- Understand principles and activities for promoting muscular strength and endurance and muscular and joint flexibility.
- Understand strategies and activities for promoting healthy levels of body composition and the skills needed to develop personal health and physical activity plans.

Social Studies Mission: The particular mission of the Social Studies Education major within the Missouri Valley College Division of Education is to provide educational and field experience opportunities designed to prepare students for successful careers in Social Studies Education instruction at the 9-12 level.

Learning Outcomes:

- To provide a baccalaureate education that prepares students for careers in Social Studies Education instruction at the 9-12 level.
- To provide students with meaningful field experiences that will prepare them for careers in education and teaching, and to promote professionalism through membership and activities provided by the Missouri Valley College chapter of S-MSTA (Student-Missouri State Teachers Association).
- To offer appropriate advising, counseling, and strategies that will assist students in meeting prerequisites for entry-level employment in the education field and/or entry into graduate or professional programs.
- To prepare students to pass the Missouri Educator Gateway Assessments (Missouri Certification Fields and Content Assessments) examination and obtain state credentialing in the content area of Social Studies Education.
- To prepare students to become members of a responsible citizenry through liberal learning, critical thinking, and academic excellence.
- To promote a holistic, liberal arts perspective toward education that develops students in relationship to other persons, to other disciplines, to other cultures, to their religious/ethical systems and, therefore, to themselves.

Admissions Requirements for Education majors:

Students become candidates for admission to the teacher education program by the Education Division faculty based upon satisfying the following minimum admissions requirements:

1. 30 hours of credit
2. Passing scores on all sections of MoGEA
3. M.V.C. cumulative grade point average of 3.00, content area GPA of 3.0, Education coursework GPA of 3.0 and a minimum ACT score of 20 M.V.C.
4. "C" or better in EN 160, SP 100, and ED 100
5. Completed application submitted to the Education office by October 15 for the fall semester and March 1 for the spring semester
6. Submission of a writing sample; and completion of remediation program if necessary
7. Proof of current CPR certification.

Students are admitted to the teacher education program upon meeting the prior requirements and meeting the standards for admission to the student teaching experience. See the teacher education handbook for specific information. Additionally, due to

changes in state and federal regulations, students should consult with the administration of the Education Division for the most current information regarding training standards.

Accreditation and Certification

Missouri Valley College is accredited by the Higher Learning Commission, a regional accreditation agency recognized by the U.S. Department of Education. The teacher education programs are approved by the Missouri Department of Elementary and Secondary Education. The College degree or diploma does not serve as a license to teach. Each state issues its own teaching certificates, based on its own requirements. Upon successful completion of a teacher education program and passing the Missouri Content Assessment (M.C.A.) examination and a MO DESE required exit assessment. Each student must formal application for teacher certification in the State of Missouri. The student who wishes certification in another state should seek advice from that state's education agency concerning specific requirements.

ART EDUCATION

Major requirements for Art Education K-12: AR 114, AR 212, AR 224, AR 232, AR 242, AR 316 or AR 125, AR 331, ED 100, ED 190 or ED 191, ED 260, ED 300, ED 307, ED 311, ED 322, ED 335, ED 337, ED 350 or ED 352, ED 415, ED 447, ED 490 or ED 491 or ED 492, PY 270, 2 courses from AR 301, AR 310, AR 405; 1 course from AR 112, AR 325, AR 332, AR 334, AR 344, AR 345. (Total 72 hours)

EARLY CHILDHOOD EDUCATION

Major requirements for Early Childhood Education (Birth - 3) include: ED 100, ED 245, ED 260, ED 262, ED 270, ED 273, ED 290, ED 300, ED 307, ED 311, ED 320, ED 330, ED 331, ED 334, ED 335, ED 340, ED 350, ED 369, ED 371, ED 392, ED 415, ED 490, MA 210 or ED 366, PE 221, PE 322, PY 270. Note: ED 330, ED 331, ED 340 and ED 350 must be taken at the same time. (Total 79 hours)

EARLY CHILDHOOD STUDIES (AA DEGREE)

Major requirements Associate of Arts Degree in Early Childhood Studies: Students must successfully complete the General Education Core requirements for the Bachelor of Arts degree. Plus the following 14 credit hours: ED 100, ED 270, ED 262, PE 240, ED 273.

ELEMENTARY EDUCATION

Major requirements elementary education (1-6) major include: ED 100, ED 190, ED 245, ED 260, ED 273, ED 290, ED 300, ED 307, ED 310, ED 311, ED 320, ED 330, ED 331, ED 334, ED 335, ED 340, ED 350, ED 415, ED 490, MA 210 OR ED 366, PE 221, PY 270. Note: ED 330, ED 331, ED 340, and ED 350 must be taken at the same time.

MIDDLE SCHOOL EDUCATION

Major requirements for all middle school certifications (grades 5-9) include: ED 100, ED 192, ED 260, ED 300, ED 307, ED 311, ED 322, ED 334, ED 335, ED 351, ED 380, ED 415, ED 492, PY 270, plus area of certification:

- **Agricultural Education:** AG 100, AG 363, AG 373, AG 383, AG 393, BI 104, BI 130, BI 310, BI 332 and ED 439. (Total 72 hours)

- **Mathematics:** MA 150, MA 165, MA 170, MA 190, MA 200, MA 210, MA 250, MA 380 and ED 451. (Total 71 hours)
- **Science:** CH 111, BI 104, PH 109, BI 210 or BI 215, PH 122 or PH 305, PH 105 or BI 332 and ED 454. (Total 76 hours)
- **Language Arts:** ED 320, EN 315, EN 326, EN 350, EN 380 EN 400, 2 courses from: EN 200, EN 201, EN 220, ED 225, EN 230, ED 235; and ED 453. (Total 69 hours)
- **Social Science:** PS 100, PS 230, EC 206, GE 250, ED 452, 1 course from: HS 104, HS 105, HS 327, HS 328, HS 355, HS 412; 1 course from: HS 115, HS 116, HS 303, HS 304, HS 315, HS 410; 1 course from: PY 100, PY 322, PY 341, PY 365, SC 100, SC 320, SC 321, SC 326, SC 340, SC375; plus additional upper division course from the list above. (Total 69 hours)

MILD/MODERATE CROSS-CATEGORICAL SPECIAL EDUCATION

Major requirements for Mild/Moderate Cross-Categorical Special Education (K-12): ED 100, ED 190, ED 260, ED 265, ED 268, ED 273, ED 290, ED 292, ED 300, ED 307, ED 310, ED 311, ED 320, ED 330, ED 331, ED 334, ED 335, ED 340, ED 350, ED 353, ED 360, ED 362, ED 365, ED 366, ED 367, ED 415, ED 490, ED 495, PY 270. (Total 81 hours)

MUSIC EDUCATION - INSTRUMENTAL

Major requirements for Instrumental Music Education K-12: ED 100, ED 190 or ED 191, ED 260, ED 300, ED 307, ED 311, ED 322, ED 335, ED 350 or ED 352, ED 415, ED 440, ED 490 or ED 491 or ED 492, MU 110, MU 111 or MU 147, MU 143, MU 14X, 24X, 34X, 44X (applied instrument), MU 201, MU 202, MU 210, MU 215, MU 250, MU 251, MU 252, MU 253, MU 320, MU 321, MU 322, MU 323, MU 350, MU 352, MU 370, MU 371, MU 380, MU 460, MU 462, PY 270 and 3 hours from MU178/478, MU 181/481, MU 182/482. (Total 84 hours)

MUSIC EDUCATION - VOCAL

Major requirements for Instrumental Music Education K-12: ED 100, ED 190 or ED 191, ED 260, ED 300, ED 307, ED 311, ED 322, ED 335, ED 350 or ED 352, ED 415, ED 448, ED 490 or ED 491 or ED 492, MU 110, MU 111 or MU 147, MU 140, MU 143, MU 240, MU 250, MU 251, MU 252, MU 253, MU 322, MU 320, MU 321, MU 323, MU 340, MU 350, MU 352, MU 360, MU 362, MU 370, MU 371, MU 385, MU 440, MU 460, MU 461, PY 270 and 3 hours from MU 170/470 or MU 174/474. (Total 84 hours)

PHYSICAL EDUCATION

Major requirements for Physical Education K-12: ED 100, ED 190 or ED 191, ED 260, ED 300, ED 307, ED 311, ED 322, ED 335, ED 350 or ED 351 or ED 352, ED 415, ED 490 or ED 491 or ED 492, BI 275, EX 230 or PE 322, EX 334, EX 335, EX 385, PE 100, PE 221, PE 233, PE 235, PE 236, PE 238, PE 239, PE 240, PE 309 or PE 310, PE 311, PE 332, PE 333, PY 270 and 4 courses from: PE 101 - PE 145. (Total 92 hours)

Note: Health certification can be added by taking PE 340.

SOCIAL STUDIES EDUCATION

Major requirements for Social Studies Education 9-12: EC 206, ED 100, ED 191, ED 260, ED 300, ED 307, ED 311, ED 322, ED 334, ED 335, ED 352, ED 415, ED 444, ED 491, GE 250, HS 104, HS 105, HS 115, HS 116, PS 100, PS 230, PY 100, PY 270, SC 100, 6 hours from: HS 327, HS 328, HS 355, HS 412; 3 hours from: HS 302, HS 303, HS 304, HS 315, HS 321, HS 410. (Total 81 hours)

SPEECH / THEATRE EDUCATION

Major requirements for Speech Theatre Education 9-12: ED 100, ED 191, ED 260, ED 300, ED 307, ED 311, ED 322, ED 334, ED 335, ED 352, ED 415, ED 445, ED 491, PY 270, SP 100, SP 104, SP 309, SP 405 or SP 415 or SP 420, TH 115, TH 125, TH 211, TH 212, TH 300, TH 320, TH 350 and TH 450. (Total 76 hours)

UNIFIED SCIENCE EDUCATION

Major requirements for Unified Science Education 9-12: BI 210, BI 211 or BI 212 or BI 215, BI 250, BI 275, BI 316, BI 320, BI 323, BI 332, BI 335, BI 425, CH 111, CH 112, ED 260, ED 100, ED 191, ED 300, ED 307, ED 311, ED 312, ED 322, ED 334, ED 335, ED 352, ED 415, ED 441, ED 491, PH 105, PH 305, PH 309, PH 315 and PY 270. (Total 91 hours)

EDUCATIONAL STUDIES (Non-Certified degree)

Major requirements for Educational Studies (non-certificated education major): ED 100, ED 260, PY 270, ED 307, ED 310, ED 311, ED 322, ED 335, ED 401 and completion of an approved series of courses within a designated content area to total a minimum of 33 hours. The Education Division will approve the series of courses within the designated content area. Total 32-36 hours.

PHYSICAL EDUCATION (Non-Certified degree)

Major requirements for Physical Education (non-certificated education major): ED 100, EX 230 or PE 322, EX 334, EX 335, EX 385, PE 100, PE 221, PE 233, PE 235, PE 236, PE 238, PE 239, PE 240, PE 309 or PE 310, PE 311, PE 332, PE 333, PY 270 and 4 courses from: PE 101 - PE 145. (Total 54 hours)

EARLY CHILDHOOD SPECIAL EDUCATION CERTIFICATION

Certification requirements for Early Childhood Special Education Certification: ED 270, ED 362, ED 365, ED 367, ED 370, ED 371, ED 372 and completion of MVC Elementary Education Major.

ENGLISH SECONDARY EDUCATION CERTIFICATION

Certification requirements for English certification 9-12: ED 100, ED 191, ED 260, ED 300, ED 307, ED 311, ED 322, ED 334, ED 335, ED 350, ED 352, ED 415, ED 443, ED 491, EN 220, EN 225, EN 315, EN 326, EN 345, EN 350, EN 485, PY 270 and completion of MVC English major. Note: most of the EN courses required for certification are also required for English major.

MATHEMATICS SECONDARY EDUCATION CERTIFICATION

Certification requirements for Mathematics certification 9-12: CS 110 or CS 120, ED 100, ED 191, ED 260, ED 300, ED 307, ED 311, ED 322, ED 334, ED 335, ED 352, ED 415, ED 442, ED 491, MA 190, MA 240, MA 315, MA 380, MA 420, MA 485, PY 270 and 15 hours from: MA 430, MA 250, MA 340, MA 330, MA 350, MA 360 and completion of MVC Mathematics major. Note: most of the MA courses required for certification are also required for mathematics major.

Major assessment: All Education majors must pass the M.C.A. Content Knowledge exam specific to their area of certification.

ED 100. Introduction to Teaching - 3 hours. Introduction to Teaching examines the field of education including philosophical and historical foundations, teaching as a profession, curriculum, lesson planning, recent innovations and critical issues.. Fall. Spring.

"C" OR BETTER IN ED 100 IS A PREREQUISITE FOR ALL EDUCATION COURSES.

ED 190. Elementary Practicum I - 1 hour. An observation in an elementary classroom. This is accomplished under the supervision of the college instructor. Class meets in seminars and requires 30 hours of classroom observation. Prerequisites: "C" or better in ED 100 and 2.5 G.P.A. **SL** \$34 course fee. Fall. Spring.

ED 191. Secondary Practicum I - 1 hour. An observation in a secondary classroom. This is accomplished under the supervision of the College instructor. Class meets in weekly seminar and requires 30 hours of classroom observation. Prerequisites: "C" or better in ED 100 and 2.5 G.P.A. **SL** \$34 course fee. Fall. Spring.

ED 192. Middle School Practicum I - 1 hour. An observation in a middle school classroom. This is accomplished under the supervision of the College instructor. Class meets in weekly seminar and requires 30 hours of classroom observation. Prerequisites: "C" or better in ED 100 and 2.5 G.P.A. **SL** \$34 course fee. Fall. Spring.

ED 245. Art, Music, and Movement for Elementary Teacher - 3 hours. Explores and analyzes theory and practical application for an elementary fine arts and physical activity program. Includes planning, recommended activities, teaching, evaluative techniques, and class organization. \$15 fee. Prerequisite: ED 100. Fall. Spring.

ED 260. Education of the Exceptional Child - 3 hours. An overview of exceptionalities - psychological, emotional, physical and educational characteristics and needs of exceptional children. Students with learning disabilities, physical disabilities and limited English language proficiency are examined; teaching and learning strategies to address these exceptional learners are investigated. Suggests role of special educators and regular classroom teachers in their efforts to work with the exceptional child in various settings. Prerequisite: ED 100. Fall. Spring.

ED 262. Family & Community Resources in Early Childhood Education - 3 hours. This course examines the young child in the family in terms of the goals and values of the family, parenting styles, and child care. It looks at the influences of the larger context of specific community resources, community socializing agents, interdisciplinary teamwork, and social policy issues that impact on the young child and family. Prerequisite: ED 100. Spring even years.

ED 265. Introduction to Cross Categorical Special Education - 3 hours. Provides basic developmental, psychological, intellectual and curricular background for LD, MH, BD and physical/other health impaired. Prerequisite: ED 100, ED 260. Fall. Spring.

ED 268. Career Development - 3 hours. Exploration of the theories, skills, and programming necessary for the successful transition of exceptional individuals from school to adulthood. Prerequisites: ED 100; ED 260, ED 265. Spring even years.

ED 270. Intro to Early Childhood and Early Childhood Special Education – 3 hours. Introduction to development theories of learning, educational models, legal regulation and family perspectives related to EC/ECSE. Fall. Spring.

ED 273. Language Acquisition and Development - 2 hours. Introduction to speech and language development within the broader process of communication. Anatomy and physiology of speech, theories and stages of language development will be presented and related to the language environment of the young child. Prerequisite: ED 100. Spring odd years.

ED 290. Reading Practicum – 2 hours. An observation course conducted in the reading lab. This is accomplished under the supervision of the college instructor. Class meets in seminars and requires 35 hours of laboratory observation. Prerequisites: "A" in ED 100 and ED 190/191. Fall. Spring.

ED 292. Cross Categorical Special Education Practicum – 1 hour. Seminar with readings and field experiences in education setting for children with LD, MH, BD and physical/other health impaired. Prerequisites: ED 100, ED 265. Fall. Spring.

THE FOLLOWING COURSES REQUIRE ADMISSION INTO THE TEACHER EDUCATION PROGRAM.

ED 300. Instructional Methodology - 3 hours. This course will focus on developing instructional strategies for supporting diverse students in content area learning. Course participants will develop instructional and leadership skills needed to implement differentiated instruction to address these diverse student populations with particular focus on English Language Learners. Participants will reflect upon using proven assessment and instructional practices to optimize learning in today's culturally, linguistically, and dynamic educational environment. *W* Prerequisite: ED 100. Fall. Spring.

ED 307. Classroom Environment - 2 hours. This course is designed to prepare teacher candidates to design and establish effective learning environments that are conducive to the high achievement of children. A variety of strategies will be demonstrated to manage the classroom environment and encourage active engagement in learning. To be taken concurrently with clinical rotation. Fall. Spring.

ED 310. Integration of Technology in the Classroom – 3 hours. This class will link various technology-based integration strategies to well-researched theories of learning and illustrate them with examples of successful practices to improve instructional differentiation, teaching and learning. Technology cannot enhance learning unless teachers know how to use and integrate technology into curriculum-specific or discipline-specific areas. \$15.00 fee. Fall. Spring.

ED 311. Educational Psychology - 3 hours. A study of the psychology of learning and cognitive processes of the nature of instruction, and the forces that influence growth and development. Emphasized are the dynamics of school organization, administration, the development of positive

classroom management, personalized teaching and classroom management strategies, and self-awareness and human relations. Prerequisites: Acceptance into teacher education program. Fall. Spring.

ED 312. Techniques of Science Lab Experiences – 1 hour. A laboratory course in elementary physics. The course will include selected experiments in mechanics, heat, light, sound, electricity and magnetism, and modern physics. Course will also include techniques for implementing lab experiences in a secondary classroom. As needed.

ED 320. Integration of Children's Literature and Language Arts - 3 hours. This course will discuss the related elements of language arts: a review of the social, functional view of language and language learning, and genre approach to be used in the teaching of Language Arts in the elementary school. Fall. Spring.

ED 322. Teaching Reading in the Content Areas Gr. 4-12 - 3 hours. Teaching Reading in the Content Areas (Grades 4-12) is an analysis of methods for teaching reading, writing, and study skills within the instructional framework of content areas. The course provides a general coverage of methods for the fourth through twelfth grades. Fall. Spring.

ED 330. Methods of Teaching Elementary Mathematics - 3 hours. Arithmetic processes; attention to methods of teaching arithmetic in the elementary schools. To be taken concurrently with ED 350. Prerequisite: Acceptance into clinical program. Fall. Spring.

ED 331. Teaching Reading in the Elementary Schools - 3 hours. Objectives and techniques of teaching reading in the elementary school; word recognition, comprehension, and motivation strategies; review of current innovations and critical issues. To be taken concurrently with ED 350. Prerequisite: Acceptance into clinical program. Fall. Spring.

ED 334. Diagnosis and Remediation of Reading Difficulties - 3 hours. Exploration of formal and informal assessments of reading ability; analysis of strategies to correct weaknesses in reading ability. Fall. Spring.

ED 335. Classroom Assessment - 2 hours. This course will focus on state and federal assessment legislation and how it translates in the classroom setting. This course will also investigate performance assessment and creation of scoring instruments as well as construction of teacher made tests and analysis of data. Acceptance into Clinical program. Fall. Spring.

ED 337. Methods of Teaching elementary Art – 3 hours. Current methods and materials for the teaching of art in the elementary grades; theory and experience with elementary school art projects. Prerequisite: ED 100. Fall. Spring.

ED 149/249/349/449. Special Problems in Education - 1-3 hours. Special projects undertaken by the student with a special interest in education. Prerequisites: Permission of instructor, ED 100. Fall. Spring.

ED 340. Methods of Teaching Elementary Social Studies, Science & Health - 3 hours. Study of the instructional strategies, resources, curriculum and learning activities to teach social studies, science and health in primary grades. To be taken concurrently with ED 350. \$15 fee. Prerequisite: Acceptance to the clinical program. Fall. Spring.

ED 350. Elementary Clinical Experience - 4 hours. supervisor. Also provides a basis for reflection and An internship in a public or private accredited school. The clinical experience is designed to improve student learning and development by providing a basis for instructional growth through an extended time period in the school setting. This allows the clinical students to consult and collaborate with school faculty, administration and staff to meet educational needs of students. These experiences develop clear, constructive and collaborative personalized interaction between the student, mentor teacher and college decision-making. Prerequisite: Acceptance into the clinical program. \$100 fee. **SL** Fall. Spring.

ED 351. Middle School Clinical Experience – 2 hours. An internship in a public or private accredited school. The clinical experience is designed to improve student learning and development by providing a basis for instructional growth through an extended time period in the school setting. This allows the clinical students to consult and collaborate with school faculty, administration and staff to meet educational needs of students. These experiences develop clear, constructive and collaborative personalized interaction between the student, mentor teacher and college supervisor. Also provides a basis for reflection and decision-making. Prerequisite: Acceptance into the clinical program. \$100 fee. **SL** Fall. Spring.

ED 352/353. Secondary Clinical Experience/Special Education Clinical Experience - 2 hours. An internship in a public or private accredited school. The clinical experience is designed to improve student learning and development by providing a basis for instructional growth through an extended time period in the school setting. This allows the clinical students to consult and collaborate with school faculty, administration and staff to meet educational needs of students. These experiences develop clear, constructive and collaborative personalized interaction between the student, mentor teacher and college supervisor. Also provides a basis for reflection and decision-making. Prerequisite: Acceptance into the clinical program. \$100 fee. **SL** Fall. Spring.

ED 360. Language Development for the Exceptional Child - 3 hours. An overview of normal language development. Overview of language deviations and relationship to speech development. Survey of theories and strategies to remediate language/speech defects as they relate to the school-age child with disabilities. 2 days per week – 4 hour block. Prerequisites: ED 260, ED 265. Fall even years.

ED 362. Counseling Parents of Children with Disabilities - 2 hours. This course is designed to acquaint students with the rationale, concepts and strategies for maximizing parent-professional interaction. Major emphasis will be placed on those processes which reflect a family systems perspective. The course will cover family characteristics, communication skills, role of family in the education of the child. Means of developing professional-family interaction will be explained. Prerequisites: ED 260, ED 265. Fall. Spring.

ED 365. Assessment and Diagnosis of Exceptional Students - 3 hours. Survey and study of individual tests and measures commonly used in the diagnosis of exceptional children. This course stresses the use of information from these measures for special education services and the development of individualized education plans (includes application and field experience). Prerequisites: ED 260, ED 265. Spring even years.

ED 366. Diagnosis and Remediation of Math Difficulties - 3 hours. The diagnosis of math problems and their causes; evaluation materials; analysis and development of techniques of teaching remedial math with special emphasis on functional math; and development of material for corrective purposes. Fall even years.

ED 367. Methods of Teaching Cross Categorical Special Education – 2 hours. Examination of approaches, strategies, and materials used in teaching in cross categorical situations. Prerequisites: ED100, ED 265, Spring

ED 369. Early Childhood Organization – 1 hour. This course provides content, approaches, methods and materials appropriate for young children as presented in interdisciplinary or experience coursework. Approaches in organizing artifacts and how language arts, science, mathematics, social studies and the creative arts are adapted to the skills and needs of children. Course materials are organized into an electronic portfolio. Prerequisite: Ed 100. Fall. Spring.

ED 370. Screening, Diagnosis, and Prescription in Early Childhood - 3 hours. This course focuses on issues and procedures of assessing young children. Screening, standardized tests, observation and informal assessment will be emphasized. Curriculum-based assessment programs with resulting individualized programming will be analyzed. Prerequisite: ED 260. Fall even years.

ED 371. Curriculum Methods in Early Childhood - 3 hours. This course focuses on developing and presenting a curriculum for young children that is comprehensive and developmentally appropriate. It includes methods of integrating the social, physical, cognitive, and language into a curriculum based on play, creativity, and problem solving. Prerequisite: ED 260. Spring even years.

ED 372. Curriculum Methods in Early Childhood Special Education - 3 hours. This course focuses on developing and presenting a curriculum for young children that is comprehensive and developmentally appropriate. It includes methods of integrating the social, physical, cognitive, communication (including alternative & augmentative techniques) and language into a curriculum based on play, creativity, and problem solving. Prerequisites: ED 260, ED 265. Fall odd years.

ED 376/476. Independent Study - 1-3 hours. Reading or research at a greater depth than in a normal class. Permission of the instructor, division dean and the Vice President of Academic Affairs.

ED 380. Middle School Organization and Curriculum - 3 hours. This course provides a comprehensive analysis of the middle school experience, detailing the characteristics and needs of students, exemplary practices and curriculum that meet those needs, a discussion of leadership and the implementation of middle school programs. Additionally, an enhanced understanding of the physical, social, psychological, and cognitive development of young adolescence will be achieved. An overview and investigation into the various aspects of curriculum planning and teaching strategies at the middle school level. Fall. Spring

ED 381. Teaching Writing/Reading in the Middle School - 3 hours. This course will explore the interdisciplinary approach in education, particularly in writing across the curriculum. It will concentrate on approaches and strategies to enhance reading and writing in the middle grades. Differentiated instruction and

interventions for reading and writing difficulties will be discussed. Fall. Spring.

ED 392. Early Childhood Practicum – 3 hours. A practicum with infants and toddlers at a childcare facility, a preschool classroom, and a kindergarten classroom. The practicum consists of 30 hours in each setting for each hour of credit. Prerequisites: ED 100, ED 260. \$100 fee. Fall. Spring.

STUDENTS MAY NOT ENROLL IN 400 LEVEL EDUCATION CLASSES UNTIL ADMITTED INTO THE PROFESSIONAL TEACHER EDUCATION PROGRAM AND PASSING SCORE ON M.C.A. (Missouri Content Assessment).

ED 401. Internship - 8-12 hours. Observation of procedures and techniques of instruction; supervision in an instructional setting. Prerequisite: Completion of all required coursework in Educational Studies major. **SL** Fee \$200. Fall. Spring.

ED 405. Advanced Portfolio Development – 1 hour. This one hour class is required for all student teachers for graduation. It is to be taken concurrently with student teaching. Pre-service teachers in this class will complete the current Missouri Exit Assessment and submit this assessment at the designated time to the Missouri Department of Elementary and Secondary Education for evaluation. Course pays special attention to culturally and/or educationally diverse populations and associated specific learning needs; instructional strategies and learning activities to address these populations are specifically addressed. A minimum score on each step of each task must be earned to pass the MoPTA. Prerequisite: Acceptance to Student Teaching program. **WI**\$275 fee. Fall. Spring.

ED 415. Student Teaching Seminar – 1 hour. This seminar provides discourse on student teaching expectations as well as giving student teachers the opportunity to exchange information with each other on proceedings and progress in student teacher growth. Legal and ethical issues associated with the teaching profession addressed including online and out of the classroom behaviors. Application and interview practices for teaching jobs discussed. This class is taken concurrently with student teaching. The class meets before and after student teaching as well as several times during student teaching. Fall. Spring.

ED 439 - 448. Techniques of Teaching in Major Field - 2 hours. Part of the student teaching block for secondary education majors. Necessary for teacher certification. Depending on the major area (see below) the course develops knowledge and skills in planning, presentation and evaluation of teaching/learning effectiveness in the student's major teaching field. To be taken concurrently with ED 351/352/353. Fall. Spring.

- ED 439 Techniques of Teaching Agriculture
- ED 440 Techniques of Teaching Music/Instrumental
- ED 441 Techniques of Teaching Unified Science
- ED 442 Techniques of Teaching Mathematics
- ED 443 Techniques of Teaching English
- ED 444 Techniques of Teaching Social Studies
- ED 445 Techniques of Teaching Speech and Theatre
- ED 446 Techniques of Teaching Health
- ED 447 Techniques of Teaching Art
- ED 448 Techniques of Teaching Music/Choral

ED 451-454. Techniques of Teaching in Major Field in Middle School - 2 hours. Part of the student teaching block for students seeking middle school certification. Necessary for teacher certification. Develops knowledge and skills in planning, presentation and evaluation of teaching/learning effectiveness. Prerequisite: Admission to Student Teaching Program. Fall. Spring.

- ED 451 Techniques of Teaching Mathematics in Middle School
- ED 452 Techniques of Teaching Social Studies in Middle School
- ED 453 Techniques of Teaching Language Arts in Middle School
- ED 454 Techniques of Teaching Science in Middle School

ED 490. Student Teaching in Elementary Schools - 6-12 hours. Observation of procedures and techniques of elementary school instruction; supervised teaching in an elementary school. \$200 fee required. Prerequisite: Admission to Student Teaching Program and completion of all Professional Education coursework. **SL** \$200 fee. Fall. Spring.

ED 491. Student Teaching in Secondary Schools - 6-12 hours. Observation of procedures and techniques of secondary school instruction; supervised teaching in a secondary school. Prerequisite: Admission to Student Teaching Program and completion of all Professional Education coursework. **SL** \$200 fee. Fall. Spring.

ED 492. Student Teaching in Middle Schools – 6-12 hours. Observation of procedures and techniques of middle school instruction; supervised teaching in a middle school. Prerequisite: Admission to Student Teaching Program and completion of all Professional Education coursework. **SL** \$200 fee. Fall. Spring.

ED 495. Student Teaching in Cross Categorical Special Education - 6 hours. Observation of procedures and techniques of teaching children with LD, MH, BD, and physical/health impairments. Prerequisite: Admission to Student Teaching Program and completion of all Professional Education coursework. **SL** \$200 fee. Fall. Spring.

ENGLISH MAJOR

English Mission: The B.A. in English guides students to success by providing foundational education in literature, language, and writing that prepares the student for entry into graduate school or a professional position.

Learning Outcomes:

- Students will describe the structure and development of the English language.
- Students will analyze works by authors of diverse backgrounds.
- Students will identify and differentiate major literary movements, including their cultural and historical contexts.
- Students will create logical arguments, professional prose, and/or creative works.
- Students will create researched analyses of literary work using discipline-related terms and methods of critical analysis.

English core: 12 hours from survey courses (EN 200, EN 201, EN 220, EN 225, EN 230, EN 235), EN 326, EN 345, EN 350, EN 360, EN 485.

English Major – Literary Studies Concentration requirements:

English core, 9 hours from a period course (EN 371, EN 372, EN 380, EN 381, EN 383, EN 385, EN 391), 3 hours from tools of writing and research (EN 305, EN 310, EN 327, EN 400) and 3 hours from a major figure course (EN 425, EN 429 or EN 431). EN 130 and 160 do not apply toward the English major; however, all English majors must achieve a grade of "C" or better in these courses. ALL COURSES 200 OR ABOVE REQUIRE EN 160 AS A PREREQUISITE. (Total 42 hours)

English Major – Writing Studies Concentration requirements:

English core, EN 305, EN 310, EN 327, EN 400, SP 415. EN 130 and 160 do not apply toward the English major; however, all English majors must achieve a grade of "C" or better in these courses. ALL COURSES 200 OR ABOVE REQUIRE EN 160 AS A PREREQUISITE. (Total 42 hours)

English Literary Studies minor requirements: 9 hours from survey courses (EN 200, EN 201, EN 220, EN 225, EN 230, EN 235), 9 hours from period courses (EN 371, EN 372, EN 380, EN 381, EN 383, EN 385, EN 391). (Total 18 hours)

English Writing Studies minor requirements: 9 hours from survey courses (EN 200, EN 201, EN 220, EN 225, EN 230, EN 235), 9 hours from writing courses (EN 305, EN 310, EN 326, EN 327, EN 400). (Total 18 hours)

Major assessment: Senior English Majors will refine one of the following, which was started in earlier English coursework: a scholarly paper that examines a topic in American, English or world literature; a collection of original short stories; a collection of original poems; or a novella. The drafts will be refined in conjunction with EN 485, Senior Thesis. Majors must also take the ETS (Educational Testing Service) English examination and are responsible for scheduling, taking, and paying for the exam. English Secondary Education Certification candidates should refer to the Teacher Education Handbook for other major assessment requirements.

EN 130. Rhetoric and Composition - 3 hours. An introduction to college writing and the basic forms of the essay, EN 130 teaches students to read and think critically, to write logical, well-developed academic essays; to write in a variety of rhetorical situations; and to develop information literacy skills. Students will write Summary-Response, Rhetorical Analysis, and Researched Analysis essays using MLA style. C or higher required. Fall. Spring. Online - Fall & Spring.

EN 160. Literature and Composition - 3 hours. A continued emphasis upon the principles of expository writing and research established in EN 130. Students will utilize the process method to draft and revise well-developed essays. Students will develop skills for synthesizing primary and secondary texts in research papers, a close reading/explication and/or an annotated bibliography according to MLA standards. In doing so, students will examine the basic genre elements of various literature with selected works used as the basis for discussions, lectures, and student writing. C or higher required. Prerequisite: C or better in EN 130. Fall. Spring. Online - Spring.

ALL COURSES 200 OR ABOVE REQUIRE EN 160 AS A PREREQUISITE. Two literature survey courses are not to be taken in the same semester.

EN 200. World Literature I - 3 hours. An investigation of the literature of diverse cultures from antiquity to the Renaissance. Fall even years.

EN 201. World Literature II - 3 hours. An investigation of the literature of diverse cultures from the Renaissance to the present day. Spring even years.

EN 220. American Literature I - 3 hours. Principal writers and movements in the literature of North America from the colonial period through the Civil War. Fall even years.

EN 225. American Literature II - 3 hours. Principal writers and movements in the literature of the United States from the Reconstruction to the present day. Spring even years. Online - Summer.

EN 230. British Literature I - 3 hours. Principal writers and movements in British literature from the Anglo-Saxons to the Neoclassicists. Fall odd years.

EN 235. British Literature II - 3 hours. Principal writers and movements in British literature from Romanticism to the present day. Spring odd years.

EN 305. Advocacy and Grant Writing – 3 hours. This skills-based course trains students in the writing techniques necessary to create positive change in the world, both locally and globally. Students focus on effective and ethical writing about and on behalf of people and social issues, and on grant writing and fundraising. Students read, write, and revise in a variety of genres used in various professions. Emphasis is placed on empowering students to write clear, correct, and persuasive prose. Fall odd years. Prerequisite: EN 160.

EN 310. Film Criticism and American Culture - 3 hours. Exploration of the cinematic components and the cultural background of landmark American films. Spring odd years.

EN 315. Young Adult Literature – 3 hours. Reading intensive study of Young Adult Literature with major emphasis on current trends, significant authors, and major themes. This course will include workshops on current trends in motivating and preparing young and reluctant young readers to explore the world of literature created specifically for them. Fall even years.

EN 326. Advanced Techniques of Composition - 3 hours. Intensive training in generating correct, clear, and forceful prose with an awareness of a specific audience. Must be taken during the sophomore or junior year. **WI, SL** Fall.

EN 327. Technical and Professional Writing - 3 hours. Intensive instruction and practice in effective writing strategies for career searches, government agencies, business, and industry. Emphasis will be placed upon information gathering and the writing of clear, correct, and properly formatted documents including, but not limited to, persuasive letters and memoranda, summaries, oral and written reports, visuals and descriptions, instructions, PowerPoint, proposals and feasibility studies. Spring even years. Online - Summer.

EN 345. Literary Criticism. 3 hours. This course is a survey of the major methods of literary criticism of the twentieth and early twenty-first centuries, beginning with Formalism and most likely including (but not restricted to) psychoanalytical criticism, Marxist criticism, deconstruction, reader-response criticism, feminist and

gender criticism, new historicism, and postcolonial criticism. It focuses on how these methodologies can be used to open up literary works in new and creative ways, but rather than encouraging students to pick one or another approach, it enables them to arrive at their own way of approaching literature. Spring even years.

EN 350. Modern Grammar - 3 hours. Introduction to modern grammars with special emphasis on structural and transformational grammar. Spring even years.

EN 360. Linguistics - 3 hours. Overview of the history of the English language from its beginnings to the present day, including grammatical changes, usage, semantics, lexicography, dialect geography, and word origins. Fall odd years.

EN 371 Nineteenth-Century British Literature - 3 hours This course offers a broad examination of British literature from the beginnings of Romanticism through Victoria's reign to the emergence of Aestheticism. Fall odd years.

EN 372. Medieval and Renaissance Literature – 3 hours. This course offers a broad examination of British medieval and Renaissance literature. It will cover the major genres and major authors, such as the Pearl Poet, Scottish Chaucerians, Sir Thomas Malory, Christopher Marlowe, Edmund Spenser, John Donne, George Herbert, and Ben Jonson. \$20 course fee. Spring even years.

EN 380. Ethnic American Literature – 3 hours. Investigation of the ethnic diversity of American literature in its cultural context, with a focus on texts of the nineteenth and twentieth centuries. In studying a variety of ethnic American voices, students become aware of social and political issues as well as commonalities of the American experience. Texts and authors will vary with the instructor but may include Hispanic, African-American, Asian-American, Jewish-American, and Native-American literature, among others. Spring odd years.

EN 381 Milton and the Age of Reason – 3 hours. Investigation of major literary developments from the Protectorate to the end of the eighteenth century, including such writers as John Milton, John Dryden, Aphra Behn, Jonathan Swift, Alexander Pope, Frances Burney, William Blake, and Mary Wollstonecraft. \$20 course fee. Fall even years.

EN 383. American Romantic Literature – 3 hours. Investigation of prose and poetry of the Romantic Period in American Literature, 1830-1865, including such writers as Cooper, Fuller, Poe, Hawthorne, Melville, Emerson, Thoreau, Stowe, Douglass, Whitman, and Dickinson. Fall even years.

EN 385. American Realism and Naturalism – 3 hours. Investigation of prose and poetry of American Realism and Naturalism, about 1865-1914, including such writers as Twain, Howells, James, Jewett, Freeman, Crane, Norris, Dreiser, and Watson. Fall odd years.

EN 391. Twentieth- and Twenty-First Century Literature – 3 hours. Investigation of American or British literature of the twentieth and twenty-first century. Spring odd years.

EN 149/249/349/449. Special Topics in English - 1-3 hours. Selected topics arranged by division faculty.

EN 400. Creative Writing - 3 hours. Exposure to writing traditional and non-traditional forms of literature combined with

analysis of established writings. Prerequisite: Any literature course numbered 200 or higher. Spring odd years.

EN 425. Chaucer - 3 hours. Investigation of Chaucer's major works within their historical and religious contexts. Spring odd years.

EN 429. Shakespeare - 3 hours. Intensive study of selected dramatic and poetic works by William Shakespeare. The focus of the class might be on period (early, middle, or late), genre (tragedies, histories, comedies, romances) or theme. Particular emphasis will be laid upon the performance of Shakespeare's plays, historically and today, on stage and screen. Fall odd years.

EN 431. Major American Authors – 3 hours. Detailed reading and analysis of the works of one to four significant American authors in their cultural context. These authors, whose merit has been well established, may excel in fiction, poetry, essays, drama, or any combination of those genres. Authors selected for the course will vary according to the instructor. They include, but are not limited to, Nathaniel Hawthorne, Edgar Allan Poe, Herman Melville, Emily Dickinson, Mark Twain, T. S. Eliot, Ernest Hemingway, William Faulkner, Eudora Welty, and Flannery O'Connor. May be repeated with different authors for up to six credit hours. \$30 course fee. Spring even years.

EN 376/476. Independent Study - 1-3 hours. Reading and research at a greater depth than in a normal class. Prerequisite: permission of instructor, division dean/chair and Vice President of Academic Affairs.

EN 485. Senior Thesis - 3 hours. Students may write a substantial research paper on a literary topic, or a substantial creative project. The creative project may be a collection of poems, a collection of short stories, a dramatic script, a novella, or a substantial creative nonfiction project. The thesis will include a reflective introduction that explains the student's critical methodology or the student's choice of a model poet, author, or script writer. Prerequisites: EN 326, EN 345, Senior English major. For a creative thesis students must have taken an advanced course that fits their genre. Prerequisite for poetry, fiction, and creative nonfiction, EN 400 or MC 370. Prerequisite for a dramatic script, TH 270, EN 310, or MC 375. \$30 course fee. Fall.

ENGLISH AS A SECOND LANGUAGE

Students whose native language is not English are required to take an approved English placement test (see pages 3 and 4). Students who test above the set score on an approved test will be placed directly into EN 130. Students who test lower than the set score will be placed in ESL courses based on TOEFL or IELTS scores when available. Students without TOEFL or IELTS scores will be placed by means of MVC's English Placement Test (EPT) administered by an ESL instructor upon arrival at campus. They will be required to complete these ESL courses before entering EN 130. Only students whose native language is not English may enroll in ESL courses.

ESL courses will not count in hours toward graduation, but do count as institutional credit hours.

ES 061. Intermediate English Grammar I – 3 hours. This course focuses on English grammar at the intermediate level.

Topics include the present perfect and modal auxiliaries. Prerequisite: Placement is based on TOEFL, IELTS, or MVC's EPT scores. Fall. Spring.

ES 062. Intermediate English Grammar II – 3 hours. This course continues to explore intermediate English grammar. Topics include the passive, adjective clauses, and gerunds and infinitives. Prerequisite: Placement is based on TOEFL, IELTS, or MVC's EPT scores. Fall. Spring.

ES 063. Intermediate Conversational English – 3 hours. Develops conversational fluency for a variety of situations, both academic and non-academic. Activities include giving classroom presentations as well as asking and responding to questions. Prerequisite: Placement is based on TOEFL, IELTS, or MVC's EPT scores. Fall. Spring.

ES 064. Intermediate Reading – 3 hours. Improves reading skills through investigation of texts relevant to the academic environment. Prerequisite: Placement is based on TOEFL, IELTS, or MVC's EPT scores. Fall. Spring.

ES 065. Intermediate Writing – 3 hours. This course includes more advanced work on sentence structure and paragraph writing. Prerequisite: Placement is based on TOEFL, IELTS, or MVC's EPT scores. Fall. Spring.

ES 071. Advanced English Grammar I – 3 hours. This course focuses on advanced English grammar. It includes a review of all of the verb tenses in English. Prerequisite: Placement is based on TOEFL, IELTS, or MVC's EPT scores. Fall. Spring.

ES 072. Advanced English Grammar II – 3 hours. This course continues to explore advanced English grammar. Topics include the passive, noun clauses, adjective clauses, adverb clauses, and conditional sentences. Prerequisite: Placement is based on TOEFL, IELTS, or MVC's EPT scores. Fall. Spring.

ES 073. Advanced Conversational English – 3 hours. This course is designed to further develop conversational skills by incorporating more complicated vocabulary, idioms and phrases, and grammatical structures. Prerequisite: Placement is based on TOEFL, IELTS, or MVC's EPT scores. \$10 course fee. Fall. Spring.

ES 075. Advanced Writing – 3 hours. Trains students to write compound and complex sentences, to correct common sentence errors, and to write a well-organized paragraph. Prepares ESL students for EN 130. Prerequisite: Placement is based on TOEFL, IELTS, or MVC's EPT scores. \$10 course fee. Fall. Spring.

ETHICS AND SOCIETY MINOR

Ethics and Society Mission: The minor aims to acquaint students with the ethical insights derived from philosophical and religious traditions and to allow them to apply such insights in response to concrete social problems.

Learning Outcomes:

- Graduates will possess knowledge of a range of religious worldviews.
- Graduates will develop facility in philosophical argumentation and analysis.
- Graduates will understand the dialectical relationship between religious and philosophical worldviews and the societies within which they are embedded.

- Graduates will understand how worldviews and philosophical analysis might be applied to analyze and respond constructively to issues of societal concern.

Minor requirements: Core - PL 125 or RE 150 plus one course from: PL 100, RE 100, or RE 215; Ethical Issues in Public Life - one course from: PL150, PL 215, PL 225, RE 250; Thinking about Society - 3 courses from: CJ115, CJ 205, CJ 220, CJ 305, CJ 307, CJ 330, CJ 380, CJ 385, EC 435, EC 450, EC 455, HS 330, HS 355, HS 412, HS 420, MC 150, PS 215, PS 300, PS 350, PS 420, PY 331, PY 341, PY 342, SC 100, SC 232, SC 275, SC 320, SC 321, SC 326, SC 329, SC 340, SC 450. (Total 18 hours) Note:

- HN 490 substitutes for PL 125 or RE 150
- HM 390 substitutes for one Thinking About Society course
- Students may "double dip" no more than 12 hours total from general education and major coursework, with no more than 6 hours from either

EXERCISE SCIENCE MAJOR

Exercise Science Mission: The mission of the Exercise Science program at Missouri Valley College is to develop entry-level professionals who can assess, interpret, prescribe, intervene, and manage health and fitness in individuals across the lifespan and promote positive lifestyle changes through basic interventions and referrals. The program is also designed to prepare students for appropriate professional organization certification exams and for post-graduate study in Exercise Science or related disciplines.

Learning Outcomes:

- Evaluate a facility and generate an administration plan that comprehensively manages the human and resource capital safely and economically.
- Create and conduct fitness and health testing before interpreting and using the results to educate clients and develop fitness programs for varied populations.
- Identify, develop, and implement injury prevention strategies and screenings to fitness testing and exercise programming.
- Demonstrate how to locate, interpret, evaluate, and use professional literature evidence based practice decisions.
- Communicate the results of evidence based literature searches and research to an audience.

Major requirements: BA 212, BI 275, EX 100, EX 245, EX 307, EX 230, EX 320, EX 334, EX 335, EX 359, EX 385, EX 400, MA 200, PE 221, PE 233, PE 240, PE 300, PE 333, EX 485. (Total 48 hours)

Minor Requirements: EX 230, BI 275, EX245, and 3 of the Following: EX307, EX334, EX335, or EX385. (Total 18 hours)

Major assessment: Senior Exercise Science student must complete the in-house Exercise Science Assessment Examination.

EX 100. Introduction to Exercise Science. 2 hours. This course will provide an overview of exercise science and related areas, in order to help students develop an understanding of the

foundations of exercise science and the range of career paths within the field of study. Fall. Spring.

EX 230. Prevention and Treatment of Athletic Injuries. 3 hours. Techniques, theories and principles connected with the prevention and treatment of athletic injuries. Conditioning and taping techniques will be taught. Prerequisite: "C" or better in BI275. As needed. Fall. Spring.

EX 245. Personal Health and Conditioning - 2 hours. A detailed study of health, fitness, and conditioning as it pertains to a healthy lifestyle and sports performance. Excellent background material for health and human performance professionals as course content includes instruction in the techniques of cardiovascular fitness, strength training, flexibility exercises, speed and agility training, and body composition. This course includes rigorous physical activity. Students are expected to participate fully. It is the student's responsibility to notify the instructor of any restrictions, illnesses, or other limitations, physical or otherwise, they may have, whether these be short-term or otherwise. This statement does not override the ADA policy or procedure; students needing accommodations should follow the ADA policy. Fall. Spring.

EX 307. Theories of Strength and Conditioning – 3 hours. This course provides the student with a comprehensive overview and integration of advanced dimensions and theory of strength and conditioning in a safe and client-centered manner. It will cover multiple theoretical and practical components of strength & conditioning and how they relate to human performance across the lifespan. Prerequisite: BI275 with a "C" or better and EX245 with a "C" or better. Fall. Spring.

EX 320. Health and Fitness Testing – 3 hours. Explores the scientific and theoretical basis for graded exercise testing and prescription writing. Introduces the procedures, methods, and technical skills involved in the evaluation of human subjects. Includes a three-hour lecture and a two-hour laboratory. Prerequisites: BI 275 and MA 200. \$90 fee. Fall. Spring.

EX 334. Kinesiology - 3 hours. Human movement with emphasis on anatomical and mechanical analysis. A study of osteology, arthrology and myology as it relates to physical education and teaching. *WI* Prerequisite: "C" or better in BI 275, MA 150 or above. Fall. Spring.

EX 335. Exercise Physiology - 3 hours. Basic muscle physiology, intrinsic and extrinsic factors affecting muscle function and conditioning as it relates to exercise, physical education and athletics. Prerequisite: "C" or better in BI 275, CH 111 recommended. Fall. Spring.

EX 341. Professional Credentialing – 2 hours. This course will review the professional organizations within the field of exercise science and the professional certification requirements associated with each. The advantages of joining a professional organization, networking, resources, professionalism and the value of continuing education will be discussed. Additional time will be spent in preparing the student to take the Certified Personal Training examination. All students will become members of a professional organization and sit for the CPT examination that will be conducted at the conclusion of the course. Prerequisite: Current CPR/AED certification (must show proof), and BI255 or BI275 with a "C" or better. Lab fee: \$350 (includes membership fee and examination) Spring.

EX 359. Community Health - 2 hours. A detailed study of health in the community representing the intersection of many disciplines and sectors with ecology, environmental health, public health, school health, occupational health, social and recreational services, and self care. The course offers a synthesis of the perspectives and content of these spheres of health action. Lecture and outside class projects are used. *SL* Fall. Spring.

EX 385. Human Nutrition - 3 hours. Application of nutrition fundamentals essential to health from a physiological point of view: nutrient requirements, food sources and adequate diet selection. Prerequisite: "C" or better in BI or BI 275, CH 111 recommended. Fall. Spring.

EX 400. Health Promotion and Exercise Prescription – 3 hours. Explores current health promotion trends and programs designed to facilitate behavioral and lifestyle change through exercise and nutritional prescription. Emphasizes the development, implementation, and evaluation of health promotion programs. Prerequisite: C or better in EX 320. \$38 fee. Fall. Spring.

EX 401. Health Promotion Internship - 1-9 hours. This course is designed to allow the to apply skills and knowledge in a practical setting off campus. Each Credit is equivalent to 50 hours of work in an appropriate setting for an exercise science degree. Prerequisite: Senior year, permission of instructor. all internships must be approved by the division chair and if on campus by the Vice President of academics affairs. Fall. Spring.

EX 485. Senior Seminar - 2 hours. A seminar course and capstone experience required of all exercise science majors. This course will bridge the gap between undergraduate education, clinical practicums, and graduate school. The course will examine current scientific ideology, health-related trends, technological integration, and evidence-based concepts. The student will learn how to apply their undergraduate exercise science degree within the legal confines, while valuing lifelong professional development. Prerequisite: Senior Standing or permission of the instructor. Fall. Spring.

FINANCE MAJOR

See Business Majors

FOREIGN LANGUAGE

Missouri Valley College does not offer majors in foreign language, but does offer course work in modern languages.

FRENCH

FR 110. French I – 3 hours. Speaking, reading, writing, listening with emphasis on pronunciation, basic grammar and culture. Students who are already fluent in written and oral French cannot take this course. Fall.

FR 160. French II – 3 hours. Continuation of FR 110. Students who are already fluent in written and oral French cannot take this course. Spring.

SPANISH

SN 111. Spanish I – 3 hours. Speaking, reading, writing, and listening with emphasis on pronunciation, basic grammar and culture. Students who are already fluent in written and oral Spanish cannot take this course. Fall. Spring.

SN 112. Spanish II - 3 hours. Continuation of SN 111. Students who are already fluent in written and oral Spanish cannot take this course. Spring.

SN 230. Spanish III - 3 hours. An integrated study of language, literature and culture with emphasis on conversation, composition and grammar review. Students who are already fluent in written and oral Spanish cannot take this course. As needed.

SN 280. Spanish IV - 3 hours. Continuation of SN 230. Students who are already fluent in written and oral Spanish cannot take this course. As needed.

SN 376/476. Independent Study - 1-3 hours. Reading or research at a greater depth than is permitted in a normal class. Permission of the instructor and the division dean.

FORENSIC SCIENCE MINOR

Minor requirements include: CH 111, CH 112, CJ 240, 6 hours from: PY 350, CJ 300, OR CJ 360. (Total 19 hours.)

GENERAL STUDIES

GS 010. College Reading and Writing - 3 hours. Students will improve their college-level vocabulary, comprehension, and critical reading skills by employing a variety of reading strategies. Through studying grammar, incorporating precise vocabulary, and employing a variety of writing strategies, students will also learn to discover and to develop theses that are supported with illustrative material, which lead to solid conclusions in both the reading and writing process. Students must earn a C or better before taking EN 130. GS 010 does not count in hours toward graduation. Fall. Spring.

GS 101. Introduction to Academia, Culture and Society - 3 hours. An introductory course designed to provide students with an orientation to college life and living in the United States, and to help them develop an understanding and appreciation of various cultures. Students will explore and compare a variety of cultures through multiple lenses (i.e., food, religion, language). Learning activities will include exploring campus resources and activities; working individually and in collaborative learning groups on meaningful academic projects that encourage critical thinking and build essential study, computer, and library skills; and participating in off-campus field trips. Open only to international students in their first semester who are concurrently enrolled in ESL coursework. \$105 course fee. Fall. Spring.

GS 110. Library Resources - 1 hour. Course will acquaint students with the different sources of information in the library. Students will learn the basic features of reference materials in order to prepare for work in their majors. Students will also learn to develop strategies to locate information on a given topic. The course is designed especially for freshmen and sophomore students. On cycle.

GS 150. Freshman Seminar – 1 hour. This course is designed to empower students to be active learners and to provide them with an intensive orientation to college life. Students will explore campus resources and activities. Students also will work individually and in collaborative learning groups on meaningful academic projects that encourage critical thinking and build essential study, computer and library skills. The course will also contain several activities to help students get to know one another and to better understand their roles as adults in today's society. Required of all new freshmen. Course fee \$80. Fall. Spring.

GS 400. Senior Job Search Seminar - 1 hour. Builds skills in various components of employment search including, personal understanding through the MBTI or other personality profile program, completion of resume / vita, "selling" in any employment arrangement, networking with established professionals, interviewing, etc. Prerequisite: Senior. As needed.

GEOGRAPHY

GE 250. World Geography - 3 hours. An overview of both the political and physical geography of the world. Emphasis is given to the study of name and place locations as well as how living patterns of different cultural areas are interrelated. Special attention is given to the United States. Study includes map work. Fee \$25.00. Fall.

HEALTH

HL 140. Introduction to Medical Terminology – 1 hour. This course introduces the skills and knowledge needed to develop an understanding of the language of medicine and health care. This course will increase the student's ability to utilize and recognize medical terminology through the use of medical conditions. Word pronunciation, spelling, and basic documentation are also emphasized through the use of classroom interaction and electronic resources. Spring Online.

HL 260. Principles of Pharmacology – 2 hours. This course introduces the underlying principles of pharmacology and provides a perspective of the historical, regulatory (FDA) and industrial aspects of pharmacology. This course addresses the basic principles of drug administration, absorption and pharmacology dynamics as they relate to prescription and over-the-counter medications as well as performance-enhancing and recreational substances. Prerequisite: Admission to the Athletic Training or Nursing Programs or permission of instructor. \$20 fee. Fall.

HL 280. Pathophysiology for the Health Professions – 3 hours. The purpose of this course is to provide the student with basic understanding of pathophysiology as a change from normal physiological functioning of the various systems of the human body. The course will focus on illness, injury and disease within a systems framework across the adult lifespan. Emphasis will be put on select illnesses most often encountered by nurses, athletic trainers and other health professionals, and on critical thinking to analyze signs and symptoms based on the pathophysiology of these conditions. Prerequisite: BI 275 or permission of instructor.

HL 320. Microbiology for the Health Professions - 4 hours. Biology of microorganisms; the handling, culture and identification of bacteria. Prerequisite: BI 104. BI 250 and CH 111 are recommended, but not required. Online.

HISTORY MAJOR

History Mission: The History program is an integral part of the College's mission of providing a liberal arts education that focuses on scholarship, critical thinking, and academic excellence. The History program prepares students to become responsible members of the citizenry and provides skills needed for jobs and professions of the twenty-first century. The History program also provides important historical perspectives and underpinnings for other fields of study. By learning about historical circumstances, choices, actions, and events, students place their own experience in a historic context and learn to analyze the choices they face. History is a demanding discipline that sharpens reading, writing, and critical thinking skills, and it also exposes students to a wide range of cultural, economic, political, and social issues, ideas, and actors. Knowledge of History allows one to exercise intelligently the values of compassion, diversity, social responsibility, integrity, and accountability.

Learning Outcomes:

- Demonstrate understanding of history, geography, culture and society through major developments and significant features of major historical periods in U.S., World, and European history.
- Apply and understand the historical implications, primary features, basic operations and central concepts of American Government, the U.S. Constitution, American Citizenship, and differing world systems.
- Identify and interpret relevant primary and secondary sources implementing the methodological practice of historiographical analysis, synthesis and interpretation of evidence in exploration of multiple historical and theoretical viewpoints that provide perspective on the past.

Major requirements: HS 104, HS 105, HS 115, HS 116, HS 360, HS 460 and 15 credit hours in upper division history courses; other suggested courses include: SP 100, PS 100, PS 230, PY 100, PL 100, SC 100, RE 100 or appropriate substitutes. (Total 31 hours)

Minor requirements: HS 104, HS 105, HS 115, HS 116, HS 360, and 6 hours of upper division history courses. (Total 21 hours)

Major assessment: Senior History majors must complete a senior thesis in conjunction with HS 460 (Senior Thesis) and take an in-house exam.

HS 100. Foundations of Federal Government - 3 hours. The federal system, constitution, executive, legislative, judicial and administrative organization. This course is designed to satisfy Missouri State Law requirement, RSMO, Section 170.011 regarding instruction and testing of the Constitutions of the United States and the State of Missouri. Cross listed as PS 100. Fall. Spring.

HS 104. Foundations of American History I - 3 hours. The evolution of U.S. history from colonial times to the late 19th century. This course is designed to satisfy Missouri State Law requirement, RSMO, Section 170.011. Fall. Spring. Online - Fall & Summer.

HS 105. Foundations of American History II - 3 hours. U.S. history from Reconstruction to the present time including development of the U.S. and Missouri constitutions. This course is designed to satisfy Missouri State Law Requirement RSMO, Section 170.011. Fall. Spring. Online - Spring.

HS 115. History of World Civilizations I - 3 hours. A survey of political, social, economic and cultural development of civilizations from primitive man through the early modern era. Fall.

HS 116. History of World Civilizations II - 3 hours. A survey of political, social, economic and cultural development of civilizations from the early modern era to the present. Spring.

HS 302. Medieval History - 3 hours. An in-depth study of political, social, economic and cultural history of Europe from the 6th century to the fall of Eastern Roman Empire in 1453. Prerequisite: HS 115 or permission of instructor. Spring odd years.

HS 303. Renaissance and Reformation Europe - 3 hours. A history of Europe from the fourteenth to the eighteenth centuries with emphasis on the Italian Renaissance, the Protestant Reformations, and the Wars of Religion. Prerequisite: HS 115 or permission of instructor. Fall even years.

HS 304. Europe Since 1789 - 3 hours. A history of modern Europe from the French Revolution to the present with emphasis on political developments. Prerequisite: HS 116 or permission of instructor. Spring even years.

HS 305. Ancient Greece - 3 hours. An in-depth study of the social, military and political history of Greece from the bronze age to the conquests of Alexander the Great. Prerequisite: HS 115 or permission of instructor. Fall even years.

HS 306. Ancient Rome - 3 hours. An in-depth study of the social, military and political history of Rome from the founding of the city to the fall of the empire in the west. Prerequisite HS 115 or permission of instructor. Fall odd years.

HS 315. History of East Asia - 3 hours. A history of China, Japan, and Southeast Asia from ancient times to the modern period. Prerequisite: HS 115 or 116. On cycle.

HS 321. History of England - 3 hours. A history of England from the Anglo-Saxon era to the present, with emphasis on political, social, and economic developments, the development of the British Empire, and England's role in Europe since World War II. Prerequisites: HS 115, HS 116. Spring even years.

HS 327. U.S. History, 1929-1945 - 3 hours. A study of the United States from the Great Depression to the end of World War II. Prerequisite: HS 105 or permission of the instructor. Fall even years.

HS 328. U.S. History, 1945 to Present - 3 hours. An in-depth study, comprehensive analysis and evaluation of U.S. history from 1945 to present, with special emphasis on the U.S. role as an economic giant, world superpower and the "New Equality." Prerequisite: HS 105 or HS 327 or permission of instructor. Spring even years.

HS 330. The Vietnam War and American Society – 3 hours.

This course is a study of the Vietnam War, American involvement in and responsibility for that war, and the impact of this experience on American culture, economy, politics, and society. This in an intensive reading, writing, and discussion course. Prerequisite: HS 105. Spring odd years.

HS 332. Issues in World History – 3 hours. This course will cover either African, Middle Eastern, Russian, or Central and Eastern European history, current issues and relationships among regions. Prerequisites: HS 115, HS 116. Fall odd years.

HS 149/249/349/449. Special Topics in History - 1-3 hours. Discussion, interpretation and focus on topics of special historic interest. Prerequisite: Permission of instructor.

HS 355. African-American History - 3 hours. African-American History from colonial era to the present, with emphasis on struggles for civil rights and justice. Prerequisite: HS 105. Spring odd years.

HS 360. Historical Methods - 3 hours. Acquaints students of history with major philosophical conceptions and problems underlying their discipline, and directs them through the steps of historical research methods. Required of all majors. **SL** Spring odd years.

HS 401. Internship in History – 3 hours. Field observation and practical experience in a public or private nonprofit agency under supervision of history faculty and site supervisor. Prerequisites: Permission of instructor, division dean, and Vice President of Academic Affairs. Arranged.

HS 410. Europe, 1914 to 1945 - 3 hours. An in-depth examination of European history from WW I to the conclusion of WW II, with special emphasis on the political, economic, and social development of France, Germany, and Italy. Prerequisite: HS 116 or permission from the instructor. Fall odd years.

HS 412. American Constitutional History - 3 hours. Constitutional origins, theories, amendments, and interpretations, with special reference to sectional interests and party politics. Prerequisite: PS 100 and Junior/Senior in HS or PS. This course will count as a Political Science/Public Administration elective. Fall odd years.

HS 420. Intellectual History – 3 hours. Intellectual history is the study of ideas and knowledge and the impact of these on cultural, economic, political, and social change. The specific course topics will be decided by the instructor. This is an intensive reading, writing, and discussion course. Prerequisites: HS 115, HS 116, HS 104, HS 105. Fall even years.

HS 460. Senior Thesis - 1 hour. This course requires completion of a directed research paper and the successful public presentation of the paper. Required of all majors. **WI** Arranged.

HS 376/476. Independent Study - 1-3 hours. Reading or research at a greater depth than in a normal class. Prerequisite: Permission of the instructor, division dean and the Vice President of Academic Affairs.

HONORS

Honors Program Mission: The MVC Honors Program promotes intellectual inquiry and advanced study for outstanding students who seek additional academic challenge.

Learning outcomes:

- Demonstrate effective communication skills.
- Implement effective information literacy skills
- Identify and apply basic concepts of science
- Articulate the significance of artistic expression and the creative process within society.
- Demonstrate critical understanding of perspectives on what it means to be human.
- Demonstrate connections between ethical frameworks and practical issues.
- Compare and articulate multicultural perspectives.

Requirements to complete Honors Program are listed in the Honors Handbook.

HN 100. Introduction to the Honors Program – 1 hour.

Interdisciplinary seminar for first-year Honors students. This course analyzes a broad theme (examples may include Love, War, Learning, Numbers, Beauty, Justice, or Stories) from multiple perspectives. Students will engage in multiple learning methodologies promoting development of critical thinking skills, oral and written communication skills, research skills, relationship building, and more. This course is designed for first semester Freshman Honors students. Fall.

HN 190. Humanity and Stories - 3 hours. How do stories teach us how to be human and how do they shape the world around us? This course investigates enduring questions of global human concern through literature, art, folklore, drama, and music. Topics addressed may include gender, race, leadership, divinity, monstrosity, violence, and love through primary texts and individual research projects. Grade of C or higher required in order to substitute for EN 160. **WI** Prerequisite: HN 100 or HN 300 Spring.

HN 290. Humanity and Science - 3 hours. How do we know what we know about the physical world? How do numbers work? What is science? Drawing on relevant scientific concepts and methodologies, this course examines issues that emerge at the intersection of humanity's engagement with, and relation to, the natural world, through primary texts and individual projects. **WI** Prerequisite: HN 100 or HN 300. Fall.

HN 291. Humanity and Creativity – 3 hours. What is good? What is beautiful? What is creativity? This course investigates questions about the interconnectedness of the social, political, economic, physical, and religious environment as related to the fine art disciplines of dance, music, theatre, and visual arts through primary texts and individual projects that combine research and creative work. **WI** Prerequisite: HN 100 or HN 300 Spring.

HN 300. Introduction to Honors for AA Transfers and Juniors - 1 hour.

Interdisciplinary seminar for Junior/AA-transfer Honors students. This course analyzes a broad theme (examples may include Love, War, Learning, Numbers, Beauty, Justice, or Stories) from multiple perspectives. Students will engage in multiple learning methodologies promoting development of a scholarly identity, deepening critical thinking skills, oral and written communication skills, research skills, relationship building, and preparation for professional or graduate work. This course is designed for transfer students and/or students who enter the Honors Program in their Junior year. Fall.

HN 301. Honors Field Learning - 2 hours. This field course offers hands-on research and/or service learning opportunities. Topics vary per instructor and term. Students engage in data collection, problem-solving, and research writing. Prerequisite: HN 100 or HN 300. Intersession. Summer.

HN 390. Humanity and Society – 3 hours. What is freedom? What is punishment? How and why do humans create, maintain, and undermine society? Topics addressed may include the self, human nature, freedom, and society through primary texts in psychology, sociology, economics, law, and history, and individual research projects. **WI** Prerequisite: HN 100 or HN 300 Fall.

HN 400. Independent Research – 1 hour. Students work individually with a faculty member in their major to develop and write a thesis proposal for HN 485. Prerequisites: HN 100 or HN 300. Arranged.

HN 485. Honors Thesis – 1 hour. Taken in conjunction with the Senior Seminar/Thesis in their major. Honors students produce a publishable quality piece of writing that they also formally present to the campus community. **WI** Prerequisites: HN 400. Arranged.

HN 490. Humanity and Moral Responsibility– 3 hours. Utilizing concepts and frameworks drawn from religious and/or philosophical approaches to ethics, this course examines the nature of human moral responsibility with regard to one or more contemporary issues through primary texts and individual research projects. Possible topics to be addressed may include but are not limited to, the ethics of healthcare systems, climate change, criminal justice/the death penalty, and economic justice. **WI** Prerequisites: HN 100 or HN 300 Spring.

HUMANITIES

HU 125. Humanities I - 3 hours. A survey of the arts in Western civilization in ancient world through the Renaissance. Focus will be on music, art, architecture, and literature; including some discussion of social conditions and philosophy. Fall. Online - Fall.

HU 126. Humanities II - 3 hours. A survey of the arts in Western civilization 1600 to the present day. Focus will be on music, art, architecture, and literature; including some discussion of social conditions and philosophy. Spring.

INTERCULTURAL STUDIES MAJOR

Major requirements: 6 hours language other than own, from [FR 110 FR 160, SN 111, SN 112, 230, 280], HS 116, EN 200 or 201, EN 380, HS 115, HS 116, HS 332, NP 100, PS 215, RE 100 or RE 150 or RE 215, SP 104, SP 300, SP322, SP325, SC 300, PR 485 (51 hours)

Study Abroad experience recommended, but not required.

Minor requirements: 6 hrs language other than own, from [FR 110 FR 160, SN 111, SN 112, 230, 280], HS 116, SP104, SP 300, SP322, SC 325. (21 hrs).

Learning Outcomes:

- To demonstrate cultural sensitivity and cultural adaptability through activities and experience.

- To analyze the social and psychological components of intercultural interactions.
- To construct a lexicon of communication processes.
- To describe the functions of a multicultural global society.
- To develop language and communication tools within a different cultural setting.
- To define global cultural norms and differences.

INTERDISCIPLINARY STUDIES MAJOR

Interdisciplinary Studies Mission: The Interdisciplinary Studies program guides student to succeed by providing opportunities for intellectual inquiry into a personalized plan of study designed to meet the student's individual post-graduate plans.

Learning Outcomes:

Most of the learning outcomes for individual students will depend on the component areas a student chooses as part of the IS plan of study. The component area student learning outcomes are most appropriately assessed as part of the component areas' curricula.

- The student will demonstrate knowledge/skills in multiple component areas by planning a senior capstone project.
- The student will integrate knowledge/skills in multiple component areas by executing a senior capstone project.
- The student will successfully present and defend the Capstone project to their committee.

Curriculum:

Entrance Requirements:

- Students must declare the Interdisciplinary Studies major before they have earned 70 credit hours.
 - Students who have earned more than 70 credit hours can submit a letter of appeal to the division chair requesting admission to the program.
- Students must submit a letter of application to the division chair that describes the proposed plan of study and how the Interdisciplinary Studies degree is appropriate for the student's post-graduate plans.

Major requirements:

1. OPTION A: Student must earn 15 credit hours in three component areas for a total of 45 credit hours.
 - a. 9 credit hours must be upper-division courses
 - b. No more than 6 credit hours may be earned through readings, applied skills, methods, technique, or problem courses.
 - c. Special Topics and Experimental courses cannot be used to meet a major requirement.
2. OPTION B: Student must earn 21 hours in one component area and 24 hours in a second component area for a total of 45 hours.
 - a. 12 credit hours of the 21 hours in the first area must be upper-division courses; 15 credit hours of the 24 credit hours in the second area must be upper-division hours.
 - b. No more than 6 credit hours may be earned through readings, applied skills, methods, techniques, or problems courses.

- c. . Special Topics and Experimental courses cannot be used to meet a major requirement.
3. The component areas are:
 - a. Arts (AR, DN, MU, TH)
 - b. Humanities (EN, FR, SN, HU, PL, RE)
 - c. Education (ED)
 - d. Physical Education (EX, PE)
 - e. Social Sciences (AY, CJ, GE, HS, PS, PY, SC)
 - f. Business (AG, AC, BA, EC)
 - g. Human Services (NP)
 - h. Math (MA)
 - i. Computer Information Systems (CS)
 - j. Science (BI, CH, PH)
 - k. Military Science (MS)
 - l. Nursing/Allied Health (HL, NU)
 - m. Communications (SP, MC, PR)
 4. Students must maintain a 2.0 GPA in component area courses with no Pass/Fail.
 5. Including capstone courses, the degree requires a total of 49 credit hours.

Major Assessment: Senior capstone and students must also participate in selected major assessments for the degree's component areas.

IS 300. Capstone Project I – 1 hour. To be taken the semester before the student completes his/her capstone project, this course will focus on composing and completing the proposal for the student's capstone project. Prerequisite: IS major, Junior standing. Spring as needed.

IS 400. Capstone Project II – 3 hours. To be taken in the student's final fall semester, this course will focus on guiding the student to completion of the capstone project. Prerequisite: IS 300. Fall as needed.

LIBERAL ARTS MAJOR (Associate of Arts Degree)

Students must successfully complete the General Education Core Requirements for the Bachelor of Arts degree, with the exception of the Writing Intensive and Service Learning requirements.. Plus an additional 3 hour mathematics course above what is required for the B.A. student and an additional 4 hour science course above what is required for the B.A. student. Plus an additional 7 hours of elective credit. A maximum of 3 hours of applied music and/or PE activity may be used as part of the 60 hour requirement of the Associate of Arts degree.

MANAGEMENT MAJOR & CONCENTRATIONS See Business majors.

MARKETING MAJOR See Business majors.

MASS COMMUNICATION MAJOR

Mass Communication – Broadcast Concentration Mission: Provide hands-on personal training in television and radio production, newsgathering, broadcast writing, and advertising. Prepare students for jobs in broadcast media and production.

Learning Outcomes:

- Write broadcast-style news copy in active voice for television and radio.
- Properly script a READER, VO, VOSOT, and PACKAGE for television and a READER, READER-ACK, VOICER, WRAP, radio.
- Write and produce news stories, public service announcements, commercials, and promotional announcements.
- Operate a broadcast-quality video and audio equipment.
- Edit projects using digital audio and video editing systems.
- Understand and use journalistic and broadcast industry ethics.
- Demonstrate knowledge of the history of media and how new technologies are shaping the future of media.

Mass Communication – Journalism Concentration Mission:

To provide hands-on personal training in the field of Mass Communication, preparing students for positions in the world of work, with an emphasis in print for newspaper, web, and other publications.

Learning Outcomes:

- Demonstrate ability to identify common legal and ethical situations in media settings and incorporate a decision making process to resolve related questions.
- Acquire and apply skills in news gathering, reporting, and news photography.
- Demonstrate knowledge of the history of the print industry and the terminology associated with the field.
- Acquire experience in print media design and use of industry technology and equipment.
- Gain hands-on experience by participating in publication management.

Mass Communication – Strategic Communications

Concentration Mission: Provide hands-on personal training in the field of strategic communications and public relations, preparing students for positions in the world of work.

Learning Outcomes:

- Apply knowledge of historical development of public relations and organizational theories, to the development and execution of public relations campaigns.
- Interpret all work in accordance with public relations codes of professional ethics, standards, and practices, relevant to law.
- Students must be proficient in computer hardware and software technology relevant to public relations campaigns.

- Write a variety of clear, targeted communication materials.
- Coordinate the production of/and produce, visually effective print, graphic, and electronic communication.

Major requirements: Completion of the Mass Communication Core plus a concentration in one of the following areas: Broadcast, Journalism or Strategic Communication..

MASS COMMUNICATION CORE: MC 150, MC 205, MC 210, MC 400. (Total 12 hours.)

Journalism Concentration: Mass Communication core, MC 201, MC 225, MC 290, MC 310, MC 315, MC 350 or MC 355, MC 370, MC 392, MC 403 and MC 485, 6 hours MC electives. (Total 48 hours)

Broadcast Concentration: Mass Communication core, MC 215, MC 230, MC 300, MC 330, MC 385, MC 390, MC 391, MC 401 or MC 402 and MC 485. (Total 45 hours)

Strategic Communication: Mass Communication core, PR 150, PR 250, PR 401, PR 350, PR 450, SP 405, SP 415, MC 310, MC 385 or EN 327, BA 232, BA 332 and PR 485. (Total 48 hours)

Minor requirements: MC 150, MC 205, MC 210, MC 290, MC 400, 6 hours from (3 hours must be upper division): MC 230, MC 300, MC 310, MC 315, MC 330, MC 370, MC 385, MC 390, MC 391, or MC 392. (Total 21 hours)

Major assessment: Senior Mass Communication majors will assemble a portfolio of their clippings from *The Delta*, *Voyage*, radio and television reels and scripts, and samples of their work completed during their internships. Mass Communication Seniors must also take an in-house exam.

MC 150. Introduction to Media & Culture - 3 hours. Overview of the history and influence of mass media in America. THIS COURSE IS A PREREQUISITE FOR ALL MC COURSES. Fall. Spring.

MC 201. Magazine Production - 3 hours. Introduction to desktop and digital publishing. Magazine production will employ Adobe Photoshop and QuarkXPress. Emphasis on magazine-style writing and photography in accordance with accepted journalistic practice established by The Associated Press Stylebook and Libel Manual. Techniques of picture selection and cropping, typography, layout and graphic design. Theories of staffing will be discussed and put into practice. Students are required to produce *Voyage*. \$5.00 fee. Prerequisites: EN 160, MC 150. Spring.

MC 205. Introduction to Broadcasting - 3 hours. Introduction to video and audio editing software for television and radio respectively, techniques procedures and hardware, basics of radio and television script formats and broadcast writing. \$5.00 lab fee. Prerequisite: MC150. Spring.

MC 210. Basic News Reporting - 3 hours. Introduction to basic journalistic style and story structure for print media, with an emphasis on writing the lead and body of short to medium length straight news stories in accordance with accepted journalistic practice established by The Associated Press Stylebook and Libel Manual. Students enrolled will be required to help produce *The Delta*. **WI** Prerequisites: EN 160. Fall.

MC 215. Writing for Broadcast – 3 hours. Concentrates on writing broadcast style scripts, segments, commercials and shows for electronic media. Encompasses all phases of broadcast writing and pre-production for upper level broadcast classes. Required for Broadcast concentration. **SL WI** Spring.

MC 225. Photojournalism - 3 hours. Introduction to newspaper and magazine photojournalism and visual thinking. Emphasis will be on camera techniques and digital photography, and use of Adobe Photoshop. Students are required to have 35mm or digital camera and to submit photographs to *The Delta* and *Voyage*. Prerequisite: MC 210. \$20 fee. Spring.

MC 230. Radio Production - 3 hours. Hands-on application of techniques introduced in MC 205 in an operational radio environment. Emphasis on audio production using Adobe Audition and developing on-air announcing and off-air production skills. Students enrolled are required to produce KMVC-FM and KMVC-Web programming. Prerequisite: MC 205. Fall.

MC 290. Newspaper Production - 3 hours. Introduction to desktop and digital publishing in newspaper publishing. Newspaper production will employ Adobe Photoshop and QuarkXPress. Emphasis on reporting news and sports, writing features and commentary, selling and designing advertising, and news photography in accordance with accepted journalistic practice established by The Associated Press Stylebook and Libel Manual. Techniques of photograph processing, printing and downloading; picture selection and cropping, typography, layout and graphic design. Theories of staffing will be discussed and put into practice. Students are required to produce *The Delta*. **WI** \$5.00 fee. Prerequisites: EN 160 and MC 210. Fall

MC 300. Television Production - 3 hours. Hands-on application of techniques introduced in MC 205 in an operational television environment. Emphasis on television, video production and streaming of sporting events. Students enrolled are required to produce KMVC-TV and MVC-Web programming. \$25.00 fee. Prerequisite: MC 205. Fall.

MC 310. Advanced News Reporting - 3 hours. Advanced instruction and experience in reporting and writing news stories, editorials and features in accordance with accepted journalistic practice established by The Associated Press Stylebook and Libel Manual. Students enrolled will be required to help produce *The Delta*. **WI** Prerequisite: MC 210. Spring.

MC 315. Copy Editing - 3 hours. Instruction and experience in editing, rewriting copy, and headline writing in accordance with accepted journalistic practice established by The Associated Press Stylebook and Libel Manual. Introduction to QuarkXPress, Adobe Photoshop, layout, and design. Students enrolled are required to produce *The Delta*. Prerequisites: EN 160, MC 210. Fall.

MC 330. News Reporting for Broadcast - 3 hours. Advanced instruction and experience in writing and producing news stories, editorials, and features specific to radio and television broadcasts. Student enrolled are required to produce KMVC-FM, KMVC-TV and KMVC-Web news. **WI** Prerequisites: EN 160 or EN 326, MC 205, MC 210. \$25 course fee. Fall.

MC 350. Fall Sports Reporting – 3 hours. Hands-on application of sports coverage to prepare Mass Communication majors for commercial radio, television, Web, and print outlets. Students enrolled are required to: Produce, direct, provide football play-by-play, color commentary, as well as for other fall sports remotes on KMVC-FM. Produce and direct sports features and special presentations on KMVC-FM and KMVC-TV . Provide staff and commentators for 90-plus KMVC Webcasts produced in conjunction with the athletic department, to write sports news, features, and commentary and lay out sports pages in The Delta. Prerequisites: MC 205, MC 210. Fall.

MC 355. Spring Sports Reporting – 3 hours. Hands-on application of sports coverage to prepare Mass Communication majors for commercial radio, television, Web, and print outlets. Students enrolled are required to: Produce, direct, provide basketball play-by-play, color commentary, as well as for other spring sports remotes on KMVC-FM. Produce and direct sports features and special presentations on KMVC-FM and KMVC-TV . Provide staff and commentators for 90-plus KMVC Webcasts produced in conjunction with Athletic Department To write sports news, features, and commentary and lay out sports pages in The Delta. Prerequisites: MC 350. Spring.

MC 149/249/349/449. Special Topics - 1-3 hours. Special topic study in the mass communication field.

MC 370. Freelance Writing - 3 hours. Introduction to researching and writing for the following freelance markets: regional, nostalgia, interview, feature, filler, seasonal, how-to, children's fiction and nonfiction, and inspirational in accordance with accepted journalistic practice established by The Associated Press Stylebook and Libel Manual. Emphasis on writing for different audiences, format, submission and query practices, copyright and libel laws. Attention given to book publishing and photography. Students are required to submit their work to commercial publications. Strongly recommended for English majors; required for Public Relations majors. Prerequisites: EN 160 or MC 150 or PR 250. Fall odd years.

MC 375. Digital Film Production – 3 hours. Advanced application of techniques introduced in MC275 to create advanced digital documentaries, full-length television programs, or films using Final Cut Pro. Production from concept and story writing through scriptwriting; directing, and videography; communicating through camera, lighting, sound, and editing. Students enrolled are required to produce KMVC-TV and KMVC-Web programming. Prerequisite: MC 300. Fall odd years.

MC 385. Social Networking – 3 hours. A study of social media history and its impact on society. Course will overview current social networks and examine these networks as a communication tool for self and business branding. Required for Broadcast Mass Communication concentration. \$10 course fee. Spring.

MC 390. Advanced Television Production – 3 hours. Advanced application of techniques learned in MC215, MC300 and MC330 in an operational broadcast media environment. Students enrolled are required to assist with streaming production, show production and content production for KMVCTV and Internet programming. SLP prerequisite MC300, MC330. Spring.

MC 391. Advanced Radio Production – 3 hours. Advanced application of techniques introduced in MC 230 in an operational radio environment, with emphasis on expanding audio production using Adobe Audition, and developing on-air announcing and off-air production skills. Students enrolled are required to produce KMVC-FM and KMVC-Web programming . Prerequisite: MC 230. Spring.

MC 392. Advanced Newspaper Production - 3 hours. Introduction to desktop and digital publishing in newspaper publishing. Newspaper production will employ Adobe Photoshop and QuarkXPress. Emphasis on reporting news and sports, writing features and commentary, selling and designing advertising, and news photography in accordance with accepted journalistic practice established by The Associated Press Stylebook and Libel Manual. Techniques of photograph processing, printing, and downloading; picture selection and cropping; typography; layout and graphic design. Theories of staffing will be discussed and put into practice. Students are required to produce The Delta. **WI** \$5.00 fee. Prerequisites: MC 290. Spring.

MC 395. Practicum – 3-6 hours. Practical experience in senior editorial and management positions of the Delta, Voyage, KMVC-FM, and KMVC-TV. With the permission of the project instructor, student editors or managers can take two practicums in the same media project or in two different media projects. Prerequisites: MC 301 or MC 390 or MC 391 or MC 392.

MC 400. Media Law and Ethics - 3 hours. Defines the legal boundaries within which professional communicators must operate and raises important ethical issues that relate to media careers. Topics discussed in this course will include First Amendment privileges, libel, slander, moral and ethical theories and theorists, legal and ethical principles in mass media, and copyright laws. Prerequisites: MC 150 or PR 250, MC 205, MC 210 or permission of instructor. Fall.

MC 401. Internship: Radio – 3 or 6 hours. Problem-solving techniques applied to the daily management of the middle-market radio station. Prerequisite: Permission of instructor, division dean, and Vice President of Academic Affairs.

MC 402. Internship: Television – 3 or 6 hours. Application of course work in a commercial television station. Students enrolled will write a self-evaluative narration of the internship. Prerequisites: Permission of instructor, division dean, and Vice President of Academic Affairs.

MC 403. Internship: Print – 3 or 6 hours. Application of course work in a commercial publication. Students enrolled will write a self-evaluative narration of the internship. Prerequisites: Permission of instructor, division dean, and Vice President of Academic Affairs.

MC 376/476. Independent Study - 1-3 hours. Reading or research at a greater depth than in a normal class. Prerequisite: permission of instructor, division dean, and Vice President of Academic Affairs.

MC 485. Senior Portfolio – 3 hours. Preparation of student portfolio for senior assessment and employment interviews. Portfolio content will coincide with majors' respective tracks: Print Concentration, Broadcast Concentration, or Journalism Concentration: from The Delta, Voyage, freelance commercial newspaper and magazine clips, and print internships; or from KMVC-FM, KMVC-TV, and KMVC-Web, commercial broadcast employment, and broadcast internships. Each portfolio will contain a professional resume and cover letter, self-evaluative narrations of portfolio contents, and an internship report. In-house assessment test covering national and world events, copy editing, The Associated Press Stylebook and Libel Manual will be administered. Required of Mass Communication majors; strongly suggested for Mass Communication minors. Prerequisite: Senior Mass Communication major. **SL** Spring.

MATHEMATICS MAJOR

Mathematics Mission: The mission of the undergraduate program in mathematics at Missouri Valley College is to provide students with opportunities to explore and comprehend their world through mathematics. The program helps students understand mathematics, communicate mathematically, and apply mathematics in preparation for enriching their future endeavors.

Learning Outcomes:

- Students will demonstrate the ability to use symbolic, graphical, numerical, and written representations of mathematical ideas.
- Students will demonstrate the ability to read, write, listen to, and communicate an understanding of mathematics.
- Students will use mathematical reasoning to solve problems, and a generalized process to solve problems written in words.
- Students will demonstrate the ability to use mathematics in everyday life.
- Students will use basic mathematical skills as well as appropriate technology to enhance mathematical thinking and understanding, solve mathematical problems, and judge the reasonableness of the results.

Major requirements: MA 190, MA 240, MA 250, MA 315, MA 360, MA 485, and 15 hours of MA from MA 330, MA 340, MA 350, MA 380, MA 420, MA 430, MA 349/449. A minimum of 9 hours of Math electives must be taken on the MVC campus. (Total 38 hours)

Minor requirements: MA 190, MA 240, and at least 4 MA courses numbered above 240. (Total 22 hours)

Major assessment: All seniors completing a mathematics major must take a comprehensive examination and complete Senior Seminar (MA 485), which includes the preparation of a research paper.

Placement of first year math courses (MA 150 to MA 190) require a specific knowledge base for proper placement. See advising manual or math faculty when questions arise.

MA 050. Topics in Modern Math Lab - 3 hours. Instruction is based on assessment of students needs and provides support for various functions, statistics, critical thinking, and other topics covered in MA 150 Topics in Modern Math. MA 050 does not count in hours toward graduation. Prerequisite: Placement. Corequisite: MA 150. Fall. Spring.

MA 065. College Algebra Lab - 3 hours. Instruction is based on assessment of student needs and provides support for various functions, equations, inequalities, and other topics covered in MA 165 College Algebra. MA 065 does not count in hours toward graduation. Prerequisite: Placement. Corequisite: MA 165. Fall. Spring.

MA 150. Topics in Modern Mathematics - 3 hours. This course is designed to develop critical thinking and problem solving skills as well as to expose the student to a variety of topics in math that are relevant in our society. Topics may include logic and reasoning, number systems, strategies for problem solving, relations and functions, probability and statistics, and the relationship between algebra and geometry. Fall. Spring.

MA 165. College Algebra - 3 hours. For students who desire extensive work in algebra. Topics include: introduction to the Cartesian Coordinate System; graphing of equations, functions and their graphs, including linear, quadratic, polynomial, and rational functions; systems of equations and inequalities; matrices and determinants; introduction to logarithms; and applications of these topics. Fall. Spring. Online - Fall & Spring.

MA 170. Pre-calculus - 3 hours. Elementary function theory, with graphing techniques and applications. Polynomials, rational functions, exponential and logarithmic functions, and trigonometric functions will all be studied in detail. This course will provide a foundation for the use of graphing utilities in problem solving. Prerequisite: "C" or better in MA 165 or equivalent. Fall. Spring. Online - Spring.

MA 185. Calculus for Business and Social Sciences - 3 hours. This course is designed to provide a calculus background necessary for students in business, management, life science, or social sciences. The emphasis is on using calculus to make statements about real-world applications. Topics to be covered include limits, derivative of a function, exponential and logarithmic functions, and integration. Prerequisite: MA 165 or equivalent. Fall. Spring.

MA 190. Analytic Geometry and Calculus I - 5 hours. Topics explore the foundations of calculus: limits, continuity, the derivative of a function, the chain rule, the Mean Value Theorem, Riemann sums, integration. Includes applications, optimization problems, derivatives and integrals of algebraic, trigonometric, exponential, and logarithmic functions. Purchase of an approved calculator required. Prerequisite: MA 170 or equivalent. Fall. Spring.

MA 200. Introduction to Statistics – 3 hours. An introduction to the basic principles of statistics. Major topics include graphic, numeric, and algebraic summaries of data (graphs, measures of central tendency and spread, correlation and regression); elementary principles of sampling and experimental design; elementary probability; normal distributions and the central limit theorem; confidence intervals; and tests of significance. Focus on analysis of data using appropriate statistical techniques. Prerequisite: MA 150 or higher. Fall. Spring. Online - Fall & Spring.

MA 210. Math for Elementary Teachers – 3 hours. An introduction to problem solving strategies, sets, whole numbers and their operations and properties, number theory, numeration systems, and the historical significance and applications of these topics in the K-9 mathematics curriculum. Teaching strategies and techniques appropriate for each topic and associated grade levels addressed. State content standards and mathematical practices discussed. Fall. Spring.

MA 240. Analytic Geometry and Calculus II - 5 hours. Continuation of MA 190, includes applications of the definite integral, inverse functions, techniques of integration, parametric equations, infinite sequences and series. Prerequisite: MA 190. Spring.

MA 250. Introduction to Mathematical Reasoning – 3 hours. An introduction to the roles of inductive and deductive reasoning in mathematical proof and problem solving and to themes common to all branches of higher mathematics. Topics will include set theory, symbolic logic, and elementary combinatorics, and may include topics in elementary number theory or other elements of discrete mathematics. Special emphasis is given to improving the students ability to construct, explain, and justify mathematical arguments. *WI* Prerequisite: MA 190. Fall.

MA 315. Analytic Geometry and Calculus III - 5 hours. Continuation of MA 240, includes the study of the calculus of functions of more than one variable. Topics include vectors, partial differentiation, polar coordinates, multiple integrals, curves and surfaces in three dimensions, vector calculus, and the higher dimensional analogs of the Fundamental Theorem of Calculus. Prerequisite: MA 240. Fall.

MA 330. Probability and Statistics - 3 hours. A calculus-based examination of probability, discrete and continuous random variables, sampling theory, confidence intervals, and hypothesis testing. Prerequisite: MA 200, MA 240, MA 250. Spring odd years.

MA 340. Ordinary Differential Equations - 3 hours. Elementary theory and methods of solving basic problems in ordinary differential equations with various applications. Purchase of an approved calculator required. Prerequisite: MA 315. Fall odd years.

MA 149/249/349/449. Special Topics in Mathematics - 1-3 hours. Special topic study of mathematics. Prerequisite: Permission of instructor. A maximum of 6 hours credit may be taken.

MA 350. Numerical Analysis - 3 hours. For the mathematics major, pre-engineering student or future mathematics teacher who needs understanding of underlying principles in numerical analysis. Includes: Finite differences and interpolation, numerical differentiation and integration, solving algebraic and transcendental equations, computations with matrices, the method of least squares, and numerical solutions of ordinary differential equations. Solutions of problems using computer. Prerequisite: MA 250, MA 315. Spring even years.

MA 360. Linear Algebra - 3 hours. Vector spaces, linear independence, bases, matrices, determinants, and the applications of the concepts to systems of linear equations. Purchase of an approved calculator required. Prerequisite: MA 250. Spring.

MA 380. Foundations of Geometry - 3 hours. Topics include the axiomatic development of different geometries (finite, euclidean, non-euclidean) from a modern viewpoint, transformation geometry, constructions, measurements, and the history of important developments in this rich subject. Emphasis will be placed on logical developments, with proof writing, and on activity-based tools up to and including the use of technology. Prerequisite: MA 190, MA 250. Fall odd years.

MA 420. Modern Abstract Algebra - 3 hours. Abstract algebraic systems through the familiar systems of natural numbers, integers, rational numbers and real numbers. Systems are then generalized to groups, rings and fields by postulates which imitate the properties of the familiar systems. Algebraic structures are investigated in detail. Prerequisite: MA 240, MA 250. Fall even years.

MA 430. Real Variables - 3 hours. Topics include the topological structure of the real number line, functions, limits, continuity, differentiability, integration, the Mean Value Theorem, infinite series, uniform convergence. Prerequisite: MA 250, MA 315. Spring odd years.

MA 376/476. Independent Study - 1-3 hours. Reading or research at a greater depth than in a normal class. Permission of the instructor, division dean and Vice President of Academic Affairs. Arranged.

MA 485. Senior Seminar - 3 hours. Required course for graduating senior math major. The course is designed to tie together the various topics studied throughout the major program of study. *SL* Spring.

MILITARY SCIENCE

Minor requirements: 18 hours of Military Science courses taken in consultation with ROTC faculty.

MS 101. Introduction to the Army and Critical Thinking – 1 hour. Introduces the personal challenges and competencies that are essential for effective leadership, critical thinking, and communication. Students learn how the personal development of life skills such as cultural understanding, goal setting, time management, stress management, and comprehensive fitness relate to leadership, critical thinking, and the Army Profession. Fall.

MS 102. Introduction to the Profession of Arms – 1 hour. Introduces the professional challenges and competencies that are needed for effective execution of the profession of arms and Army communication. Students will learn how Army ethics and values shape the army and the specific ways that these ethics are inculcated into army culture. Students will gain practical experience using critical communication skills. Prerequisite: MS 101 or permission of MS faculty. Spring.

MS 145. Introduction to the Army Physical Fitness Program – 1 hour. Basic components of fitness and an overview of the principles of exercise. May be repeated for 4 hours. Co-requisite: enrollment in 100 or 200 level military science course. Fall. Spring.

MS 201. Foundations of Leadership – 2 hours. Teach rappelling, basic survival techniques, and land navigation. Explores creative and innovative tactical leadership. Develops personal motivation and team building in the context of planning, executing, and assessing team exercises. Laboratory is required. Prerequisite: Fall.

MS 202. Foundations of Tactical Leadership – 2 hours. Continue skills in rappelling, one-rope bridges, and land navigation. Introduces squad tactics; highlights terrain analysis, patrolling, and operation orders; addresses challenges of leading; and continues exploring adaptive leadership, laboratory is required. Prerequisite: MS 201. Spring.

MS 245. Concepts in Fitness Training Development - 1 hour. Development of the unit physical fitness program with an in-depth analysis of the principles of fitness and exercise. May be repeated for 4 hours. Prerequisite: MS 145 or instructor approval. Co-requisite: MS 301 or MS 302 or MS 401 or MS 402. Fall. Spring.

MS 300. Cadet Initial Entry Training – 3 hours. Introduces students to Army life and leadership training of the Reserve Officers; Training Corps. Course is conducted for four weeks during the summer. Transportation, room, board, military clothing and a salary are provided. Prerequisite: Permission. Summer.

MS 301. Platoon Operations – 3 hours. Concentrates on the principles and techniques of military operations and leadership through study, practice, and evaluation as students are presented with scenarios related to tactical operations. Focuses on development through self-evaluation and feedback. Prerequisite: MS 202. Fall.

MS 302. Applied Leadership in Platoon Operations – 3 hours. Concentrates on the principles, fundamentals, and techniques of leadership at small unit or organization levels with increasingly intense situational leadership challenges to build cadet awareness and skills in leading tactical operations up to platoon level. Prerequisite: MS 301. Spring.

MS 311. History of the US Army - 3 hours. Integrates the basic knowledge of military history into the education of future Army officers. Spring even.

MS 376/476. Independent Study in Military Science/R.O.T.C. – 1-3 hours. Planned reading and/or research on subjects in or related to Military Science.

MS 400. Cadet Leadership Course – 3 hours. Five weeks of advanced summer camp experience for advanced military science students. Required for completion of military science program and commissioning. Students receive financial assistance. Prerequisite: MS 302. Summer.

MS 401. Mission Command and the Army Profession – 3 hours. Explores the dynamics of leading in the complex situations of current military operations. Students will examine differences in customs and courtesies, military law, principles of war, and rules of engagement in the face of international terrorism. Students explore aspects on interacting the non-government organizations, civilians on the battlefield, the decision making processes and host nation support. Prerequisite: MS 302. Co-requisite: MS 245. Fall.

MS 402. Mission Command and Company Grade Officer – 3 hours. Explores the dynamics of leading in the complex situations during unified land operations, examines the Art of Command and how to properly communicate with your NCOs and Soldiers. Students will discuss numerous situations on how ethical decisions impact personnel and the unit mission. Also examines the importance of understanding culture and how it can affect your unit and mission and develops both oral and written communication skills by conducting a battle analysis and briefs. Prerequisite: MS 401. Spring.

MUSIC MAJOR

Music Mission: The Missouri Valley College Music program is committed to developing the full potential of students by providing a personalized, hands-on learning environment that fosters an appreciation and understanding of music; that encourages musical creativity and artistic expression; that provides a variety of musical opportunities; and that offers an integrated curriculum which prepares students for careers in music or continued studies in graduate school.

Learning Outcomes

- Students will have a solid grounding in music history, music literature, and music theory.
- Students will have a solid understanding of the collaborative process of musical performance.
- Students will demonstrate the ability to use critical ideas, interpretations, and judgments orally and in writing.
- Students will develop an understanding of aesthetic qualities through study and performance of musical literature..
- Students will demonstrate the ability to apply proper technical skills in their music.

Major requirements for Music Major: MU 110, MU 111 OR MU 147 (2 hrs), Applied lessons (4 hrs), Ensemble work (4 hrs), MU 143, MU 250, MU 251, MU 252, MU 253, MU 320, MU 321, MU 322, MU 323 MU 350, MU 351, MU 370, MU 371, MU 450, 5 elective upper division hrs. *Music majors are required to participate in a music ensemble every semester. (Total: 40 hours)*

Major requirements for Music Education Major: Grades K-12 certifications: See Education Section of the catalog.

Minor requirements: MU 110, MU 111 OR MU 147 (2 hrs), MU 250, MU 251, MU 252, MU 253, MU 370 or MU 371, Applied lessons (2 hrs), Ensemble work (2 hrs), 5 elective upper division hrs. (Total: 22 hrs)

MU 101. Music Appreciation. – 3 hours. Survey course of music from the Medieval era to the present day. The goal of this course is to create students who are informed consumers of music. Focus will be placed on how to listen and understand music academically, as well as how to communicate musical concepts effectively. Music covered will include all eras of fine arts music. Popular and contemporary music may be covered if time permits. Fall. Spring. Online - Fall odd.

MU 110. Class Piano I – 1 hour. This is the first of a two-part beginning level course in piano. Topics may include, but are not limited to: major and minor scales/key signatures, harmonization of diatonic melodies, transposition, simple open score reading and elementary piano/vocal music. Fall

MU 111. Class Piano II – 1 hour. This is the second of a two-part beginning level course in piano. Topics may include, but are not limited to: major and minor scales/key signatures, harmonization of diatonic melodies, transposition, simple open score reading, and elementary piano/vocal music. Prerequisite: MU 110. Spring.

MU 125. Jazz, Pop, and Rock - 3 hours. Students will explore the development of rock 'n roll, jazz, and American popular music and their subgenres through historical and theoretical analysis. Spring.

MU 140/240/340/440. Applied Voice – 1 hour. An individual approach to vocal production and performance. Students are required to sing standard vocal literature. Emphasis on posture, breath control, vocal placement, and healthy vocal technique. \$50 lab fee. Permission of instructor. Fall. Spring.

MU 143. Music Studio Recitation - 1 hour. This course is designed as a recitation section for all freshman music majors during their first semester on campus. Topics covered include proper rehearsal and concert etiquette, practice expectations, time management for the practicing musician, scheduling issues, and practical tips about how to function as a professional musician or music educator. Select students will be required to perform their studio repertoire each week in front of their peers. Students' grades and performance in all of their music classes will be monitored weekly and deficiencies will be addressed individually during this class time. Fall.

Applied Instrument – 1 hour.

MU 144/244/344/444. Applied percussion - 1 hour.

MU 145/245/345/445. Applied brass - 1 hour.

MU 146/246/346/446. Applied strings - 1 hour.

MU 147/247/347/447. Applied piano - 1 hour.

MU 148/248/348/448. Applied woodwind - 1 hour.

An individual approach to instrumental performance. Emphasis on technique, tone, phrasing, and overall musicality. Students are required to learn scales, etudes, and standard repertoire for their instrument. \$50 lab fee. Permission of instructor. Fall. Spring.

MU 170/470. MVC Concert Choir. – 1 hour. A traditional choral ensemble open to all interested singers. The group performs numerous times each year on campus, in the MVC area, and on tour. While auditions are not required, you are encouraged to sing individually for the director prior to the course begins as a means of placement into the proper section. Selected members are strongly encouraged to make a commitment for the school year. \$20 garment fee. Fall. Spring.

MU174/474. MVC Show Choir, "Valley Connection" - 1 hour. A choreographed choir with repertoire consisting of contemporary music in the Show-Pop style. The group performs numerous times each year on campus, in the MVC area, and on tour. Auditions are required and are held in the fall of each year. Selected members are strongly encouraged to make a commitment for the school year. \$60 garment fee. **SL** Fall. Spring.

MU 178/478. MVC Concert Band – 1 hour. An instrumental ensemble open to anyone with performing ability on a band instrument. The group performs numerous times each year on campus, in the MVC area, and on tour. Permission of instructor is required. Members are strongly encouraged to make a commitment for the school year. Fall. Spring.

MU 181/481. MVC Drumline – 1 hour. An instrumental ensemble open to anyone with performing ability on a percussion

instrument. The drumline appears at all home football games and at select home basketball games. The group also performs numerous times each year on campus. Students are strongly encouraged to commit to playing both semesters. \$50 garment fee. Permission of instructor is required. Fall. Spring.

MU 182/482. MVC Jazz Band – 1 hour. A jazz ensemble open to anyone with performing ability on a traditional jazz instrument: trumpet, trombone, saxophone, drum set, guitar, bass guitar, keyboard. The jazz band performs numerous times on campus and in the MVC area each year. Selected members are strongly encouraged to make a commitment for the school year. Permission of instructor required. Fall. Spring.

MU 201. Woodwind Techniques – 1 hour. A laboratory course that covers the fundamentals of playing and teaching all instruments of the woodwind family. Fall.

MU 202. Brass Techniques – 1 hour. A laboratory course that covers the fundamentals of playing and teaching all instruments of the brass family. Spring.

MU 210. String Techniques – 1 hour. A laboratory course that covers the fundamentals of playing and teaching all instruments of the brass family. Spring.

MU 215. Percussion Techniques – 1 hour. A laboratory course that covers the fundamentals of playing and teaching all instruments of the percussion family. \$60 course fee. Fall.

MU 250. Music Theory I – 3 hours. In this beginning music theory course, students will explore clefs, major and minor scales, major and minor key signatures, intervals, meter signatures, simple and compound beat, duple and triple meter, triads, seventh chords, lead sheet symbols, roman numeral analysis, figured bass, cadences, non-harmonic tones, and basic part writing rules. Must take MU 252 concurrently. Fall.

MU 251. Music Theory II – 3 hours. This course is a continuation of MU 250: Music Theory I. Topics include review of specific part writing rules for triads and seventh chords, part writing rules for inversions of chords, harmonic progression, the sequence, harmonizing melodies, six-four chords, period forms, the sentence, review of non-harmonic tones, diatonic seventh chords in root position and inversion, and an introduction to secondary function chords. Must take MU 253 concurrently. Prerequisite: MU 250 or permission of instructor. Spring.

MU 252. Aural Training I – 1 hour. The primary focus of this course is on enhancing student musicianship. The course consists of exercises in rhythmic dictation, melodic dictation, sight singing, sonority recognition, and chord progression dictation. This course is synchronized with MU 250: Music Theory I, which is a co-requisite for this course. Fall.

MU 253. Aural Training II – 1 hour. This course is a continuation of MU 252. The primary focus of this course is on enhancing student musicianship. The course consists of exercises in rhythmic dictation, melodic dictation, sight singing, sonority recognition, and chord progression dictation. This course is synchronized with MU 251: Music Theory II, which is a co-requisite for this course. Prerequisite: MU 252 or permission of the instructor. Spring.

MU 320. Music Theory III – 3 hours. This course is a continuation of MU 251: Music Theory II. Topics include secondary dominant chords, secondary leading-tone chords,

sequences involving secondary functions, common-chord modulation, sequential modulation, direct modulation, binary form, ternary form, sonata form, rondo form, mode mixture, the Neapolitan chord, augmented sixth chords, enharmonic modulations, and altered dominant chords. Must take MU 322 concurrently. Prerequisite: MU 251 or permission of instructor. Fall.

MU 321. Music Theory IV – 3 hours. This course is a continuation of MU 320: Music Theory III. Topics include late nineteenth-century tonality, impressionism, diatonic modes, pentatonic scales, synthetic scales, extended tertian harmony, polyharmony, quartal and quintal harmony, secundal harmony, basic atonal theory, transposition and inversion, equivalence relationships, interval vectors, serialism, minimalism, and indeterminacy. Must take MU 323 concurrently. Prerequisite: MU 320 or permission of instructor. Spring.

MU 322. Aural Training III - 1 hour. This course is a continuation of MU 253. The primary focus of this course is on enhancing student musicianship. This course consists of exercises in rhythmic dictation, melodic dictation, sight singing, sonority recognition, and chord progression dictation. This course is synchronized with MU 320 Music Theory III, which is a co-requisite for this course. Fall.

MU 323. Aural Training IV - 1 hour. This course is a continuation of MU 322. The primary focus of this course is on enhancing student musicianship. This course consists of exercises in rhythmic dictation, melodic dictation, sight singing, sonority recognition, and chord progression dictation. This course is synchronized with MU 321 Music Theory IV, which is a co-requisite for this course. Spring.

MU 350. Conducting I – 2 hours. This course is designed to develop the basic psychomotor and score reading skills prerequisite to the art of instrumental and vocal conducting. Includes baton technique and basic score preparation. Prerequisite MU 251. Fall even years.

MU 351. Music Composition – 3 hours. A beginning composition class designed for students to explore contemporary composition techniques. Topics include approaches to composition, tonality, melody, harmony and counterpoint, interval exploration, serialism, pitch-class sets, rhythm and meter, minimalism, and experimental music. May be repeated once. Prerequisite: MU 321. Fall.

MU 352. Conducting II – 2 hours. This course is designed to develop musical and interpersonal skills requisite for successful rehearsal leadership, emphasizing strategies effective for rehearsal of wind, percussion, and vocal ensemble. Prerequisite MU 350. Spring Even years.

MU 360. Choral Techniques – 2 hours. This focus of this course is on the pedagogy and techniques appropriate to the instruction of K-12 students in choral ensembles. Score preparation and rehearsal technique will be emphasized. Standard choral repertoire will be explored. Fall Even years.

MU 362. Choral Literature – 2 hours. This course is designed for students to examine literature appropriate to the instruction of 7-12 choral music. An emphasis will be placed on programming concepts for middle school and high school chorus. Spring Even years.

MU 370. Music History I – 3 hours. In this course, students will study representative pieces of music from ancient times to c. 1820. Focus will be placed on historical musical developments and important composers of the Medieval, Renaissance, Baroque, and Classical eras. *WI* Fall Odd years.

MU 371. Music History II – 3 hours. In this course, students will study representative pieces of music from c. 1820 to the present day. Focus will be placed on historical musical developments and important composers of the Romantic and Contemporary eras. Prerequisite: MU 370. *WI* Spring Odd years.

MU 380. Instrumental Arranging – 2 hours. This course is designed to develop advanced transcription, scoring of solo and ensemble literature for band, orchestra, and jazz bands of varying sizes up to and including full concert band. Prerequisite: MU 321. Fall Odd years.

MU 385. Choral Arranging – 2 hours. A study of the necessary skills for arranging music for choral ensembles in various styles of accompanied and unaccompanied music. MU 321. Spring Odd years.

MU 450. Senior Assessment – 1 hour. Required course for all senior music majors during their final semester on campus. Preparation for senior interview and employment interviews or auditions. Topics will include professional resume and cover letter writing, self-evaluative narrations of performances, and senior recital preparation. Prerequisite: Senior music major. Fall. Spring.

MU 460. Methods for Teaching Elementary School Music - 2 hours. This course is designed to study the skills, knowledge, and philosophical foundations necessary to teach general music to children in grades Pre-K - 5, including methods, philosophies, and teacher and learner behaviors. Fall.

MU 461. Methods for Teaching Mid/Secondary School Vocal/Choral Music – 2 hours. This course is designed to study various strategies for the successful teaching of middle and high school vocal/choral music programs. Fall.

MU 462. Methods for Teaching Mid/Secondary School Instrumental Music – 2 hours. This course is designed to study various strategies for the successful teaching of middle and high school instrumental music programs. Fall.

MU 149/249/349/449. Special Topics in Music. 1-3 hours. A study of selected topic for which there is no regular course offering. Special Topics courses will appear in the published term schedule, and may be repeated as long as the topic is different.

MU 376/476. Independent Study. 1-3 hours. Reading or research at a greater depth than in a normal class. Permission of the instructor, division chair and the VPAA required.

NONPROFIT MANAGEMENT MAJOR

Nonprofit Agency Management Mission: The Nonprofit Agency Management Program's mission is to guide students to succeed by creating a personalized, diverse learning environment that both engages and empowers students to accept stewardship of their

personal communities and our global society through the development and management of nonprofit organizations.

Learning Outcomes:

- Students will apply and differentiate various theories and practices of leadership and management techniques in nonprofit settings.
- Students will employ and assess the role of effective communication in personal and organizational success.
- Students will describe and practice cultural awareness necessary for professional practice in culturally diverse settings.
- Students will analyze and utilize methods of financial resource acquisition, budgeting, financial management, control and transparency in nonprofit organizations techniques in nonprofit settings.
- Students will design and conduct needs assessments and apply research methodologies to demonstrate needs and available resources.
- Students will analyze basic laws, regulations and professional standards that govern nonprofit sector operations, including a basic knowledge of risk and crisis management, ethics and decision making.
- Students will design, implement and evaluate program development strategies applicable to all nonprofits (youth services, arts, environmental, health, recreation, social services, advocacy, etc.).

Major core requirements: AC100, BA 232, BA 312, EN327 OR BA412, EN 305, NP 100, NP 101, NP 102, NP 105, NP 221, NP 308, NP 325, NP 464, NP 420, NP 401, NP 485.

Human Services Concentration: Major core, SC 100, NP 140/240/340 (3 hours minimum), NP 440(2 hours minimum), NP 320/420 (1 hour minimum) Total 57-63 hours.

Recreation Administration Concentration: Major core, NP 309, PE 239, PE 221, PE 233 (Total 58-64 hours)

Minor requirements: NP 105, NP120, NP140, NP240, NP 308, NP 325, NP 420, NP 432.

Certified Nonprofit Professional certification: All minor requirements and NP 401 for 6 credit hours.

Major assessment: Submit a comprehensive major program project both in hard copy and on disk. The project is to be completed in conjunction with NP 364 (Program Development.) Seniors must also complete a comprehensive assessment examination.

Membership in the nationally recognized Nonprofit Leadership Alliance is also available through both the major and minor.

The Nonprofit Leadership Alliance offers certification as a Certified Nonprofit Professional. Students are expected to attend non-credit activities and seminars sponsored by the NONPROFIT LEADERSHIP ALLIANCE STUDENT ASSOCIATION. A lab fee is required each semester. Interested students should contact NPAM faculty or the Division Chair for application forms and

procedures related to Nonprofit Leadership Alliance, Nonprofit Leadership Alliance Student Association and the certification process.

NP 100. Personal Growth and Interpersonal Relations – 3 hours. Course focuses on understanding and improving communications and listening skills and interpersonal relationships with others. Identification of values and goals to improve self-concept. Fall. Spring. Online - Intersession or Summer.

NP 101. Introduction to Human Services - 3 hours. This course will introduce students to the human services field including the role of the sector in our society and potential careers in the human services agency management. Course will include a practicum opportunity to meet the service-learning component. Spring Odd

NP 102. Introduction or Recreation - 3 hours. This course will introduce students to the recreation field including the role of the sector in our society and potential careers in the recreation management. Course will include a practicum opportunity to meet the service-learning component. Spring even.

NP 105. Introduction to Nonprofit Agency Management – 3 hours. This course will present an introduction to the fundamental concepts, theories and political perspectives in the area of Nonprofit Agency Management. **SL** Fall. Online - Intersession or Summer.

NP 110. Introduction to Therapeutic Recreation - 3 hours. Introduction to the field of therapeutic recreation including the role of recreation for aging populations and individuals with health, physical and developmental challenges. Fall even.

NP 140/240/340. Humanics - 1 hour. The Humanics class involves the study and experience of the co-curricular program at MVC. The class works as a non-profit organization to identify community based needs and responses as an organization. Students are expected to attend regular meetings and work on projects the student association agrees to conduct. May not be taken concurrently with NP440. **SL** \$25 course fee. Fall. Spring.

NP 221. Leadership and Group Dynamics - 3 hours. We will examine the ways in which the principles of group dynamics can be used to understand leadership. We will look at the interaction among group structure, leadership and decision making as they relate to performance. Class discussions will emphasize critical thinking and personal involvement in the group process. Fall. Spring. Online - Intersession or Summer.

NP 308. Volunteer Movement - 3 hours. This course is intended to prepare students to assume roles as volunteer program leaders and managers, and to improve their skills in working with volunteer organizations and agencies. The fundamental design of the course is based on learning through critical thought in and about leadership and management roles with volunteers. Prerequisites: NP 100, NP120. Fall Odd.

NP 309. Community and Commercial Recreation – 3 hours. Policies essential to efficient and effective program operation , administrative operations, public relations, and recreation will be studied. This course will compare and contrast the non-profit and commercial settings for recreation including: membership organizations, private clubs, college unions, and recreation and park opportunities, and endeavors in a profit making structure.

The course is expected to cover program content, leadership, facilities, organizational structure, and how to operate and compete in community and commercial recreation. Prerequisites: NP 120, NP 221. Fall Even.

NP 320/420. AHMI - American Humanics Management Institute - 1 hour. This course is a national course offering for junior/senior students in the Nonprofit Leadership Alliance (formerly known as American Humanics) program across the nation. Topics are presented by nonprofit agency and corporate leadership with student interaction. Course may be repeated for a maximum of 2 hours. Course fee varies by location to cover registration and transportation costs. Prerequisite: Permission of instructor. Spring.

NP 325. Legal Aspects of Human Service Agency Management – 3 hours. Examines law and its applications in the management of nonprofit organizations. Prerequisites: NP 105, NP 120, NP 221, BA 232, AC 100, AC 210. Spring.

NP 321/421. MPRA Conference - 1 hour. State sponsored annual conference for recreation practitioners in Missouri. This four day conference addresses issues pertaining to the profession in general with some specific programmatic material. Students will be able to interact with some of the most successful professionals in their field. New and contemporary issues are discussed. Registration and transportation fees are required. Prerequisite: permission of instructor. Spring odd.

NP 149/249/349/449. Special Topics - 1 hour. Study of unique situations, conditions and circumstances that occur in agency work. American Humanics Co-curricular involvement. Arranged.Humanics

NP 401. Internship – 6-12 hours. The student spends 300 to 600 hours learning management practice in a nonprofit agency/recreational agency under the direction of a professional. Prerequisite: Senior completed all major requirements. Permission of instructor, division dean, and Vice President of Academic Affairs. Spring.

NP 430. Fundraising and Resource Development – 3 hours. This course addresses the theory and practice of philanthropy, resource acquisition methods through ethical fundraising and earned income approaches for nonprofit organizations. Prerequisites: NP 105, NP 120, NP 221, NP 308. Spring Even.

NP 432. Administration of a Nonprofit Agency – 3 hours. This course will address the principles and techniques of managing a nonprofit agency. It will include approaches to planning, organizing, directing, controlling, staff selection and development, and the budgeting and financial administration process in an organization. Fall. Prerequisites: NP 105, NP 221, NP 120. Fall Odd.

NP 440. Humanics Executive Board – 2 hours. The Humanics class involves the study and experience of the American Humanics Student Association co-curricular community service programs at MVC. The student organization works as a non-profit organization to identify community based need and responses as an organization. Students are expected to attend regular meetings and work on class/student association projects. Students must serve on the Student Association Executive Board. Students may repeat this class for credit one time. Prerequisites: 3 semesters of Humanics credit. May not be taken concurrently with NP140-340. **SL** \$25 course fee.Fall. Spring.

NP 464. Program Development - 3 hours. This course is designed to facilitate understanding and application of the recreation program process for leisure delivery systems including an introduction to activity plans, program design, delivery and evaluation. **WI** Prerequisites: AC 100, AC210, BA 232, EN 327 OR BA 412, NP 105, NP 120, NP 309, 325, NP420, NP 432, RA/PE239, Senior. Fall.

NP 376/476. Independent Study - 1-3 hours. Reading or research at a greater depth than in a normal class. Permission of the instructor, division dean and Vice President of Academic Affairs.

NP 485. Senior Seminar - 3 hours. For graduating seniors to reflect on their accomplishments and to plan ahead in a supportive group setting. Prerequisites: NP 105, NP 221, NP 308, NP 325, AC 100, AC 210, NP 432, EN 327 or BA 412. Senior. Fall.

NURSING MAJOR

Nursing Mission: The mission is to advance the art and science of nursing through innovative teaching, research, and clinical practice. To educate and train diverse groups of nursing professionals to interact with interdisciplinary teams thus promoting optimal health outcomes in individuals, families, and global communities.

Nursing Philosophy: The foundation for professional nursing education is embedded in the natural sciences, social sciences, and humanities which enhance critical thinking and reasoning, while promoting high ethical standards in providing holistic care for individuals, families, global communities, and societies. The baccalaureate of science in nursing prepares a nurse generalist and lays the foundation for graduate education to promote personal, professional and intellectual growth. The graduate of the School of Nursing will be able to assimilate theory, concepts, research, and leadership to help reshape the future of nursing practice while meeting the demands of an ever changing healthcare environment.

Student Learning Outcomes:

- Complete a solid base in liberal education which provides the cornerstone for the practice and education of nurses, with an emphasis on critical thinking, clinical reasoning, lifelong learning and healthy lifestyles.
- Provide safe, competent care to diverse patients with complex needs including individuals, families, communities and populations.
- Demonstrate leadership skills to promote/advance the nursing profession in theory, science, research, and practice.
- Use current best practices/evidence to promote high-quality care and improve health outcomes.
- Use information management and application of patient care technology in the management and delivery of quality, accessible, and cost effective health care.
- Collaborate with other disciplines to develop/evaluate health care policies, including financial and regulatory, which directly and indirectly impact equity and diversity in health care and the profession of nursing.
- Communicate effectively with healthcare professionals and other disciplines to promote the delivery of high quality care to achieve optimal patient health outcomes.
- Use appropriate resources for health promotion and disease prevention at the individual and population

level as necessary to improve population health outcomes across the lifespan.

- Demonstrate professionalism and role model the inherent values of accountability, social responsibility, autonomy, compassion, integrity, and cultural humility which are fundamental to the discipline of nursing.

Nursing Program Goals:

- Promote a campus culture that treats all nursing students with cultural sensitivity and respect for human dignity.
- Advocate curricula that prepare students using nursing standards to become professionals.
- Uses teaching-learning practices that promote scholarship, critical thinking, and clinical practice.
- Prepare students to master PSLOs and to achieve licensure.
- Retain qualified faculty to assure high academic standards.
- Prepare graduates that are satisfied with the nursing program and promote the SON within learning and health care communities.

The Missouri Valley College Nursing Program is accredited by the Commission on Collegiate Nursing Education (CCNE) through the 2027-2028 academic year and has full approval from the Missouri State Board of Nursing. Completion of the BSN program does not guarantee licensure or eligibility to sit for the NCLEX licensure examination. Students will need to review the regulations regarding the eligibility to sit for the examination prior to the testing date.

The Missouri Valley College Nursing Program Admits 34 students per academic year. The traditional nursing program admits (20) students in the fall, and the LPN to BSN online track admits (14) students in the spring. Requirements for admittance to the Nursing Program, include the following:

1. Application and admission to Missouri Valley College - admission to MVC does not guarantee acceptance into the School of Nursing (SON).
2. Application and admission to the Missouri Valley Nursing Program (completed during the sophomore year).
3. Completion of the TEAS exam, achieving 'Proficient' level in all categories (Not achieving 'proficient' may be grounds for being designated as ineligible for admission. Students are allowed to retake the TEAS exam no more than three times in three years to improve scores.)
4. Submission of official transcripts from all colleges and universities attended and on file with the MVC Admissions and/or Registrar's Office.
5. Completion of transcript review (to be on file in Registrar's office) with an academic plan of study completed by nursing and/or nursing approved faculty.
6. Obtaining a minimum cumulative grade point average of 2.75 (on a 4.0 scale).
7. Obtain a B in all nursing prerequisite and nursing courses.
8. Completion or enrollment in a Program of Study that will leave no more than one prerequisite course to take the summer prior to beginning the nursing program. Preference will be given to students who have completed all prerequisite courses. Special request forms must be completed and submitted with the application packet.

9. LPN's / Advanced placement is based on LPN school curriculum/syllabi and must be approved by the Faculty Forum.

10. Satisfactory criminal background check prior to the first semester of nursing coursework.

11. Submission of required immunization records.

12. Nursing faculty base the admission into the program on, references, GPA(s), ACT, and TEAS. **TEAS score = 25%; ACT score = 5%, nursing pre-requisite/overall GPA(s) = 50%, whereas references make up 20% of each admission score.**

Completion of Nursing prerequisite courses with a 'B' or higher. These courses (or transfer course equivalent) include: BI275 Anatomy and Physiology I, BI 285 Anatomy and Physiology II, NU 105 Intro to Nursing, BI 320 Microbiology or CH 111 Chemistry, EX385 Nutrition, HL 280 Pathophysiology, PL 150 Ethics, PY 225 Developmental Psychology.

Complete the Nursing Program Application Form found online on the Missouri Valley College Nursing website. Please, review the nursing website for valuable information pertinent to the School of Nursing: <http://www.moval.edu/academics/academic-divisions/school-of-nursing/nursing/>

All application materials must be submitted to the School of Nursing administrative assistant by **February 1st** for current MVC students and by **April 1st** for transfer students for the traditional face to face program and **October 1st** for the LPN to BSN online track. If the deadline occurs on a weekend, the deadline will be the Monday following that weekend.

Major requirements: NU 105, NU 250, NU 230, NU 231, NU 232, NU 270, NU 280, NU 310, NU 312, NU 320, NU 322, NU 332, NU 340, NU 342, NU 350, NU 352, NU 365, NU 410, NU 440, NU 450, NU 452, NU 460, NU 480, NU 482, BI 275, BI 285, PL150, CH 111 or BI 320, PY 225, HL 280, and EX 385. (Total 84-85 hours)

Major requirements for students entering through the LPN to BSN online track: BI 285, PL 150, CH 111 OR BI 320 or HL 320, PY 225, HL 280, NU 230, NU 250, NU 270, NU 310, NU 320, NU 322, NU 340, NU 350, NU 355, NU 365, NU 410, NU 440, NU 450, NU 452, NU 460, NU 480 and NU 482. (Total 84 or 85 hours)

NU 105. Introduction to Nursing - 1 hour. This introductory course is designed to allow the student to explore various roles in the nursing profession. Also included in this course are nursing history and theory, effective communication, and the need for a collaborative approach in the healthcare setting. Fall. Spring.

NU 230. Fundamentals of Nursing - 3 hours. This course focuses on application of evidence based interventions and technologies to provide basic care in selected nursing situations. Students also learn to use the nursing process as a part of their critical thinking skill to plan care for the adult patient. The skills lab component allows students to practice basic nursing skills in a safe environment under the supervision of nursing faculty. Students that have completed a LPN program can receive credit for this course by successfully completing an in-house exam. Fee \$130. Fall. LPN to BSN Online Spring.

NU 231. Fundamentals of Nursing Skills Lab – 1 hour. Designed to be taken concurrently with NU 230, this skills lab component allows students to practice integral nursing skills in a safe environment under the supervision of nursing faculty. Fee \$300. Fall.

NU 232. Fundamentals of Nursing Clinical – 1 hour. Designed to be taken concurrently with NU 230, this clinical component allows students to practice basic nursing skills in a clinical setting under the supervision of nursing faculty. Fall.

NU 250. Health Assessment - 3 hours. This course provides the health care student with the opportunity to gain knowledge and the skills to perform a complete head to toe assessment. Must be able to use the critical thinking process to establish normal from abnormal findings. Prerequisite: Admission into the nursing program and/or health related fields. Fee \$260. Fall. LPN to BSN Online Spring.

NU 270. Pharmacology - 4 hours. This course focuses on the effects of chemicals used in the prevention, diagnosis, and treatment of disease. Included in this course is incorporation of patient teaching about pharmacological agent. A special emphasis is placed on specific considerations for drug administration and the pathophysiological responses to drug therapy for a diverse population across the lifespan. Prerequisite: Admission into the nursing program or permission of instructor. Fee \$180. Fall. LPN to BSN Online Spring.

NU 280. Medication Administration - 2 hours. This course introduces theory and teaches clinical skills necessary to provide safe delivery of medication to patients in the healthcare setting. It also includes routes of administering medications such as; injections, IV administration of fluid and blood, dosage calculation, as well as oral and enteral administration. Prerequisite: Admission into the nursing program or permission of instructor. Fee \$275. Fall.

NU 310. Mental Health Nursing - 3 hours. A course focused on promotion, maintenance, and restoration of the mental health of individuals and families. Emphasis is placed on communication, therapeutic nursing, intervention, and other variables affecting mental health and psychopathology. Prerequisite: Admission into the nursing program or permission of instructor. Fee \$215. Spring. LPN to BSN Online Fall.

NU 312. Mental Health Nursing Clinical - 1 hour. A clinical learning experience with an emphasis on the area of mental health providing the student with the opportunity to apply theory to clinical practice. This course must be taken in conjunction with NU 310. Prerequisite: Admission into the nursing program or permission of instructor. Fee \$85. Spring.

NU 320. Adult Health Nursing - 5 hours. This course provides evidence based concepts impacting nursing care of diverse adults populations with an emphasis on chronic medical disorders in healthcare settings. Also included are interventions necessary to promote health, wellness and prevention of diseases. This course must be taken in conjunction with NU 322. Prerequisite: Admission into the nursing program or permission of instructor. Fee \$275. Spring. LPN to BSN Online Fall.

NU 322. Adult Health Nursing Clinical - 3 hours. A clinical learning experience with an emphasis in the area of adult health providing the student with the opportunity to apply theory to clinical practice. This course must be taken in conjunction with NU 320. Prerequisite: Admission into the nursing program or permission of instructor. Fee \$150. Spring. LPN to BSN Online Fall.

NU 332. Pediatric Nursing Clinical – 1 hour. A clinical learning experience with an emphasis on the pediatric population allowing

the student the opportunity to apply theory to clinical practice. This course must be taken in conjunction with NU 340. Prerequisite: Admission into the nursing program or permission of instructor. **SL** Fee \$50. Fall.

NU 340. Nursing of Families - 3 hours. Uses evidence based practices to implement plans of care for the family. This includes women's reproductive health, newborns and pediatrics. Focus is on nursing interventions that promote, maintain, and restore the health of both well and high-risk maternal/newborn and pediatric clients. Prerequisite: Admission into the nursing program or permission of instructor. Fee \$165. Fall. LPN to BSN Online Spring.

NU 342. Obstetric & Women's Health Clinical - 1 hour. A clinical learning experience with an emphasis on women's health. This provides the opportunity to implement evidence based intervention in caring for the obstetric patient before and during the antepartal, intrapartal, and postpartum phases of childbirth. Prerequisite: Admission into the nursing education program or permission of instructor. Fee \$50. Fall.

NU 350. Community and Public Health Nursing – 3 hours. This course explores the role of the professional nurse within the context of the community. The promotion and restoration of health, prevention of disease, and the provision of nursing care to individuals and families are emphasized. Must be taken concurrently with NU 352. Prerequisite: Admission into the nursing program or permission of instructor. Fee \$135. Spring. LPN to BSN Online Spring.

NU 352. Community and Public Health Nursing Clinical – 1 hours. A clinical learning experience with an emphasis on the areas of community and public health. This course must be taken in conjunction with NU 350. Prerequisite: Admission into the nursing program or permission of instructor. Course fee \$50. Spring.

NU 355. Transition from LPN to BSN - 2 hours. Designed to assist with the transition from the Licensed Practical Nurse (LPN) role to the baccalaureate-prepared registered nurse (RN) within the interdisciplinary health care team, including returning to the academic setting, and discussions centered on strategies of successful role acquisition. Course fee \$155. Spring.

NU 365. Evidence Based Practice – 3 hours. The course introduces the student to evidence-based practice and how to critically appraise research studies. Included is how to formulate clinical questions using best evidence and evaluate the worthiness of the evidence for translation to clinical/ethical practice to achieve optimal health outcomes. Prerequisite: Admission to the nursing program or permission of the instructor. **WI**. Spring. LPN to BSN Online Fall.

NU 410. Nursing Management & Law – 3 hours. This course provides an overview of nursing practice and leadership within a health care system. There is an emphasis on using the concepts and theories of organizational leadership, the change process, decision making, and professional collaboration. Includes pertinent aspects of economic, regulatory, and legal aspects of providing care in health care systems. Prerequisite: Admission into the nursing program or permission of instructor. Fee \$100. Spring. LPN to BSN Online Fall.

NU 440. Gerontologic Issues in Nursing – 2 hour. This course is designed for emphasis on normal aging processes, health promotion, disease prevention, and management of acute and chronic health problems in the older adult. Prerequisite: Admission into the nursing program or permission of instructor. Fall.

NU 450 Adult Health II – 4 hours. The class includes a review of material covered in Adult Health Nursing I with an emphasis on transitioning from the care of the patient with chronic versus patients with acute/complex medical disorders. The student uses critical thinking and clinical reasoning to develop evidence-based plans of care for the patient with acute medical conditions. Prerequisites: Senior standing in the nursing program. Fee \$190. Fall. LPN to BSN Online Spring.

NU 452. Adult Health II Nursing Clinical – 1 hour. Designed to offer nursing students the opportunity to care for patients with acute/complex medical disorders. Must be taken concurrently with NU 450. Prerequisite: acceptance into the nursing program or instructor permission. Fee \$150. Fall. LPN to BSN Online Spring.

NU 460. NCLEX Success – 3 hour. This course is designed to help students successfully pass the NCLEX exam on the first attempt. The student completes hundreds of NCLEX style questions with a special emphasis placed on remediation of identified weak areas. Students complete a predictor exam to assess readiness for the NCLEX exam. Prerequisite: Senior standing in the nursing program. Fee \$315. Spring. LPN to BSN Online Fall.

NU 480. Senior Seminar in Nursing – 3 hours. This course includes a capstone evidence based project designed to implement change in nursing practice. The project is shared with other healthcare providers. Also includes, designing a professional resume to prepare students to enter the workforce. Students are exposed to topics such as political advocacy, role development, and the need for lifelong learning. Fee \$75. **SL** Spring. LPN to BSN Online Fall.

NU 482. Senior Practicum in Nursing – 5 hours. A senior clinical experience where the nursing student spends 200 clinical hours with an approved preceptor in a clinical environment. Designed to allow the student to apply theory to practice in a real world setting under the guidance of the instructor and preceptor. Prerequisite: Final semester in the nursing program. Spring. LPN to BSN Online Fall.

PHILOSOPHY

PL 100. Introduction to Philosophy - 3 hours. An introductory examination of primary areas and arguments of philosophy. Topics covered may include, but are not limited to, metaphysics, epistemology, self and personal identity, political philosophy, and philosophy of religion. Spring.

PL 110. Introduction to Critical Thinking – 3 hours. This course seeks to provide students with tools to think more critically, read more critically, and argue more effectively. Topics covered may include, but are not limited to, the nature and structure of arguments, deductive and inductive forms of reasoning, ambiguity and vagueness, identification of rhetorical devices and strategies, and identification of logical fallacies. Fall. Spring.

PL 125. Philosophical Ethics – 3 hours. This course provides an introductory examination of moral philosophy. Classical and contemporary expressions of major approaches to ethical theory are presented and evaluated in relation to contemporary events and current ethical issues. Fall. Spring. Online - Fall & Summer.

PL 150. Biomedical Ethics – 3 hours. This course considers the ethical implications of medical practice and research across many healthcare disciplines. Topics include, but are not limited to, reproductive ethics, ethics across the lifespan (infants, children, adolescents, adults and the elderly), psychiatry, end-of-life issues, and public health ethics. Fall and Spring. Online - Spring.

PL 215. Nature, Values, and Public Policy – 3 hours. This course examines human responses to, and moral responsibility for, natural and human environments. Early sections of the course examine the roots of environmental crisis and ethical frameworks and concepts for responding to that crisis. It then moves on to apply ethical analysis to a range of issues relating to the environment. Issues covered may include, but are not limited to, climate change, environmental (in)justice, moral obligations to non-human animals, and wilderness preservation. Fall odd years.

PL 225. Ethics of War and Peace – 3 hours. This course provides an introductory examination of the ethics of war and peace. Through examination of both classical and contemporary resources, this course examines the primary theoretical options in thinking about war and peace, including realism, pacifism, and just war theory. Additional topics covered may include, but are not limited to, torture, terrorism, humanitarian obligations, moral injury after war, just peacemaking, drone warfare, and targeted killing. Spring odd years.

PHYSICAL EDUCATION MAJOR

See Education section of catalog for mission, learning outcomes and major requirements .

PE 101-124. Activity Classes. 1 hour.

- 101 Tennis (\$5 fee)
- 102 Badminton (\$5 fee)
- 103 Flag Football
- 104 Weight Training
- 106 Tumbling
- 107 Soccer
- 108 Weight Control/Physical Fitness
- 111 Golf (\$35 fee)
- 112 Volleyball
- 113 Softball
- 116 Aerobic/Body Management
- 117 Flexibility/Fun Running
- 118 Basketball
- 122 Sand Volleyball
- 124 Aerobics/Super Circuit
- 126 Swimming

PE 131-144. Varsity Sports - 1 hour

- 131 Football - men
- 132 Baseball - men
- 133 Track & Field - men/women
- 134 Cross Country - men/women
- 135 Basketball - men/women
- 136 Soccer - men/women
- 137 Volleyball – men/women

- 138 Softball - women
- 139 Wrestling – men/women
- 140 Rodeo - men/women
- 141 Cheerleading - men/women
- 142 Dance Squad – men/women
- 143 Golf - men/women
- 144 Tennis – men/women
- 145 Lacrosse – men/women
- 146 Shooting Sports - men/women
- 147 e-Gaming - men/women (will not satisfy Core 2B)

Note: Students that receive credit for a varsity sport cannot receive credit for the corresponding activity class.

PE 100. Foundation of Health and Physical Education - 3 hours. Introductory study of health and physical education programs. Emphasizes biological, historical and philosophical aspects of health and physical education. Fall. Spring.

PE 100 IS A PREREQUISITE FOR ALL PE COURSES NUMBERED 234 AND ABOVE, FOR PHYSICAL EDUCATION MAJORS.

PE 123. Techniques of Officiating - 2 hours. Techniques and procedures in the officiating mechanics of major sports. Practical experience required in connection with intramural program. Fall.

PE 220. Elementary Applications/Concepts of Wellness - 2 hours. A course designed to introduce wellness concepts/application in the elementary physical education program. General topics are: fitness, flexibility, muscular strength, posture, and nutrition. Fall.

PE 221. Lifetime Wellness - 2 hours. A course designed to introduce the concepts of fitness and wellness in the areas of: cardiovascular fitness, flexibility, and muscular strength, body composition, posture, nutrition, stress management, and other health related factors. Fall. Spring. Online - Spring & Summer.

PE 233. First Aid/C.P.R. - 2 hours. Theory and practice of basic emergency care procedures to include adult, child and infant CPR with AED. Meets requirements of Red Cross Certification for the professional rescuer. Course fee: \$20.00. Fall. Spring.

PE 235. Physical Education Skills and Activities for Primary Grades - 2 hours. Knowledge, understanding, participation and application in teaching motor skills in the primary grades. Fall.

PE 236. Physical Education Skills and Activities for Intermediate Grades - 2 hours. Knowledge, understanding, participation and application in teaching motor skills in the intermediate grades. Spring

PE 238. Tumbling and Rhythmic Movement-Elementary - 3 hours. A course designed to teach basic locomotor, axial, and manipulative movement patterns and variations in tumbling and rhythmic activities for effective demonstrations and teaching. The emphasis is on learning and becoming skilled in large movement patterns as opposed to fine motor skills. The course will investigate the history and skills necessary to perform and teach a variety of ethnic dances. Fall.

PE 239. Physical Education for Exceptional Children - 3 hours. Purpose and application of physical activities for teaching the exceptional child. Study of behavior and physical characteristics, instruction in recommended activities, teaching,

evaluative techniques and class organization. Prerequisites: Admission to Teacher Education Program, ED 100. Spring.

PE 240. Motor/Perceptual Motor Development - 3 hours. A course designed to identify sequential and developmental phases; recognition of human development as a matrix of the psychomotor, cognitive, and affective domains; knowledge of the relationship of movement in young children to adulthood, knowledge of genetic and environmental influences affecting growth and development. Fall. Spring.

PE 300. Organization and Administration of Physical Education/Athletic Program - 2 hours. A look at recognized and successful ways of setting up physical education and athletic programs and carrying them out to meet stated aims and objectives. Prerequisite: MoGEA passed. Spring.

PE 309. Theory & Techniques of Coaching Fall & Winter Sports – 2 hours. A presentation of skills, offensive and defensive strategies, rules, training techniques, pre-season programs, and teaching and coaching techniques in Football, Soccer, Volleyball, and Wrestling. Prerequisite: MoGEA passed. Fall.

PE 310. Theory and Techniques of Coaching Winter & Spring Sports – 2 hours. A presentation of skills, offensive and defensive strategies, rules, training techniques, pre-season programs, and teaching and coaching techniques in Basketball, Baseball, Softball, and Track & Field. Prerequisite: MoGEA passed. Spring.

PE 311. Theory and Methods of Sports - 3 hours. A course designed to provide the student with technical background to conduct secondary school physical education activities in team and individual sports. Activities include: basketball, soccer, volleyball, softball, flag football, tennis, golf, badminton, aerobic, weight training. Prerequisite: MoGEA passed. Spring.

PE 322. Safety and Health Education for the Elementary Child - 3 hours. A study of programs of school health and safety education as it relates to the elementary school, and the development of effective health and safety instruction. CPR is a component of this course. Prerequisite: MoGEA passed and PE 220. Fall.

PE 332. Measurement and Evaluation in Health and Physical Education - 3 hours. Knowledge tests, skills tests and other evaluative instruments used by health and physical education teachers in a wide variety of activities. Prerequisite: MoGEA passed and MA 150 or above. Spring.

PE 333. Psychology and Sociology of Sports - 3 hours. Study of motivation, skill and physical learning behavior in physical education and athletics. Gain understanding of the role that sport plays in our society. Emphasis on specific areas within our everyday life that are impacted by sport. Prerequisite: PY 100. Fall. Spring.

PE 337. Drug Education - 3 hours. This course will provide: (1) an overview of the major substances of abuse; (2) a review of the various psychological approaches to understanding substance use, abuse, and addiction; (3) an exploration of the major forms of addiction treatment; and (4) an application of this knowledge to K12 education. Prerequisite: Admission to the Physical Education Program.

PE 340. Techniques of Teaching Health - 2 hours. This course is designed to introduce concepts of health education instruction, focusing on instructional content and effective teaching methods. Prerequisite: PE 220. It is recommended that students enroll in PE 322 concurrently. Fall.

PE 149/249/349/449. Special Topics in Physical Education - 1-3 hours. In depth study of some aspect of health or physical education of particular interest to the student. Prerequisite: Senior standing. Arranged.

PHYSICAL SCIENCE

PH 105. Environmental Science - 3 hours. Broad coverage of the environmental problems which exist on the earth today and a study of the ecological principles and approaches for the solution of these problems. Fall. Spring. Online - Spring.

PH 109. Introduction to Physical Science - 4 hours. For non-science majors. The language and practice of the physical sciences such as astronomy, chemistry, meteorology and physics, from the structure of the universe to the structure and properties of matter and the nature and functions of energy. One lab/week. Prerequisite: High school algebra or MA 099. Fall. Spring.

PH 122. Introduction to Astronomy – 3 hours. A study of the sky, brief history of astronomy, tools used in astronomy, stars from birth to death, galaxies, cosmology, planets, meteorites, asteroids, comets, and the possibility of life on other worlds. Spring.

PH 207. Earth Science: Soils and Water - 3 hours. The physical principles and processes associated with soil formation, soil chemistry, surface waters and groundwater. Topics will also include the interaction of these principles and processes with human populations and ecosystems. Prerequisite: CH 111 or BI 104. Spring as needed.

PH 305. Earth Science: Geology - 4 hours. A study of the physical, chemical, and geological nature of the earth; the external forces and internal processes that make a unique and dynamic planet. One lab/week. Lab fee \$25. Spring as needed.

PH 309. Earth Science: Meteorology - 2 hours. A study of the earth's atmosphere with respect to weather elements, solar radiation and temperature, wind and pressure systems, storms and atmospheric disturbances, observations, maps and forecasting. Spring as needed.

PH 315. General Physics I - 5 hours. Description and causes of motion utilizing trigonometry, vector analysis, and field concepts. Topics include linear and rotational motion, forces, torque, gravity, energy and momentum conservation, fluids and thermodynamics. Two laboratories per week. Course fee \$15. Prerequisite: MA 170 or MA 190. Fall.

PH 149/249/349/449. Special Topics in Physical Science - 1-3 hours. Research projects selected by student in consultation with division staff members.

PH 365. General Physics II - 5 hours. A study of static and current electricity, electric and magnetic fields, and wave motion, including sound and electromagnetic waves. Introduction to modern physics. Two laboratories per week. Course fee \$15. Prerequisites: PH 315. Spring.

PH 376/476. Independent Study - 1-3 hours. Reading or research at a greater depth than in a normal class. Permission of the instructor, division dean and Vice President of Academic Affairs.

POLITICAL SCIENCE MAJOR

Political Science Mission: The degree program in Political Science/Public Administration attempts to develop the ability to see a variety of perspectives, to analyze, synthesize and evaluate information through a process which allows a sequence of courses which systematically moves students through a learning progression and ends with an opportunity for the students to demonstrate their mastery of the theoretical base as well as understanding the complexities of the areas of study. This is a fundamental behavioral teaching objective and is demonstrably consistent with the pronounced goals of the Social Science Division and Missouri Valley College.

Learning Outcomes:

- Compare, contrast and analyze political culture, political socialization, structure and institutions of government and public policy in multiple settings and nations.
- Demonstrate understanding of the American Government, the United States Federal structure, the U.S. Constitution, and its historical implications upon governmental and public administration organizations.
- Recognize, Assess and Critique alternative government systems congruent with democracy and interpret the influences and interactions between these and other governmental systems.
- Apply and adapt administrative, organizational and political concepts to demonstrate cultural sensitivity, ethical standards, conflict resolution, and program implementation in differing "real world" approaches.
- Communicate and defend basic research methodology, research results and data analysis in development of a synthesized and logical written argument.

Political Science/Public Administration major requirements: PS 100, PS 150 or PS 200, PS 230, PS 324, HS 104, HS 105, HS 412, EC 206, EC 450, BA 212, AC 210, PS 420, PS 485, PS 401, BA 302 or SC 316, and six hours from the following: PS 215, PS 250, PS 300, PS 323, or PS 350. (49 hours)

Political Science Minor requirements: PS 150 or PS 200, PS 230, PS 215 or PS 250 and 9 hours of upper division PS electives taken in consultation with a Political Science Faculty advisor.

Major assessment: Political Science majors must complete a thesis, PS 485 (Senior Thesis). Seniors are also required to take the Educational Testing Services Political Science exam.

PS 100. Foundations of Federal Government - 3 hours. The federal system, constitution, executive, legislative, judicial and administrative organization. This course is designed to satisfy Missouri State Law requirement, RSMO, Section 170.011 regarding instruction and testing of the Constitution of the United States and the State of Missouri. Cross listed as HS 100. Fall. Spring. Online - Fall & Spring.

PS 150. Introduction to Public Administration - 3 hours. Origin, people and structure and process of public governmental agencies in the United States. Explanation of the nature of bureaucratic power and the attendant examination of the political aspect of public administration. Definition and interpretation of the roles of the public administration. Fall even years.

PS 200. Introduction to Political Science - 3 hours. This course examines social scientific inquiry and summarizes political theories and philosophies from which present-day political ideologies, institutions, and systems have evolved. Examination of the formal and informal ways citizens participate in the political process. Review of the institutional structures of governments and the resultant public policies and political economies. Discussion of the operations of politics between nations and the character of politics in the developing nations. Fall odd years.

PS 215. International and Current Problems - 3 hours. Study of current issues in international politics from both the historical and analytical points of view. Examination of relevant conceptual schemes and frameworks in international politics and discussion of the nature of political choices and decisions and their impact in the international system. This course will count as a sociology major elective. Spring even.

PS 230. State and Local Government - 3 hours. Organization and administration of state and local government in the U.S. Growth of centralized power and its effect on local control. Prerequisite: PS 100. Fall even years.

PS 250. Issues and Cases in Bureaucratic Politics - 3 hours. This course deals with dimensions of public organization and administration: the effects of social change on bureaucracy, the political environment as it affects administration, and policy and problems connected with science and planning as they in turn affect social and political life. Fall odd years.

PS 300. Contemporary Social and Political Theory - 3 hours. This course covers contemporary social and political thought and examines social and political ideas in the context of the historical situations in which issues and problems arise. Discussion includes clarification and justification of man's social and political beliefs, such as individual rights, freedom, equality, liberty, justice, natural rights, etc. Spring even years.

PS 323. American Political Parties - 3 hours. Development of the two-party system, minor parties, party organization, the electoral process and party influence on public policy. Prerequisite: PS 100. Spring odd years.

PS 324. Comparative Government - 3 hours. Evolution, structure and functions of leading governmental systems; study of the different politics, policies and problems of democratic, Communist, and post-Communist and developing nations. Analysis of recent changes in the European Community, Central, and Eastern Europe. Prerequisite: PS 100. Fall even years.

PS 149/249/349/449. Topics in Political Science - 1-3 hours. Reading, research, field study and writing on special problems.

PS 350. Politics in the Third World - 3 hours. An examination of the structure and process of Third World politics and governments with emphasis on the international political economy. Themes include the nature of capitalist and socialist perspectives of development and underdevelopment. This course will count as a sociology major elective. Spring odd years.

PS 401. Internship in Political Science/Public Administration - 1-9 hours. Internship under supervision of College personnel and cooperating facility. Prerequisite: Permission of division dean and Vice President of Academic Affairs. Arranged.

PS 420. Political Sociology - 3 hours. Contributions of modern political sociology in the analysis of the American sociopolitical system in the context of the prominent theoretical models in the area. This course will count as a sociology major elective. Prerequisite: PS 100. Fall odd years.

PS 376/476. Independent Study - 1-3 hours. Reading or research at a greater depth than in a normal class. Permission of the instructor, division dean Vice President of Academic Affairs.

PS 485. Senior Thesis - 1 hour. This course requires completion of a directed research paper. Required course for graduating senior political science/public administration majors. Prerequisites: SC 316 senior standing, major. **WI** Graded pass/fail. Arranged.

PSYCHOLOGY MAJOR

Psychology Mission: The Psychology program at Missouri Valley College encourages students to develop an understanding of the complexities regarding human behavior while studying how to facilitate change. Psychology is the scientific study of theories, tools, and methods used to describe, explain, predict, and/or influence behavior and mental processes. The Psychology program strives to balance theoretical and practical dimensions by providing the opportunity for more specialized experiences through classroom instruction, research, independent studies, and internships. The Psychology program promotes basic understanding of human principles, not only to psychology majors, but also to the general student population at Missouri Valley College.

Learning Outcomes:

- Demonstrate familiarity with major concepts and theoretical perspectives in psychology, specifically related to the foundational topic areas including development, personality, history, abnormal, and research and experimental psychology.
- Engage in application of the scientific approach in designing, executing, and interpreting findings from an original research study.
- Analyze and integrate research literature in writing APA-formatted papers.
- Identify and apply the psychological values of sociocultural diversity, ethical behavior, and tolerance of ambiguity in personal and social issues.
- Show insight into one's own and others' behavior and mental processes and apply effective strategies for self-management and self-improvement.
- Gain knowledge and skills facilitating excellence in careers and graduate/professional study.

Major requirements: PY100, PY215, PY220, PY 225, PY 230, PY 245, PY 310, PY 345, PY 485, MA 200, SC 316, 18 hours of PY electives of which 12 hours must be upper division. (Total 50 hours.)

Minor requirements: 18 hours in psychology above the 100 level, including at least 9 upper division hours, taken in consultation with a Psychology advisor.

Major assessment: Psychology students are required to satisfactorily complete PY 485 (Senior Seminar) that includes an original research paper exploring a psychological concept. Psychology majors also take a set on in-house exams.

PY 100. Principles of Psychology - 3 hours. The study of human behavior from a scientific point of view, including research and theory relative to all the major specialty areas within psychology. Fall. Spring. Online - Fall, Spring & Summer.

PY 215. Careers in Psychology – 1 hour. This colloquial course will introduce students to the career opportunities that exist for individuals with a degree in psychology, including work that is attainable with a bachelor's degree as well as occupations that are associated with graduate education (i.e., master's/doctoral degrees) in the field. Prerequisite: Psychology major. Spring. Online Fall.

PY 220. Research in Psychology – 3 hours. This course will introduce students to research methods in psychology through the in-depth analysis of prominent psychological studies and theories. Students will examine the methods, results, conclusions as well as criticisms of the studies. Upon completion of the course, students will have a greater understanding of the influential studies that shaped contemporary psychology, how research is conducted, and the ethical and methodological challenges faced by researchers. Spring. Online Fall.

PY 225. Developmental Psychology - 3 hours. An overview of human growth and development from conception to death. Theoretical explanations and research examining physical, biological, cognitive, and social changes. Prerequisite: PY 100. Fall. Spring. Online Spring..

PY 230. History of Psychology - 3 hours. Antecedents of psychology in philosophy and science prior to 1860; emergence and development as a distinct discipline since that date. Prerequisite: PY 100. Spring. Online Fall.

PY 235. Adult Psychology – 3 hours. Human growth and development as it pertains to the lifespan of the young adult through the older adult: physical traits, learning, intelligence, social and emotional growth, personality and adjustment. Prerequisite: PY 100. **SL** Spring.

PY 245. Theories of Personality - 3 hours. A wide variety of classical and modern theories of personality and the pertinent empirical research are presented and compared. Consideration given to the components of a good theory of personality and to the application of various personality theories. Prerequisite: PY 100. Spring. Online Fall.

PY 270. Child and Adolescent Psychology - 3 hours. Human growth and development from conception through young adult. Students will study traits, learning, intelligence, and social and emotional growth, personality and adjustment. Prerequisite: PY 100. Fall. Spring. Online Summer.

PY 310. Experimental Psychology - 4 hours. Course will consist of a 3-hour lecture and 1-hour lab per week. Lecture session will include behavioral science methodology, research design, measurement, and data collection in psychological studies. Laboratory experience in designing and conducting psychological experiments. Prerequisites: C or better in MA 200 and PY 220. Fall. Online Spring..

PY 322. Physiological Psychology - 4 hours. Biological basis of behavior including: the anatomy and physiology of brains and neurons, motor systems, sensation and perception across multiple sensory systems, hormone systems and sexual behavior, sleep and other regulatory behaviors (hunger/thirst), cognitive functions (learning, memory, attention, executive function), and the biological basis of psychological disorders (including drug based therapies). \$20 course fee. Prerequisites: PY100 and BI104. Spring. Online Fall.

PY 331. Social Psychology - 3 hours. Social behavior of the individual and the group; culture and personality; social interaction, dynamics of social groups; social phenomena. This course will count as a sociology major elective. Prerequisites: PY 100. Spring. Online Summer.

PY 335. Learning & Cognition – 3 hours. This course covers theoretical interpretations, research methods, and empirical findings of multiple types of learning (including classical and operant conditioning) as well as the mental processes involved with attention, perception, memory, decision making, problem solving, intelligence, and language. Prerequisites: PY 100. Fall. Online Spring.

PY 341. Human Sexuality - 3 hours. The course will deal primarily with the psycho-social aspects of sexuality, and to a lesser degree, with the physiological aspects. Topics include: varieties of sexual behavior, procreation and contraception, creating healthy relationships, sexual health and gender roles. Prerequisite: PY 100. Fall. Online Summer.

PY 342. Health Psychology – 3 hours. The course presents the influences of behavior, culture, lifestyle, stress and coping, and psychosocial factors on health, illness, and chronic disease. Topics include health disparities and health promotion. Students will learn to apply biopsychosocial research to promote health equality, modify health behaviors, and prevent diseases. Prerequisites: PY 100, PY 225 or PE 333. Fall.

PY 345. Abnormal Psychology - 3 hours. Begins with a systematic study of positive mental health. Survey of mental disorders of childhood and adulthood with a focus on the diathesis-stress paradigm, treatment and prevention issues. The topical questions of genetic vulnerability, resilience, treatment, medications and prevention are discussed. Prerequisite: PY 100. Fall. Online Spring.

PY 149/249/349/449. Special Topics in Psychology - 1-6 hours. This course may include (1) topics of special interest offered by the faculty, (2) special readings or laboratory investigations under the supervision of the faculty. Prerequisite: Permission of instructor.

PY 350. Forensic Psychology – 3 hours. This course introduces the students to the field of forensic psychology and the ways psychology and the law interacts; the psychology of police and policing, corrections, probation and parole, victim services, addiction services, family services and the full range of activities related to law enforcement and the evaluation and treatment of offenders. Prerequisite: PY 100. Spring even years.

PY 365. Psychological Measurements - 3 hours. Focuses on the assessment of individuals by using psychometric instruments. Includes the theory, design, administration, interpretation and ethical use of psychological testing. Prerequisite: PY 100. Spring odd years. Online Fall.

PY 385. Ethics in Psychology – 3 hours. This course provides general and specific guidance for ethical conduct in the science and practice of psychology. Topics covered include legal issues, clinical welfare, professional competencies, supervision, personal wellness, and issues in practicing psychological research with human and animal subjects. Prerequisite: PY 100. Fall even years.

PY 401. Internship in Psychology – 1-6 hours. Practical experience under supervision of psychology faculty and cooperating facility; student will establish a contractual agreement with the facility, the facility supervisor and the college stating academic goals which will enable application of psychological theories in order to synthesize and integrate academic knowledge. Prerequisite: Senior standing and permission of division dean and Vice President of Academic Affairs.

PY 460. Theory and Practice of Counseling – 3 hours. Basic concepts, client/therapist relationship, and introduction to the therapeutic process, techniques and procedure of the major approaches to individual and group counseling. Prerequisite: PY 100. Fall. Online Spring.

PY 376/476. Independent Study - 1-3 hours. Reading or research at a greater depth than is permitted in a normal class. Permission of the instructor, division dean and Vice President of Academic Affairs.

PY 485. Senior Thesis in Psychology - 3 hours. Student completion of research project. The student's final thesis will reflect in-depth investigation of a topic of interest in current psychological research. **WI** Prerequisites: SC 316, MA 200, Psychology major, Senior standing. \$25 fee. Fall. Spring. Online Spring.

PUBLIC RELATIONS

Minor requirements: PR 150, PR 250, PR 350, PR450 SP 405, MC 210, BA 232. (Total 21 hours)

PR 150. Principles of Public Relations – 3 hours. Course provides an overview of types of positions, employment opportunities, rules, and application of public relations. Provides a historical review of public relations and current uses of theoretical public relations application. Fall.

PR 250. Writing Effective Public Relations Proposals – 3 hours. Course provides an introduction to public relations techniques applicable to communication, especially the written requirements. Emphasis on writing and completing simulated public relations campaigns and introduction to various forms of writing in PR from the memo to the proposal, from the background to the white paper, from the press release to the speech. **WI** Prerequisite: PR 150. Spring.

PR 350. Public Relations Case Problems – 3 hours. Communication theory and techniques pertaining to a variety of problem/solution issues related to government, business, and social campaigns and goals. Examines internal and external communication networks as well as mediated communication theory. Study of actual cases. **SL** Prerequisite: PR 250. Fall.

PR 401. Public Relations Internship – 3-6 hours. Internship under supervision of college personnel and cooperating facility. All internships must be approved and finalized in the semester prior to when they begin. Prerequisite: Permission. Fall. Spring.

PR 450. Public Relations Campaign/Case Studies – 3 hours. Advanced theory and practice in developing, writing, presenting, implementing, and analyzing a variety of campaigns involving strategic planning in business, electoral, political, and organizational campaigns. Study will involve additional theories such as: leadership styles, advertising, audience analysis, conflict management, and candidate and electoral context analysis. Emphasis on direct involvement in a PR campaign whenever possible. Study of actual cases. **SL** Prerequisite: PR 350. Spring.

PR 485. Senior Portfolio – 3 hours. Preparation of a student portfolio for senior assessment and employment interviews. Portfolio content will include a professional resume and cover letter, self-evaluative narrations of portfolio contents, and an internship report. Portfolio student would also coordinate PR projects being administered by the PR 350 and PR 450 classes and also work with the Missouri Valley College office of Public Relations. An in-house assessment test based upon all coursework in business, speech, mass communications and public relations will be administered. Prerequisite: Graduating MC or SP major.

RELIGION

RE 100. Introduction to World Religions - 3 hours. This course is an introductory examination of several major religions and worldviews. Attention will be given to the religious significance of human life through discussion of a range of questions including, but not limited to: What is the meaning, the aim of our life? What is sin? What is the road to happiness? What are death, judgment? Students will be encouraged to broaden their worldview in response to the people, forces and things that surround us. Fall. Spring. Online - Spring.

RE 150. Comparative Religious Ethics – 3 hours. This course provides an introduction to religious ethical reasoning through the comparative examination of the ethical claims of major world religious traditions. Attention will be given both to the religious and theological frameworks that inform traditions' approaches to ethical reasoning, as well as the diverse ways such traditions understand ethical issues. Issues covered may include, but are not limited to, sexuality, marriage, and the family; capital punishment; war and peace; economic justice; and the environment Spring even years.

RE 215. Comparative Sacred Texts – 3 hours. The three monotheistic traditions, Judaism, Christianity, and Islam, will be studied comparatively. Topics within the course include, but are not limited to, the prehistory and history of sacred texts, their creation stories, and how such texts influence worship practices and shape understandings of authority and community, gender, and material culture. Fall

RE 250. Religion and American Politics – 3 hours. This course examines the role of religion in American politics. Topics covered may include, but are not limited to, the formative role of religion in American political history, the influence of religion on political behavior, legal dimensions of religion in American public life, and the proper role of religious convictions in a pluralistic democracy. Fall even years.

SOCIAL STUDIES EDUCATION MAJOR

See Education section of catalog for mission, learning outcomes and major requirements .

SOCIOLOGY MAJOR

Sociology Mission: To help students pursue knowledge in the field of sociology at the baccalaureate level through nurturing intellectual skills that will lead to success in sociology-related careers and/or further learning in sociology.

Learning Outcomes:

- Define and apply core sociological concepts appropriately.
- Demonstrate knowledge of the contributions of the founding fathers of sociology to the development of sociology as an academic discipline (Marx, Durkheim, Weber, Simmel, and the early scholars of the Chicago School).
- Explain the assumptions and core ideas of the major sociological theories (Functionalism, Conflict, and Interactionism).
- Understand evidence-based causal relationships among social phenomena.
- Design and conduct basic sociological research using the established social research methodology.
- Demonstrate competence in analysis and interpretation of research data, demographic data, Census Bureau data, and depiction of social trends in U.S. society.
- Demonstrate effective communication skills.
- Demonstrate competence in reading, comprehension, and critique of scholarly works in various areas of the sociological literature found in books, professional journals, etc.

Major requirements: SC 100, SC 316, SC 329, SC 401, SC 485, and 21 hours of electives in Sociology above the 100 level. The following cross discipline courses will count as a sociology major elective: PS 215, CJ 330, PY 331, PS 350, and PS 420. (Total 36 hours)

Minor requirements: 18 hours of Sociology courses, including no less than 9 credit hours of upper-division credits, taken in consultation with the Sociology faculty.

Major assessment: Sociology majors must submit a thesis in conjunction with SC 485 (Senior Seminar) and also take the in-house Sociology Senior Assessment Exam.

SC 100. Introduction to Sociology - 3 hours. An overview of the basic theories, methods, concepts, and issues central to the discipline of sociology. An examination of the relationship between social behavior and society. Fall. Spring. Online - Fall & Spring.

SC 232. Marriage and the Family - 3 hours. A survey of the characteristics, issues, and problems of the family as a social institution. Topics discussed include marital satisfaction, conflict, mate selection, alternative lifestyles, and institutional change. Fall odd years.

SC 275. Social Problems - 3 hours. A study of the distinction between social and personal problems. Theoretical approaches, fallacies, and ways of gaining valid knowledge. A survey of problems of deviance, inequality, social institutions, and global problems. Spring odd years.

SC 300. Global Society – 3 hours. Critical analysis of the dynamics of operation of the evolving global societal system with focus on the causes, processes, and consequences of the economic, political, social, and cultural interplay among nations, regional groupings, and individuals around the world. Implications for global understanding and social change will be evaluated. Prerequisite: SC 100, Junior/Senior standing. Spring even years.

SC 316. Research Methods/Statistics – 3 hours. An introduction to the methods available for conducting social science research and the basic principles of statistical analysis emphasis on developing fundamental approaches to research projects and preparing students for work in research design. Statistical analysis is enhanced via computer application. Prerequisite: MA 200 with a grade of C or better and a grade of C or better in CJ 100 or PS 100 or PY 100 or SC 100. Junior/Senior. Fall. Spring. Fall online.

SC 320. Urban Sociology - 3 hours. The processes that have produced the realities of urban development and culture. Special attention will be given to topic such as industrialization, bureaucracy, technology, and economy. Prerequisite: C or better in SC 100, Junior/Senior standing. Fall. Online Fall.

SC 321. The Black Experience - 3 hours. A review of the history of Blacks in the United States and analysis of the contemporary Black community including the social, economic, and political issues with focus on the civil rights movement. Prerequisite: Junior/Senior, C or better in SC 100. Fall even years.

SC 326. Minority Relations - 3 hours. The study of inter-group relations. Evidence and theory concerning racial, ethnic, and other emerging minority groups on the American scene. Prerequisite: C or better SC 100 or SC 275. Fall even years.

SC 329. Sociology Theory - 3 hours. A study of classical and current sociological theories. Prerequisite: C or better in SC 100, Junior/Senior standing. Spring.

SC 340. Gender Studies - 3 hours. This course examines gender stratification and social inequity. Topics include social definitions of gender roles, socialization, and social movements in this area. Prerequisite: C or better SC 100 or PY 100. Spring even years.

SC 149/249/349/449. Special Topics - 1-3 hours. Selected topics offered by division faculty. Prerequisite: C or better in SC 100.

SC 375. Social Deviance - 3 hours. A study of social deviance in terms of types, sources, functions, dysfunction, and social control mechanisms that operate relevant to these departures from conformity. Prerequisite: C or better in SC 100. Spring.

SC 401. Sociology Internship - 3-6 hours. Work experience under the supervision of a professional that gives experience in applied sociology. This internship is contracted by the student, on-site supervisor, faculty supervisor, and division dean. Prerequisites: Junior/Senior in good standing, 12 hours of sociology, and permission of instructor, division dean, and Vice President of Academic Affairs.

SC 450. Sociology of Health and Medical Care - 3 hours. This course examines the social facts of health and illness, the functioning of health institutions, and the relationship of the healthcare system to the social systems. Attention to policy relevant to health care. Prerequisite: C or better in SC 100. Fall odd years.

SC 376/476. Independent Study - 1-3 hours. Reading or research at a greater depth than in a normal class. Prerequisite: Permission of instructor, division dean and Vice President of Academic Affairs. Arranged.

SC 485. Senior Seminar - 3 hours. General review for senior majors in sociology. Includes advanced investigation and research in an area of sociology producing a senior research project. Prerequisites: sociology major, senior standing, SC 316. *WI* Spring.

SPEECH COMMUNICATION MAJOR

Speech Mission: The Speech Communication program's mission is to provide students with an experiential environment dedicated to improving their communication skills. The program is dedicated to exploring the impact and value of communication for individuals, organizations, and societies. This program has wide applicability and prepares students to enter careers and graduate studies in such areas as public relations, business, law, and social media.

Learning Outcomes:

- Ability to think critically using good communication skills.
- Analyze effective interpersonal communication skills in different settings.
- Evaluate and demonstrate key components of management and leadership skills in business settings.
- Understand the impact of social media and apply this knowledge to business settings.
- Understand and create effective persuasive messages in media advertising and social media, using constructive presentational skills.

Major requirements: SP 104, SP 325, SP 309, SP 405, SP 415, SP 420, NP 100, NP 221, PL 110, BA 212, BA 422, SC 340, MC 385, PR 485. Total 42 hours. Must pass EN 130 and EN160 with a minimum of a "C" before taking 300-400 level major courses.

Minor requirements: SP 104, NP 100, NP 221, PL 110, SP 325, SP 405, SP 420. Total 21 hours. Must pass EN 130 and EN160 with a minimum of a "C" before taking 300-400 level courses.

Major assessment: Senior Speech majors will evaluate and demonstrate knowledge of the program's objectives. They will either choose a communication project or a researched paper and submit a portfolio. The portfolios and project or paper will be prepared in conjunction with PR 485: Senior Project.

SP 100. Public Speaking - 3 hours. A study of the basic principles, methods and techniques of effective oral communication. Emphasis on the role of the speaker, speech, situation, and audience in various speaking situations. Fall. Spring. Online - Fall & Spring.

SP 104. The Speaking Voice - 3 hours. This course is designed to introduce the student to the basic elements of voice training. Techniques covered include an introduction to and application of the International Phonetic Alphabet, effective breathing patterns, placement and resonance of the voice, standard American speech, projection, and articulation. Spring Even.

SP 174/474. Intercollegiate Debate - 1 hour. Participation in intercollegiate competitions in debate and individual events as well as involvement in any related on-campus events. Course may be repeated fall and spring of each calendar year. Does not fulfill requirements for a major in speech communication. Fall and Spring.

SP 300. Intercultural Communication – 3 hours. Designed to study theories regarding key elements in intercultural communication: differences in verbal and nonverbal language codes, understanding conflict negotiations in various cultures, as well as organizational principles and competence in developing intercultural relationships. Prerequisites: SN 230 or FR 160 or higher, and SP 104. Fall odd years.

SP 309. Argumentation and Debate - 3 hours. Principles and practice in methods of organizing, conducting, and evaluating debates and arguments. Students will learn skills in research, critical thinking, writing, and delivery. In addition, students will examine methods of coaching an educational debate program. Fall.

SP 322. Nonverbal Communication - 3 hours. Designed as a study of theories regarding nonverbal communication, this course examines the effects of paralanguage, space, territory, chronemics, haptics, etc., in the communication process. Students will explore the impact of nonverbal communication in interpersonal, intercultural, and public forms of communication. Prerequisite: SP 300. Fall even years.

SP 325. Interviewing - 3 hours. This course examines the various theories and situations in interviewing. Students will plan and execute interviews in the role of the interviewer and interviewee, developing techniques in research, listening skills, asking and answering questions, and note taking. Students will prepare resumes and cover letters for the purpose of career placement. Spring. Online - Fall.

SP 405. Persuasion - 3 hours. This course explores the theory and practice of human influence. The intent is to increase student awareness of persuasive messages in media and provide students with better consumer skills. The course will explore media motivation, theories such as the balance theory, inoculation theory, cognitive dissonance, congruity, source credibility, and message content. Prerequisite: SP100. Fall Odd.

SP 415. Speech Writing and Criticism - 3 hours. This course is designed to examine and evaluate famous speech manuscripts for analysis of style, effectiveness, and function of speeches. Students will examine famous speeches by various influential speakers and incorporate specific writing techniques and devices into original speeches. *WISL* Prerequisite: SP100. Spring Odd.

SP 149/249/349/449. Special Topics - 1-3 hours. Selected and current topics in the Speech field. ARR

SP 420. Presentational Speaking - 3 hours. This course studies refinement in speech composition, forms of supports, style, research, and gestures necessary in performing business presentations. Students will study and perform various styles of presentations as they relate to persuasion in the business setting with specific development of visual aids using charts, graphs, and/or PowerPoint. Prerequisite: SP 100. Fall Even.

SP 376/476. Independent Study - 1-3 hours. Reading or research at a greater depth than in a normal class. Prerequisite: Permission of instructor, division dean, and Vice President of Academic Affairs. ARR.

THEATRE MAJOR

Theatre Mission: The Missouri Valley College theatre program is committed to developing the full potential of theatre artists and engaged citizens through experiential opportunities, personal instruction, and intellectual inquiry.

Learning Outcomes:

- Identify and describe the historical dimensions of theatre including the works of the major playwrights, practitioners and theorists.
- Demonstrate the ability to apply script and performance analysis to practical situations.
- Explain and practice the basic communication processes related to collaborative theatrical production.
- Demonstrate the ability to apply process and performance techniques to theatrical production.
- Identify and work conceptually with the elements of theatre including literature, performance, and design.
- Exhibit proficiency in a focus area developed by the student and the academic advisor. (BFA only)

Theatre Core: SP 104, TH 115, TH 125, TH 211, TH 212, TH 217, TH 225, TH 245 (3), TH 445 (2), TH 270, TH 300, TH 320, TH 350, TH 352, TH 450. (42 hours)

Bachelor of Arts Theatre Major requirements: Theatre core plus 6 credit hours of Theatre elective, of which 3 hours must be upper division. (48 hours)

Bachelor of Fine Arts Theatre Major requirements: Theatre core, TH 401, plus 27 hours from the following menu of courses: 21 of the 27 hours must be from the Division of Fine Arts (TH, MU, DN, AR), of which 18 hours must be upper division hours. The remaining 6 hours may be from the Division of Fine Arts or any of the following courses: MC 150, MC 205, MC 230, MC 275, MC 375, EN 310, EN 326, EN 400, EN 429. (Total 70 hours)

Theatre Minor requirements: 18 hours of TH courses, of which 9 hours must be upper division. (18 hours)

Major assessment: Students must successfully complete a portfolio review during the senior year.

TH 105. Theatre Appreciation - 3 hours. Designed for the non-major. Studies of the nature of theatre, drama, and the elements of the collaborative art of the stage productions, acting, and directing for greater appreciation of the theatre. Fall. Spring. Online - Fall even & Intersession.

TH 115. Acting I -3 hours. This course is designed to introduce the student to techniques and concepts common to the acting of all roles. Student will gain self awareness, control, and physicalization needed for stage work. Fall.

TH 120. Stage Movement – 3 hours. A study of the techniques of stage movement for the actor. Analysis of basic problems with the actor's body and exercises in body alignment, breathing, and coordination for correction or improvement. Spring even years..

TH 125. Stagecraft – 3 hours. An introduction to the major fundamental aspects of technical operations and focuses rigorously on use of tools, fabrication skills, use of hardware and knowledge of materials. It also pays some attention to basic process related to the work of the scenic designer, including scene painting. Laboratory hours are required and will be arranged with instructor. \$25 fee. Fall.

TH 211. Script Analysis - 3 hours. This course is designed to teach students the fundamental process of script analysis for the theatre. Emphasis upon concepts of form, style, characterization, discovery, and supporting research. Includes practice in analyzing plays of various forms and styles. Fall.

TH 212. Fundamentals of Theatrical Design - 3 hours. Introduction to the principles and processes of designing for the stage. Application of line, form, mass, harmony, and composition to scenery, costume, and lighting design. \$15 fee. Fall.

TH 215. Acting II – 3 hours. The use of the play and character analysis for developing roles in modern drama. Group and individual exercises in techniques and theories for character development. Prerequisite: TH 115 and TH 211. Spring odd years.

TH 217. Costume Construction – 3 hours. A study of costume construction, fabrics and their properties, as well as pattern drafting, draping, and distressing. Students will be constructing garments in class and lab hours are required. \$65 fee. Fall.

TH 225. Stage Make-up – 3 hours. This course teaches the theoretical and practical aspects of the art of make-up design and application for the stage. \$80 fee. Spring.

TH 240/440. Improvisation Techniques – 1 hour. Students will be trained and exposed to different improvisational acting techniques including short and long form improvisation exercises. They are required to apply research material, performance styles, historical research, and current events into their work. Class may be repeated for a maximum of four hours at each level and may not be taken concurrently with TH 242/442. \$25 fee. Fall. Spring.

TH 242/442. Performance Improvisation – 1 hour. This is a performance class in which students will use improvisation skills in live performances. Students are required to perform multiple long form improvisation shows both on and off campus. Students must audition the first week of classes to be cast and enroll in this course. There will be 1-2 improvisation troupes cast each year. Class may be repeated for a maximum of 4 hours at each level and cannot be taken concurrently with TH 240/440. \$25 fee. Fall. Spring.

TH 245. Theatre Practicum – 1 hour. Supervised experience in any area of theatre production. May be repeated for a maximum of 4 hours, but no area of theatre production may be repeated for course credit. Fall. Spring.

TH 260/460. Musical Theatre Workshop - 2 hours. Performance class which seeks to acquaint students with the works of prominent composers and lyricists of the musical theatre genre. Course will focus on backgrounds, writing styles, repertoires, contributions, and performance. Culminates in a semester performance for the public. May be repeated for credit for a maximum of 8 hours (4 hours at each level). Prerequisite: Audition or permission. \$60 fee. Spring even years.

TH 270. Playwriting – 3 hours. Theoretical study and practical application of techniques of playwriting. Various approaches will be explored to facilitate the student playwrights in finding their own unique writing voice. *WI* Fall odd years.

TH 285. Theatre Graphics – 3 hours. Students will learn various graphic works necessary for communications in the area of performing arts. The course will cover mediums as drafting (ground plans, light plots, section drawings, and elevations), figure drawing, and perspective/rendering techniques. Also, introduction to various computer programs including Vectorworks and Virtual Light Lab. \$45 fee. As needed.

TH 300. Directing I – 3 hours. Introduction to the principles and theories, various styles of directing, including play selection, casting, rehearsal, performance, and post production responsibilities of the director. Prerequisites: TH 211, TH 115, JR/SR standing. \$50 fee. Fall even years.

TH 305. Stage Lighting – 3 hours. An introduction to stage lighting, including an introduction to basic electricity, instrumentation, computer controls, color theory, and the beginnings of lighting design. Prerequisite: TH 285. Spring.

TH 309. Auditioning – 3 hours. This course will acquaint the student with different approaches to auditioning. The student will be exposed to a number of monologues from different styles and periods as well as cold readings, and musical selections. The students will also receive instruction on headshots, resumes and cover letters. Fall even years.

TH 315. Acting Workshop/Topics – 3 hours. Advanced study and practice in acting. Topic areas may include, auditioning, period styles, dialects, stage combat, acting for the camera, and reader's theatre. Prerequisite: TH 115. May be repeated if different topic. As needed.

TH 316. Costume Design – 3 hours. Full spectrum study of the costume design process and subsequent production of designs including colored renderings for multiple shows. Costume history research projects to culminate in a condensed survey of clothing history. \$30 fee. Prerequisites: TH 212, TH 217. Spring odd years.

TH 317. Technical Workshop/Topics – 3 hours. Advanced study and practice in theatrical technology. The topics may include: Scene Painting, Technical Direction, Digital Audio Recording/Editing, Computer Aided Drafting, Advanced Costume Construction. Prerequisites: TH 125 or permission of instructor. May be repeated if different topic. \$30 fee. As needed.

TH 319. Design Workshop/Topics – 3 hours. Advanced study and practice in theatrical design. The topics may include: Scenic Design, Lighting Design, Costume Design, Sound Design, Projection Design, Properties Design, and Make-up Design. Prerequisites: TH 212, TH 125 or permission of instructor. May be repeated if different topic. As needed.

TH 320. Stage and Theatre Management – 3 hours. A comprehensive study of the principles, structures and responsibilities associated with the onstage management during a production setting. The course also looks at the front of house operations in terms of box office, public relations, and guest services for the professional and academic theatre. Fall even years.

TH 325. Children's Theatre Workshop – 3 hours. Performance class which acquaints students with the preparation and development of productions for young audiences. Culminates in a semester performance. May be repeated for a maximum of 6 hours. Prerequisite: Audition or Permission of instructor. *SL* Spring even years.

TH 330. Survey of American Musical Theatre – 3 hours. This course is a survey of the important works and developments in the musical theatre genre. It will seek to acquaint students with works from the 18th century to present. *WI* Fall.

TH 149/249/349/449. Special Topics – 3 hours. Selected topics arranged by division faculty.

TH 350. History of Theatre I – 3 hours. Development of the theatre in the East and West from the beginning to the mid-17th century. Reading of major playwrights and representative dramatic texts of each period. Spring even years.

TH 352. History of Theatre II – 3 hours. Theatre from the mid-17th century to the present. Reading of major playwrights and representative dramatic text of each period. Spring odd years.

TH 376/476. Independent Study - 1-3 hours. Individual study and research in theatre or performance studies. Prerequisite: Permission of instructor, division dean and Vice President of Academic Affairs. May be repeated for total of 6 hours. Fall. Spring.

TH 380. Technical Direction – 3 hours. A study of the craft of technical direction in the theatre. Special attention is paid to engineering scenery which includes rigging. Also welding, metals, and plastics and their places in the theatre. Lab hours required and will be arranged with professor. Prerequisites: TH 125 and TH 285. As needed.

TH 400. Directing II – 3 hours. Extensive examination of special directing problems with different genres including period pieces and musicals in both arena and proscenium theatres. Prerequisite: TH 300, JR/SR standing. \$50 fee. Spring odd years.

TH 401. Internship – 1-3 hours. Professional theatre experience in performance or technical production work. 50 clock hours per credit hour of work is to be completed at an approved theatre. May be repeated for credit one time. Prerequisite: Permission of department. Fall.

TH 405. Acting Theory – 3 hours. An examination of various acting theorists, teachers, and prominent figures in the history of acting which may include but are not limited to: Thespis, Solon, Quintilian, Aaron Hill, Delsarte, Stanislavski, Strasberg, Adler, Mesiner, Spolin, Brecht, Grotowski, Suzuki, etc. Prerequisite: TH 215. Spring even years.

TH 406. Scenic Design – 3 hours. An introduction to the craft and process of design for the stage, including script analysis, research, sketch concepts, drafting, floor plans, renderings, and scale model construction. \$40 lab fee. Prerequisites: TH 112, TH 125, TH 285. As needed.

TH 410. Advanced Light and Sound – 3 hours. Extensive and intensive investigation of stage lighting principles, theories, and techniques leading to the production of light plots for assigned scripts. Principles and techniques for sound design and production for the theatre. Prerequisite: TH 112 or 125, TH 305. As needed.

TH 415. Acting III – 3 hours. Scene work and intensive focus on the process of creating a variety of characters for the different theatre genres. Advanced scene and monologue work required. Prerequisite: TH 215. As needed.

TH 445. Theatre Practicum – 1 hour. Supervised leadership experience in any area of theatre production. May be repeated for a maximum of 4 hours, but no area of theatre production may be repeated for course credit. Prerequisite: 3 hours of TH 245. Fall. Spring.

TH 450. Theatre Portfolio Review – 1 hour. Required course for all theatre majors during their senior year. Student's work will be assessed by a panel of adjudicators. Fall. Spring.

UNIFIED SCIENCE EDUCATION - BIOLOGY

See Education Major.

BOARD OF TRUSTEES

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Patricia Fletcher, Marshall, Missouri
Gary Ford, Columbia, Missouri
Matthew Huston, Marshall, Missouri
John Pelzer, Jefferson City, Missouri
Ronnie Porter, Marshall, Missouri
George Robinson, Minneapolis, Minnesota
David Ross, Lenexa, Kansas
Colin Smith, Marshall, Missouri
Hans Wright, Little Rock, Arkansas

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Colin Smith, Marshall, Missouri

TRUSTEE EMERITI

John Huston, Marshall, Missouri
Whitney E. Kerr, Sr., Kansas City, Missouri
Mack Porter, Kearney, Missouri

ADMINISTRATION OF THE COLLEGE

OFFICE OF THE PRESIDENT

Dr. Bonnie L. Humphrey, President

Brandy Schulte, Executive Assistant to the President

ACADEMIC AFFAIRS

Dr. Diane Bartholomew, Vice President of Academic Affairs

Marsha Lashley, Registrar

Dr. Katherine Adams, Chair, Math/Science Division

John Bartholomew, Chair, Health Sciences Division

Dr. Bryan Carson, Library Director

Dr. Tonia Compton, Director of Institutional Effectiveness and Planning

Elizabeth Holloway, Chair, Communications, Humanities, Human Services Division

Joy Rozema, Chair, Fine Arts Division

Rhonda Ryther, Learning Center Director

Tiffany Bergman, Chair, Social Science Division

Larry Stockman, Chair, Business Division

Peggy Van Dyke, Dean, School of Nursing

Dr. Earl Wellborn, Dean, Education Division

INSTITUTIONAL ADVANCEMENT & MARKETING

Eric Sappington, Vice President of Institutional Advancement

Danielle Durham, Director of Marketing

Amanda Linneman, Director of Alumni Relations

Chad Jaecques, Director of Development

ADMINISTRATIVE / OPERATIONAL DEPARTMENTS

Tom Fifer, Executive Vice President / Athletic Director

Richard Gozia, Chief Financial Officer

Dr. Heath Morgan, Vice President of Student Affairs

Tim Schulte, Vice President of Operations

Greg Silvey, Director of Admissions

Tonia Bartel, Director of Financial Aid

Paula Burke, Director of Student Accounts

Teresa Ceselski, Campus Counselor

Jason Rinne, IT Systems Administrator

Rev. Pam Sebastian, Campus Chaplain

Susan Vogelsmeier, Campus Nurse

GRADUATE FACULTY

Melody Smith, L.P.C., 2014

Director, Master of Arts in Community Counseling
B.S.W., University of Missouri-Columbia; M.S., University of
Central Missouri; Ed. Specialist, William Woods University

Joseph Beck, 2019

Graduate Adjunct Instructor, Community Counseling
B.S. Central Missouri State University; M.S.W. University of
Missouri, Kansas City

Joanie Defibaugh, 2015

Graduate Adjunct Instructor, Community Counseling
B.S.W., M.S.W., University of Missouri-Columbia

Jennifer L. Livengood, 2010

Associate Professor, Psychology
B.S. in Psychology, Missouri Western State University; M.S.
in Psychology, Kansas State University; Ph.D. in
Psychology, Kansas State University (In Progress)

Brian Nolan, 2016

Associate Professor, Psychology
B.S. Grand Valley State University; Ph.D., University of Iowa

Elizabeth Page, Ed.D., L.P.C., 2014

Graduate Adjunct Instructor, Community Counseling
B.A. in Social Science Winona State University
M.Ed. in Guidance and Counseling, Lincoln University
Ed.D. in Adult Education, Programs for Higher Education,
Nova Southeastern University

Robin Rasse-Cott, L.P.C., 2016

Graduate Adjunct Instructor, Community Counseling
B.S. in Psychology, Northwest Missouri State University
M.Ed. in Counseling, Stephens College

Kimberly Ream, 2013

Graduate Adjunct Instructor, Community Counseling
B.S. in Sociology, University of Central Missouri
M.Ed. in Professional Counseling and Marriage and
Family Therapy, Stephens College

Johanna Womack, L.P.C., 2013

Graduate Adjunct Instructor, Community Counseling
B.S. in Psychology, Missouri Valley College
M.A. in Mental Health Counseling, Webster University

UNDERGRADUATE FACULTY

Katherine M. Adams, 2001

Professor, Mathematics
Chair, Division of Math & Science
B.S., Mississippi University for Women;
M.S., Ph.D., University of Missouri-Rolla

Upendra Adhikari, 2018

Assistant Professor, Science
B.S. and M.S. Tribhuvan University, Kathmandu, Nepal;
Ph.D., Utah State University

Matthew Arni, 2019

Instructional Staff, Mathematics
B.S. University of Central Missouri; M.A., Truman State
University

Diane Bartholomew, 2015

Professor, Vice President of Academic Affairs
B.S. University of Wisconsin-LaCrosse; M.S. Indiana State
University; DHSc, Nova Southeastern University

John Bartholomew, 2015

Assistant Professor, Athletic Training/Exercise Science
Chair Health Science Division
B.S. South Dakota State University; M.S. Indiana State
University

Jake Bellon, 2016

Instructor, Exercise Science
B.A., Graceland University; M.S., Fort Hays State University

Tiffany Bergman, 2006

Associate Professor, History
Chair, Social Science Division
B.S., Missouri Valley College; M.A., University of Texas, San
Antonio

Harry Carrell, 2007

Assistant Professor, Mass Communication
B.A. Fort Lewis College; M.A. Bemidji State University

Timothy Casey, 2018

Assistant Professor, Mathematics
B.S., US Military Academy; M.S., Naval Postgraduate
School and University of Central Missouri

Steven W. Clause, 1999

Associate Professor, Computer Information Systems
B.S., Missouri Valley College; M.B.A., Lindenwood
University

Jenalee Cologna, 2017

Instructor, Exercise Science
B.S., Central Methodist University; M.S., Lindenwood
University

Melvin Corlija, 2010

Assistant Professor, Business
B.S., M.S., University of Missouri-Columbia; M.B.A., William
Woods University

Carley Cullen, 2019

Assistant Professor, Art Graphic Design
B.F.A., M.A., University of Iowa

Kimberly Davis, 2019

Assistant Professor, Nursing
B.S., M.S., University of Central Missouri

Daniel Dieringer, 2016

Assistant Professor, Exercise Science
B.A., Pacific University; M.A., Chadron State College

Tonya Eddy, 2019

Associate Professor, Nursing
B.S.N, M.S., Ph.D., University of Missouri - Columbia

- Craig Edwards, 2019**
Assistant Professor, Mathematics
B.S., M.A. University of Central Missouri
- Vincent Fedorowich, 2016**
Instructor, Athletic Training
B.A., Graceland University; M.S., Old Dominion University
- Tom Dean Fifer, 1991**
Associate Professor, Physical Education
B.S.E., Northeast Missouri State University; M.S.,
University of Missouri
- Sara Fletcher, 2017**
Assistant Professor, Art
B.F.A., Alfred University School of Art and Design; M.F.A.,
University of Iowa
- Alexandros Fragakatos, 2018**
Assistant Professor, Instrumental Music
B.M., University of Cincinnati; M.M., University of Akron;
D.M.A., Arizona State University
- Kelley Fuemmeler, 2008**
Assistant Professor, English
B.A., Missouri Valley College; M.A., Kansas State University
- William Fuller, 2013**
Assistant Professor, Business
B.A., Missouri Valley College; M.B.A., University of Phoenix
- Debra Gage, 2016**
Assistant Professor, Nursing
B.S. Missouri Valley College; MHA, University of Phoenix
- James Gil, 2018**
Instructor, Mathematics
B.N.S., Seoul National University; M.A., University at Buffalo
- Zachary Glenn, 2017**
Instructor, Exercise Science
B.S., Culver-Stockton College; M.B.A., Dowling College
- Larry Godsey, 2013**
Associate Professor, Agribusiness
B.A., Missouri Valley College; M.S., Ph.D., University of
Missouri-Columbia
- Jamie Gold, 2016**
Assistant Professor, Non-Profit Leadership
B.S., Slippery Rock State College; M.S., Utah State
University
- Sarah Gray, 2018**
Assistant Professor, American Lit/English
B.A., University of Missouri; M.B.A., Baker University
M.A. & Ph.D. Middle Tennessee State University
- Roberta Griffitt, 2018**
Assistant Professor, Nursing
B.S.N., University of Central Missouri; M.S.N., University of
Missouri
- Charles Guthrey, 2013**
Assistant Professor, Education & Social Science
B.S., Missouri Valley College; M.S., University of Central
Missouri
- Tracey Hartley, 2015**
Assistant Professor, Business
B.A. Missouri Valley College; M.S. Keller of DeVry University
- Drew Hawkins, 2008**
Instructor, Physical Education
B.A. Missouri Valley College; M. Ed. Admin. Lindenwood
University
- Waylon Hiler, 2008**
Associate Professor, Biology
B.S. Missouri Valley College; M.S. Arkansas State University
- Elizabeth Holloway, 2016**
Assistant Professor, English as a Second Language
Chair, Communication, Humanities, Human Services
Division
B.A., Truman State University; M.A., University of Northern
Iowa
- Bonnie Humphrey, 2001**
Professor, Education
B.S., University of Missouri-Kansas City; M. Ed., Ph.D.
University of Missouri-Columbia
- Troy Hunt, 2019**
Associate Professor, Speech Communication & Mass
Communication
B.S., Southern Utah University, M.A., Eastern New Mexico
University; Ed.S., Utah State University
- Harold Hynick, 2008**
Professor, Theatre
B.A. Central College; M.F.A. University of South Dakota-
Vermillion
- Haley Innes, 2019**
Instructional Staff
B.S., Columbia College; M.S., University of Akron
- Aaron Johnson, 2013**
Assistant Professor, English as a Second Language
B.A., University of Chicago; M.A.; Ph.D., McGill University
- Lee Jones, 2018**
Instructor, Psychology
B.A., College of the Ozarks; M.S., University of Phoenix
- Jennifer Justice, 2019**
Assistant Professor, English
B.F.A., Iowa State University; M.A., Ph.D., Southern Illinois
University
- Beverly Katz, 2009**
Associate Professor, Business
B.A. University of Michigan-Ann Arbor; Juris Doctorate
University of Detroit

- Tamara S. King, 2002**
Professor, History
B.A., Franklin College; M.A. University of Mississippi; Ph.D., Auburn University
- Chad Lance, 2001**
Instructor, Education/Physical Education
B.S., Missouri Valley College; M.A., Lindenwood University
- Christopher Libby, 2011**
Associate Professor, Religion & Philosophy
B.A., William Jewell College; M.A., University of Colorado, Boulder; M.T.S., Ph.D., Emory University
- Cheryl Lines, 2019**
Lecturer, Vocal Music
B.M.E., Central Methodist University; M.A., University of Central Missouri
- Andrew Linsenbardt, 2014**
Associate Professor, Biology
B.S., Truman State University; Ph.D., St. Louis University
- Jennifer Livengood, 2010**
Associate Professor, Psychology
B.S., Missouri Western State University; M.S. Kansas State University
- Sarah MacDonald, 2008**
Associate Professor, Biology
B.S. Purdue University; Ph.D. Michigan State University-East Lansing
- Michael Machholz, 1989**
Instructor, Business
B.S., Missouri Valley College, M.A., Lindenwood University
- Charles Maddi, 2012**
Instructor, Mass Communication
B.J., University of Missouri - Columbia
- James McCrary, 2013**
Instructor, English
B.S., Southwest Missouri State University; M.A., University of Central Missouri
- Patricia Meyer, 2019**
B.A., M.A., Southern Illinois University - Edwardsville; Ph.D. Southern Illinois University - Carbondale
- Janie Morgan, 2008**
Professor, Dance
B.F.A. University of Pennsylvania-Kutztown; M.F.A. Arizona State University-Tempe
- Erich Mueller, 2012**
Assistant Professor, Mathematics
B.S., M.S., University of Missouri – Columbia
- Brian Nolan, 2016**
Associate Professor, Psychology
B.S. Grand Valley State University; Ph.D., University of Iowa
- Debbie Olson, 2016**
Assistant Professor, English
B.A., Washington State University; M.A., Central Washington University; Ph.D., Oklahoma State University
- Travis Owen, 2014**
Associate Professor, Chemistry
B.S., Missouri State University; Ph.D., University of Iowa
- Charles Pappert, II, 2018**
Instructor, Criminal Justice
B.S. and M.S., University of Central Missouri
- Anthony Pearn, 2019**
Assistant Professor, Criminal Justice
B.A., M.S., Saint Leo University; Ph.D. Northeastern University
- Christopher Post, 2016**
Instructor, Mass Communication-Journalism
B.S., University of Central Missouri
- Kristine Poulsen, 2017**
Assistant Professor, Instrumental Music
Musician's Diploma, Royal Danish Academy of Music; MED, University of Missouri-Columbia
- Ramone Powell, 2010**
Instructor, Physical Education
B.S., Missouri Valley College; M.A., Lindenwood University
- Karen Reeter, 2015**
Assistant Professor, Criminal Justice
B.A. Missouri Valley College; M.S. University of Central Missouri
- Michele Reinke, 2002**
Associate Professor, Biology
B.S., Missouri Valley College; M.S., University of Arkansas at Monticello
- Lisa Rice, 2017**
Assistant Professor, Education
B.S.E., Truman State University; M.Ed., S.Ed., D.Ed., Lindenwood University
- Pamela Riggs, 2013**
Assistant Professor, Education
B.S. University of Central Missouri; M.S. University of Missouri-St. Louis; Ed.D., University of Missouri-Columbia
- Dyann Rozema, 2015**
Assistant Professor, Theatre
B.A. Missouri Western College; MFA University of Missouri-Kansas City
- Jay Rozema, 2009**
Professor, Theatre
Chair, Fine Arts Division
B.A. University of Arizona-Tucson; M.F.A. Florida State University
- Christine Russell, 2016**
Assistant Professor, Chemistry
B.S., M.S., Ph.D., University of New York-Albany

Rhonda Ryther, 2016

Director of Learning Center
 B.S. Missouri State University; MED University of Missouri-Columbia

Claire Schmidt, 2013

Assistant Professor, English
 B.A. University of Wisconsin-Madison; M.A., Ph.D., University of Missouri-Columbia

Pam Sebastian, 2007

Assistant Professor, Religion
 Campus Chaplain
 B.S., University of Utah; M.Div., Princeton Theological Seminary

Margaret "Peggy" Sherman, 2006

Associate Professor, Education
 B.A., University of Central Missouri; M.A., Lindenwood University

Milena Simic, 2005

Associate Professor, Business Administration
 B.A., University of Arts, Belgrade, Serbia; B.A. Mount Senario College; M.B.A., Lindenwood University

Vladimir Simic, 2006

Associate Professor, Business Administration
 B.A. Mount Senario College; M.B.A., Lindenwood University

Mary Slater, 1997

Assistant Professor, Humanities
 B.A., National-Louis University; M.L.S., Northern Illinois University

Velimir Stafanovic, 2019

Instructor, Business
 B.S., Missouri Valley College; M.A., University of Missouri - Kansas City

Larry W. Stockman, 1988

Associate Professor, Business Administration
 Chair, Division of Business
 B.A., B.S., M.A., Central Missouri State University

Teresa Taylor, 2011

Assistant Professor, Nursing
 M.A., University of Phoenix; B.S.N., Central Methodist University 2007

Joshua T. Tetteh, 2002

Professor, Sociology
 B.S., Huntington College; M.A., University of Wisconsin-Madison; Ph.D., American University

Heather Troth, 2009

Assistant Professor, Nonprofit Management
 B.A. William Jewell College; M.A. Lindenwood University

Paul Troth, 2001

Assistant Professor, Physical Education
 B.S., William Jewell College; M.Ed., University of Memphis

Peggy Van Dyke, 2014

Associate Professor, Nursing

Dean, School of Nursing
 BSN Northeast Missouri State University; MSN University of Missouri-Columbia; FNP Graceland University; DNP University of Alabama

Earl F. Wellborn, Jr., 1990

Professor, Education
 Dean, Division of Education
 B.S.E., M.A., Northeast Missouri State University; Ph.D., University of Missouri-Columbia

Allan D. Wilson, 2001

Professor, Biology
 B.S., University of Texas at El Paso; M.S., University of Kentucky; Ph.D., Emory University

Christina Wilson, 2010

Assistant Professor, Business
 A.S., Moberly Area Community College; B.S., Missouri Valley College; M.B.A., Columbia College

Terry Wright, 2017

Assistant Professor, Education
 B.S., Missouri Valley College; M.S., Central Missouri State University.

ADJUNCT FACULTY

Gerardo Acay
 Marilyn Ahrens
 Matt Arni
 Canaan Asbury
 Marita Avilez
 Rob Ayers
 Crystal Beckham
 Donna Bell
 Elizabeth Bellamy
 Nicholas Bergan
 James Bickell
 David Bowers
 Zack Bowersox
 Deborah Branson
 Bruce Brock
 Madison Buck
 Christine Carnes
 Debbie Coleman
 Patrick Coleman
 Tonia Compton
 Zachary Crews
 Jordan Dickson
 Dean Dohrman
 Tamika Drake
 Matt Dwyer
 David Edwards
 Jacquelyn Eidson
 Jessica Elson
 Adam Enright
 Kevin Gasser
 Patrick Giangrosso
 Jessica Guire
 Jacquelyn Guthrey
 Diana Hardesty
 Tom Hayob

Rebecca Holley
Michele Hunolt
Lauren Jacobs
Ken Kujawa
Annetta Lasley
Virginia Lebold
Kate Lormand
Ben Lowe
Diana Malan
Rachel Mayfield
Beth McCrary
Thomas Merlot
Kelsey Miller
Gabi Morales
Charlotte Neville
Oulwakemi Omotayo
Mark Pahls
James Papreck
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Adam Peterson
Matthew Rahner
Donald Ramirez
Mary Resz
Rhonda Ryther
Charleece Schoonhoven
Andre Scott
Lindsey Simmons
Andrew Skinner
Mary Slater
Stephen Soto
Torey Spitzig
Amollie Stoermer
Kyle Taft
Shawn Thompson
Diane Yadrich
Gareth Young

**MISSOURI VALLEY COLLEGE
FINAL EXAM SCHEDULE - FALL 2019 AND SPRING 2020**

Fall 2019 Class Time	Class Day(s)	Final Exam Day	Final Exam Time
8:00 am	MWF	Tuesday, December 10, 2019	8:00 am – 9:50 am
9:00 am	MWF	Friday, December 13, 2019	8:00 am – 9:50 am
10:00 am	MWF	Friday, December 13, 2019	10:00 am – 11:50 am
11:00 am	MWF	Tuesday, December 10, 2019	10:00 am – 11:50 am
12:00 noon	MWF	Thursday, December 12, 2019	8:00 am – 9:50 am
1:00 pm	MWF	Tuesday, December 10, 2019	1:00 pm – 2:50 pm
2:00 pm	MWF	Thursday, December 12, 2019	1:00 pm – 2:50 pm
8:00 am	TR	Wednesday, December 11, 2019	8:00 am – 9:50 am
9:25 am	TR	Wednesday, December 11, 2019	10:00 am – 11:50 am
10:50 am	TR	Thursday, December 12, 2019	10:00 am – 11:50 am
12:15 pm	TR	Wednesday, December 11, 2019	3:00 pm – 4:50 pm
1:40 pm	TR	Wednesday, December 11, 2019	1:00 pm – 2:50 pm
Night classes		The evening the course is taught during final exam week. Monday evening courses will be the last night of class. Graduate courses will be taken the last class meeting (exam week or the week before).	6:00 pm Graduate courses - at normal class time.
Online classes		Instructors will arrange their final examinations to be held during finals week and must be taken during that week. See syllabi.	
MTWRF Classes		Follow MWF schedule above	

SPRING 2020 Class Time	Class Day(s)	Final Exam Day	Final Exam Time
8:00 am	MWF	Tuesday, May 5, 2020	8:00 am – 9:50 am
9:00 am	MWF	Thursday, May 7, 2020	10:00 am – 11:50 am
10:00 am	MWF	Wednesday, May 6, 2020	3:00 pm – 4:50 pm
11:00 am	MWF	Tuesday, May 5, 2020	10:00 am – 11:50 am
12:00 noon	MWF	Friday, May 8, 2020	8:00 am – 9:50 am
1:00 pm	MWF	Wednesday, May 6, 2020	1:00 pm – 2:50 pm
2:00 pm	MWF	Thursday, May 7, 2020	1:00 pm – 2:50 pm
8:00 am	TR	Wednesday, May 6, 2020	8:00 am – 9:50 am
9:25 am	TR	Wednesday, May 6, 2020	10:00 am – 11:50 am
10:50 am	TR	Thursday, May 7, 2020	8:00 am – 9:50 am
12:15 pm	TR	Friday, May 8, 2020	10:00 am – 11:50 am
1:40 pm	TR	Tuesday, May 5, 2020	1:00 pm – 2:50 pm
Night classes		The evening the course is taught during final exam week. Monday evening courses will be the last night of class. Graduate courses will be taken the last class meeting (exam week or the week before).	6:00 pm Graduate courses - at normal class time.
Online classes		Instructors will arrange their final examinations to be held during finals week and must be taken during that week. See syllabi.	
MTWRF classes		Follow MWF schedule above	

2019-20 ACADEMIC CALENDAR

SUBJECT	Start Date	End Date	
Advising Vikings Training (new faculty & advisors)	8/15/2019		
Faculty meetings & workshops	8/19/2019	8/22/2019	
Freshman Orientation	8/23/2019	8/25/2019	
Fall Check-in and confirm registration	8/25/2019		
Fall classes begin--undergraduate students	8/26/2019		
Fall classes begin--graduate students	8/27/2019		
Labor Day (Offices closed / no classes)	9/2/2019		
Last day to drop/add full semester and 1st 8-week classes	9/3/2019		
Fall Convocation	9/5/2019		
Family Weekend	9/21/2019		
Last day to declare pass/fail and withdraw "W" for 1st 8-week classes	9/13/2019		
Last day to apply for December graduation	9/20/2019		
Last day to declare pass/fail and withdraw "W" for full semester classes	10/4/2019		
Last day to withdraw "WP"/"WF" 1st 8-week classes	10/4/2019		
Homecoming	10/5/2019		
Fall mid-terms	10/14/2019	10/16/2019	
Fall Break	10/17/2019	10/18/2019	
First 8-week classes end	10/18/2019		
2nd 8-week classes begin	10/21/2019		
Mid-term grades due by 2:00 pm	10/22/2019		
Last day to drop/add 2nd 8-week classes	10/28/2019		
Registration Reminder week (confirm Fall Intercession & Spring Registration)	10/28/2019	11/1/2019	
Last day to declare pass/fail and withdraw "W" for 2nd 8-week classes	11/8/2019		
Last day to withdraw "WP"/"WF" full semester classes	11/15/2019		
Last day to withdraw "WP"/"WF" 2nd 8-week classes	11/22/2019		
Thanksgiving Break (no classes & offices closed)	11/27/2019	11/29/2019	
Last day of classes - graduate student	12/5/2019		
Last day of classes--undergraduate student	12/9/2019		
Final Exams	12/10/2019	12/13/2019	
Official December graduation date (Ceremony in May 2020)	12/13/2019		
Fall grades due by 2:00 pm	12/17/2019		
Fall Intercession begins (online classes only)	12/19/2019		
Last day to drop/add fall intercession	12/20/2019		
College offices closed for Christmas break	12/23/2019	1/1/2020	
Last day to withdraw "WP"/"WF" fall intercession	12/23/2019		
Last day to withdraw "W" fall intercession	12/27/2019		
Fall intercession ends	1/10/2020		
Spring check-in and confirm registration	1/13/2020		
Spring New Student Orientation	1/13/2020		
Fall intercession grades due by 2:00 pm	1/14/2020		
Spring undergraduate and graduate classes begin; 1st 8 & full semester	1/14/2020		
No classes & offices closed for MLK holiday	1/20/2020		
Last day to drop/add classes	1/21/2020		
Last day to withdraw "W" 1st 8-week classes	1/31/2020		
Last day to apply for May & Summer graduation	2/14/2020		
Last day to declare pass/fail and withdraw "W" for full semester classes	2/21/2020		
Last day to withdraw "WP"/"WF" 1st 8-week classes	2/21/2020		
Spring Mid-terms	3/2/2020	3/6/2020	
Spring Break	3/9/2020	3/13/2020	
Mid-term grades due by 2:00 pm	3/10/2020		
Offices closed for spring break	3/12/2020	3/13/2020	
2nd 8-week classes begin	3/16/2020		
Last day to drop/add 2nd 8-week classes	3/20/2020		
Course pre-registration week for next academic year	3/23/2020	3/27/2020	
Last day to declare pass/fail & withdraw "W" 2nd 8-week classes	4/3/2020		
last day to withdraw "WP"/"WF" for full semester classes	4/9/2020		
Good Friday - no classes & offices closed	4/10/2020		
last day to withdraw "WP"/"WF" for 2nd 8-week classes	4/24/2020		
Last day of classes--graduate	4/30/2020		
Last day of classes--undergraduate	5/4/2020		
Final Exams - undergraduates	5/5/2020	5/8/2020	
Final Exams--graduate classes	5/5/2020	5/8/2020	
Commencement (Graduation)	5/9/2020		
Spring grades due by 2:00 pm	5/12/2020		
Summer graduate classes begin	5/14/2020		
Summer graduate session last day to drop/add	5/21/2020		
Memorial Day - Offices closed	5/25/2020		
Summer Session - 8-week session begins (online only)	6/1/2020	7/24/2020	
Summer Session - 8-week session last day to drop/add	6/5/2020		
Summer Session - 8-week session last day to declare pass/fail & withdraw "W"	6/19/2020		
Summer Welcome day (new students)	6/26/2019		
Independence Day holiday--offices closed	7/3/2020		
Summer Session - 8-week session last day to withdraw "WP"/"WF"	7/6/2020		
Summer Welcome day (new students)	7/17/2019		
Summer graduate classes end	7/24/2020		
Official Summer graduation date (ceremony in May 2020)	7/24/2020		
Summer Session - 8-week session classes end	7/24/2020		
Summer Welcome day (new students)	7/24/2019		
Summer graduate classes grades due	7/28/2020		
Summer Session - 8-week session grades due	7/28/2020		