

CATALOG

2005-2007



Missouri  
Valley  
College

500 E. College Marshall, MO 65340 \* [www.moval.edu](http://www.moval.edu) \* 660-831-4000

**ACCREDITATION**

**MISSOURI VALLEY COLLEGE IS ACCREDITED BY THE  
HIGHER LEARNING COMMISSION, A COMMISSION OF THE NORTH  
CENTRAL ASSOCIATION OF COLLEGES AND SCHOOLS**

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



I want to welcome you to Missouri Valley College! Let me introduce myself. I am Dr. Bonnie Humphrey, the 13<sup>th</sup> president of this college and the first woman president. I have spent the last 26 years of my life working with students of all ages in educational settings. Missouri Valley College is a great place to gain an excellent education while making lifelong friends. You will find that Valley is a very close-knit institution. Faculty members will get to know you very well. At Valley, we look out for one another. If you are having a problem of any kind, there are people on staff ready to help. All you need to do is ask.

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 acquire the knowledge you will need to be successful. We have staff that love Missouri Valley College and love students! All of it is here for you!

We have a wonderful Learning Center where tutors are available to help in all areas of academic study. They will help you prepare for tests, papers, and they will even help you scan your pictures to email home to family and friends. Mrs. Virginia Zank is the Director of the Learning Center and you will immediately feel welcome when you step through the door. It is a GREAT PLACE! Go early in the semester and go often.

Our library facilities are second to none! We have a very dedicated staff in place to help you find what you need. If we don't have it on hand – we can get it in very short order. The library is a cool, quiet place for study and research. Come to the library and let the Director of Library Services, Pam Reeder and her wonderful staff show you around. It should feel like your home away from home.

There are lots of wonderful people on this campus. All of them are interested in your success. If you take good care of Valley – Missouri Valley will take good care of you!

Welcome and have a great year!

Sincerely,

Bonnie Humphrey  
President

## MISSION & PHILOSOPHY

Missouri Valley College is an opportunity college that provides educational, social and cultural experiences in a decidedly Christian environment. Our liberal arts heritage focuses on scholarship, critical thinking and academic excellence to prepare our students to become members of a responsible citizenry.

We expect all members of the college community to participate fully in the life of the campus;  
to develop physically, spiritually and intellectually to their fullest potential;  
to develop tolerance for the differences of others;  
to accept the challenges of academic rigor;  
to become self-disciplined in the pursuit of academic goals;  
and to develop a life-long love and pursuit of learning.

## PURPOSES

- To provide a personalized education for a demographically diverse student body, which encompasses differences in ethnicity, economic status, and educational backgrounds.
- To provide an opportunity for those students whose previous academic performance might preclude their entrance into other educational institutions.
- To provide a baccalaureate education that prepares one for a career or graduate study.
- To provide a curriculum that is grounded in the development of (a) written and oral communication skills, (b) historical and cultural awareness, (c) critical and creative thinking.
- To provide academic advising and career counseling.
- To promote a holistic, liberal arts perspective toward education that develops the student in relationship to other persons, to other disciplines, to other cultures, to their religious/ethical systems and to self.
- To instill the values of education as a lifelong process of discovery and enlightenment.
- To provide extracurricular opportunities for leadership development through intellectual inquiry, social and spiritual development, aesthetic expression, and intramural/intercollegiate athletic participation.
- To provide a campus environment – including residence halls, dining facilities, and classroom facilities – that is clean, safe and secure.
- To serve the community and region as a provider of continuing education for career development, physical facilities for public gatherings, and special programming for the public interest and common good.
- To provide students with a diverse faculty that remains informed and current within a variety of academic fields.

## NON-DISCRIMINATION POLICY

Missouri Valley College is an Equal Opportunity Employer. The College complies with the Civil Rights Act of 1964, as amended, 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.

## GRIEVANCE PROCEDURE

Most instances of perceived harassment or discrimination at Missouri Valley College are resolved through the "open door" method, with the employee or student discussing concerns with a responsible administrative officer or faculty member. On occasion, however, the College's more formal procedure is preferable, either because of the severity of the complaint, or simply to insure a fair hearing by a neutral party in such situations.

The grievance should be brought to the attention of the Chief Academic Officer, who can be reached by phone at 660-831-4146, in person at 222 Baity Hall, or in writing at 500 E. College, Marshall, MO 65340. Because of the potential penalties involved in these areas, up to and including dismissal, all grievances must be in writing prior to the commencement of an investigation.

The Chief Academic Officer (or President of the College, in the instance that a complaint involves the Chief Academic Officer) will investigate the allegations in a discreet manner, protecting confidentiality as much as possible, recommending appropriate corrective and remedial measures to the President in the event that the complaint is validated. The Chief Academic Officer will take responsibility for a complete and objective investigation, resulting in a prompt and equitable resolution within 30 days.

Upon conclusion of the investigation, the Chief Academic Officer will inform the grievant in writing of the investigation's conclusion(s). If the grievant is displeased with the decision, the case may be appealed to the President of the College for final resolution within 30 days.

## CAMPUS LIFE

In accordance with the College's philosophy and mission, students are urged to conduct themselves in a manner that demonstrates their acceptance of these goals and purposes in their daily lives on campus. Student behavior should exemplify the value of self-discovery and self-respect.

Responsible members of the Missouri Valley College community demonstrate respect for self, others and the institution by --

- exhibiting personal qualities of honesty, fairness, integrity, and accountability;
- developing interpersonal relationships that enhance the quality of life on the campus and treating other persons with respect and dignity;
- relating to others in a manner that assures their physical safety, emotional health, and psychological well-being;
- abstaining from any form of intimidation and harassment that causes fear, threat or discomfort on the part of others;
- respecting the rights of students and staff to reasonable quiet in the residence halls, classrooms, library and laboratories;
- respecting the physical property of the College and other students;
- striving to enhance the physical and mental health of all persons by not using, possessing or providing others with alcohol or illegal drugs and chemicals or other substances;
- abiding by all policies of the College and fulfilling all contractual agreements with the College;
- abiding by the laws of the city, county, state and nation.

Students whose behavior does not conform to these standards may be referred to a College staff member for a

personal inventory, self-evaluation, counseling, and advice. Disciplinary action will be taken if warranted. Complete campus-life policies are contained in the current Student Handbook.

## 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 of 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.

## 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. Appointments may be arranged by contacting the Admissions Office, Missouri Valley College, Marshall, Missouri 65340 (660-831-4114).

### FRESHMEN

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:

1. Complete an application form and submit it in person or by mail to the Admissions Office, along with a \$15.00 non-refundable application fee. International students pay a \$25.00 application fee.
2. 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.
3. 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. Students who have not taken the SAT or ACT test by the time of their arrival on campus will be contacted by the Admissions Office and required to take the ACT during their first semester.

NOTE: U.S. citizens who do not speak English at home may be required to take English as a Second Language courses.

## TRANSFER STUDENTS

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:

1. Missouri Valley College application for admission.
2. A high school transcript or the recognized equivalent of a high school diploma (not necessary for students with more than 27 transfer hours.)
3. 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.
4. ACT or SAT score (not necessary for students with more than 27 transfer hours.)

Transfer credits are awarded as follows:

1. 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.
2. Only courses in which a grade of "C" or above was earned will be accepted for transfer credit. Grades of "D" will be accepted if the transfer is covered by a specific articulation agreement between Missouri Valley College and another institution. "D" credit hours may be used for athletic eligibility the first term the student is identified; thereafter, only those credits which are accepted toward a degree will apply.
3. An AA degree from a regionally accredited Missouri institution will be accepted as completion of the MVC general education core curriculum. Missouri Valley College believes in the spirit of the Principles of Good Practice for Transfer and Articulation by the Coordinating Board of Higher Education. However, MVC reserves the right to require a value/spiritual-centered class in order to maintain our mission standards. AA degrees from other institutions will be evaluated to determine if core requirements have been met.
4. Applicants for a degree or certification from MVC who already hold a Bachelors degree from another regionally accredited institution must complete any unfilled requirements of the Core, complete at least 12 hours of upper division courses in the major in residency, and meet the overall residency requirement of 30 hours.
5. 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.
6. 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 core and major requirements.

7. A maximum of 12 hours of PE activity will be accepted in transfer.

## INTERNATIONAL STUDENTS

International students desiring admission to Missouri Valley College may be admitted as full-time freshmen or as full-time transfer students only. Full-time status is established by active enrollment in a minimum of 12 hours each semester. 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 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 an insufficient time frame prior to the beginning of the semester.

### International Student Freshmen 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 completing the secondary education: Academic transcripts showing grades for each year of secondary education, and a completion certificate or diploma.
- Official TOEFL score if available. Students with scores lower than 500 on a paper-based, or 173 on a computer-based, or without a TOEFL score will be required to take an institutional placement test prior to registration to determine the proficiency level and placement in the ESL (English as a Second Language) program.
- Official ACT or SAT scores if available. Placement test may be required.
- Affidavit of Support from a student's sponsor specifying the annual amount of sponsor's contributions toward student's college expenses.
- Sponsor's Bank Statement showing a balance in a savings account, not older than 30 days. This statement may be substituted by an official statement from a sponsor's bank's officer showing the current balance in a sponsor's savings account.
- 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 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 if available. Students with scores lower than 500 on a paper-based, or 173 on a computer-based, or without a TOEFL score will be required to take an institutional placement test prior to registration to determine the proficiency level and placement in the ESL (English as a Second Language) program.
- Official Course-By-Course Evaluation Report of foreign credentials by a professional evaluation agency such as World Education Services ([www.wes.org](http://www.wes.org)) or Education Credential Evaluators ([www.ece.org](http://www.ece.org)).
- If a student has accumulated fewer than 29 transferable credit hours, he or she needs to submit proof of completing the secondary education as specified above in freshmen requirements.
- Affidavit of Support from a student's sponsor specifying the annual amount of sponsor's contributions toward student's college expenses.
- Sponsor's Bank Statement showing a balance in a savings account, not older than 30 days. This statement may be substituted by an official statement from a sponsor's bank's officer showing the current balance in a sponsor's saving's account.
- 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:

- Admissions Application for International students
- Non-refundable Application Fee: \$75 (by credit card, check, or money order).
- 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 29 transferable credit hours he or she needs to submit proof of completing the secondary education as specified above in the freshmen requirements.
- Affidavit of Support from a student's sponsor specifying the annual amount of family contributions toward college expenses.
- Sponsor's Bank Statement showing a balance in a savings account, not older than 30 days. This statement may be substituted by an official statement from a sponsor's bank's officer showing the current balance in a sponsor's savings account.
- Clear photocopy of student's last SEVIS form I-20 (first and last page), and most recent I-94 (back and front).
- 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.

Once all the required documents and fees 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 at no additional expense to the student. Expedited service can be provided at the student's request at an additional charge.

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 a consulate. Information regarding SEVIS fee I-901 and instructions on payment methods will be provided with student's I-20 package.

## 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.

## UNCLASSIFIED STUDENTS

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.

## ADVANCED PLACEMENT

Missouri Valley College grants academic credit for the following programs:

1. 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.
2. College-Level Examination Program (CLEP). For information contact the Registrar's Office.

## 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 Director of Testing for details.

**General Education Development (GED) Test:** Classes to prepare for the GED test are offered at the Marshall Vocational Technical School, 900 W. Vest (886-6958).

## 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 and should contact this person and set up an appointment as soon as they arrive on campus. Failure to do so could delay accommodations.

# 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 are as follows:

	2005-06	2006-07
Tuition	\$14,000	\$14,250
Room	\$2,850	\$2,900
Board	\$2,700	\$2,750
Student Fees	\$500	\$500

Overload hours\*\* \$350.00 per hour

Audit hours \$100.00 per class

\*Additional fees may be charged as necessary

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

Resident students are expected to pay a \$500, non-refundable down payment by July 8<sup>th</sup> of each year. Commuter students are expected to pay a \$250.00 non-refundable down payment by July 8<sup>th</sup> of each year. This down payment will be applied to the first semester cost.

Account balances are due in full by the first day of class each semester. Accounts not paid by this date will be considered delinquent and be subject to the rules of delinquent accounts.

All air-conditioned residence halls and non-traditional apartment/house living arrangements will be charged additional fees ranging from \$250-\$600 per academic year. A breakdown of fees is available in the Business Office and Campus Life Office.

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, married 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 Vice President of Business and Finance of Missouri Valley College. Missouri Valley College reserves the right to increase or reduce fees for each year according to changes in fiscal conditions.

If needed, details of an installment payment plan may be requested through the Business Office.

## 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:

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

## WITHDRAWAL AND REFUND

Any student wishing to withdraw from Missouri Valley College must contact the Campus Life Office to obtain a "Withdrawal/Departure Form" and instructions for proper procedure for withdrawal. Offices included in the withdrawal procedure are Campus Life Office, 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.

If a student withdraws prior to the beginning of classes, all payments will be refunded--except the initial \$500 non-refundable deposit for residents or the \$250 non-refundable deposit for commuters.

### 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 new 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.

### 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<sup>st</sup> Unsubsidized Stafford Loan
- 2<sup>nd</sup> Subsidized Stafford Loan
- 3<sup>rd</sup> PLUS Loan
- 4<sup>th</sup> Federal Perkins Loan
- 5<sup>th</sup> Federal Pell Grant
- 6<sup>th</sup> Federal SEOG

### MVC Refund Policy

All students who are not federal aid recipients and who withdraw 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 deposit for residents or the \$250 non-refundable deposit for commuters will be refunded. When withdrawals occur during a term, the refund for tuition and miscellaneous fees (including overload charges) is as follows:

- During 1<sup>st</sup> week – refund 80%
- During 2<sup>nd</sup> week – refund 60%
- During 3<sup>rd</sup> week – refund 40%
- During 4<sup>th</sup> week – refund 20%
- No refund after 4<sup>th</sup> week

For summer sessions, the refund is 25% during the first week and no refund after that point.

Board charges will be refunded on a prorated weekly basis up to the 40% point (6 weeks) of the period less a \$100 administrative charge. Students who stop attending classes, but do not officially withdraw and remain on campus, will be charged a room & board charge of \$25.00 per day for each day after their actual last date of class attendance.

### Refund Calculation Appeals

Appeals on withdrawal and refund calculations for students and parents who feel their individual circumstances warrant 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.

## 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.

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. The SAR's, along with a copy of the tax return, must be sent to the College promptly.

Foreign 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 Application for Federal Student Aid.

**FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANTS (SEOG)** - Supplemental grants are offered to exceptionally needy students who are enrolled at least half time and receive a Pell Grant. This federal grant is designed to assist students with financial need that cannot be met through other means.



**MISSOURI STUDENT GRANTS (Gallagher)** - This state grant program is also available to Missouri students carrying a minimum of 12 hours per semester and who can prove financial need. Students should apply on the Free Application for Federal Student Aid by April 1st for the following fall.

**SUBSIDIZED FEDERAL STAFFORD LOANS** - The federal government guarantees loans from \$2,625 to \$5,500 per academic year for eligible undergraduates. These loans are made by private lending institutions, and interest is subsidized by the federal government.

**Eligible Stafford Borrower Limits:**

1st year of study	\$2,625/academic year
2nd year of study	\$3,500/academic year
3rd, 4th, & 5th year of study	\$5,500/academic year
Cumulative Limit	\$23,000

The interest rate on a Stafford Loan is variable, and is tied to the 91 day T-bill plus 1.7 percent, not to exceed 8.25 percent. Borrowers with outstanding balances will borrow at the same rate as the prior loan, but be eligible for interest rebates. 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 Stafford Loan, and must submit Student Aid Reports in order to receive loan funds. A student may obtain an application form for the Federal Stafford Loan from the Financial Aid Office.

**UNSUBSIDIZED FEDERAL STAFFORD 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 FFELP Stafford Loan program may borrow under the Unsubsidized Stafford Loan Program. Similar to the Federal Subsidized Stafford Loan program, the Unsubsidized Stafford Loan is available to all eligible students, and students must complete a valid need analysis. Unsubsidized Stafford 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. Students must therefore pay the interest payments while in school. There is a 3 percent processing fee deducted from the amount of the student loan.

**FEDERAL PARENT LOANS TO UNDERGRADUATE STUDENTS** - Parents may borrow for either dependent undergraduate or dependent graduate and professional students. The maximum amount a parent can borrow on behalf of each eligible student is limited to the cost of education, less financial aid. These loan limits do not include amounts borrowed by a student under the FFELP programs. PLUS interest rates are based on T-bill + 3.1 percent.

**COLLEGE WORK & LEARN PROGRAM** - Full-time resident students are given the option of participating in the College Work and Learn Program to help defray a portion of their college costs. Compensation is credited against the student's account for all hours worked. The College Work & Learn Program is not guaranteed Financial Aid and must be earned by the student. The Business Office may periodically seek payment for unearned hours if the student is behind with their Work & Learn obligations. Any College Work & Learn obligations not fulfilled by the student becomes family contribution.

**FEDERAL COLLEGE WORK STUDY PROGRAM** - This is a federally funded program that provides jobs for undergraduate students who need financial aid. College Work Study gives the student a chance to work off a part of the educational expenses incurred at the institution. Awards range up to \$1,860 per year. Federal College Work Study is not guaranteed Financial Aid and must be earned by the student. The Business Office may

periodically seek payment for unearned hours if the student is behind with their Federal College Work Study obligations. Any College Work Study Program obligations not fulfilled by the student becomes family contribution.

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

**ENDOWED SCHOLARSHIPS** - Over the years, the College has received endowed funds which augment and support scholarships granted by the College. Recognized and honored are: John W. Adams; Thomas W. Algeo; Athletic Hall of Fame; Charles L. & Helen S. Bacon; Louise Bagby; George P. Baitly Family; Ezra & Kate Baker; Leslie G. Boatright Family; William & Betty Brandecker; Ray & Mary Campbell; David Dautenhahn; Bessie M. Faubion; Cornelia A. Flowers, Floyd F. Gauldin, Dr. Thomas B. & Virginia Buckner Hall, Alton E. Harris, Harry & Elizabeth Heinemann, Fern Hickerson; Dale & Louise Hunefelt, Dr. William D. Kleine; Joseph F., Elizabeth Anne, Fern Teresa & Bernita Elizabeth Gay Lewis; Florence Patterson & W.Y. Lockridge; John K. Marshall; Helen Rose McBride; Florence McCutcheon; E.D. Pearson; Grover Redford, Jr.; Wilma Reeves; Dr. Earl J. Reeves, Jr.; Mildred Roe; Louis H. Severance; Vance & Lena Spreckelmeyer; Valley Women; Marilyn Vanderlinden.

**VETERANS BENEFITS** - Veterans who believe they may be eligible for benefits under the G.I. Bill should contact their local Veterans Administrations Office and the MVC Registrar's Office. Educational assistance is also provided to widows or children of veterans who died in service or as a result of service-related injuries. Wives and children of disabled veterans are also eligible for assistance.

The Registrar's Office promptly reports to the Veterans Administration when notified that a veteran is no longer attending class, is making unsatisfactory progress, or has withdrawn from a class or from studies.

**VOCATIONAL REHABILITATION** - Assistance may be available for students with disabilities. Students should contact their regional office of Vocational Rehabilitation in regard to benefits. Students may contact the Business Office if they have questions.

**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 accumulate a minimum number of cumulative earned credit hours over a maximum number of enrollment periods and a minimum cumulative grade point average of 2.00 for each period of attendance.

<b>Academic Year Completed:</b>	1	2	3	4	5	6
<b>Earned Credit Hours:</b>	16	34	54	78	103	128

**FINANCIAL AID PROBATION/SUSPENSION** - If a student fails to meet the minimum requirements as stated, the student will be placed on financial aid probation for the next succeeding academic year of enrollment, except at the end of the student's second year. If at the end of the probationary academic year 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 year, the student's academic record will be checked for satisfactory academic progress. In general, satisfactory progress requires that for each two semesters (which constitutes one academic year, summer being optional) of enrollment, 16 credit hours must be earned the first year, a total of 34 by the end of the second year, and so on according to the chart for full-time students. Part-time students must successfully complete at least 50 percent of their credit hours attempted and have academic standing at that point in the program that is consistent with Missouri Valley College requirements for graduation. Failure to maintain minimum academic progress will result in being ineligible to receive Title IV financial assistance, following a financial aid probationary period, except as follows: If a student fails to meet the minimum requirements as stated at the end of the second academic year, the student will be placed on Financial Aid Suspension. Withdrawal from the college has no effect on the student's satisfactory progress upon re-entering.

**APPEAL AND RE-INSTATEMENT** - 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, which will advise the student of its decision within ten working days of the date that the appeal was received.

## ACADEMICS

The academic program of Missouri Valley College has 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 Chief Academic Officer.

Missouri Valley hosts an orientation program prior to the beginning of the fall term and requires a 1 credit seminar for all freshmen during their first term. Students are informed of academic regulations and student-life policies. The full range of campus experience is explored and outlined.

### CURRICULUM

The academic competencies are accomplished through the following elements:

1. **The General Education Core Curriculum.** General Education at Missouri Valley College offers quality undergraduate educational opportunities that provide

students with a broad base of knowledge. Learners will acquire the intellectual, communication, and technical skills necessary to become responsible, ethical contributors to the world community.

General Education Core is designed to prepare students to:

- a. Read, write, and speak clearly and effectively.
- b. Think critically and logically.
- c. Understand diverse cultures.
- d. Understand the basic concepts and principles of scientific investigation.
- e. Develop a knowledge of and appreciation for arts, humanities, and the social sciences.
- f. Examine personal and social values within the Judeo-Christian context.
- g. Apply mathematical concepts and skills.
- h. Demonstrate competent use of computer applications.
- i. Enhance lifetime wellness and physical well-being.

**Missouri Valley College requires that all students complete the General Education Core Curriculum by the end of the sophomore year. (See page 12)**

2. **The Major.** Each student chooses a particular area of academic concentration. Most of the content-oriented majors require a 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 advisers in order to attain the 128 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, two inter-sessions (December and May), two five week summer terms, and an eight week summer term. 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 (2005-2006 odd year, 2006-2007 even year).

### DEGREE REQUIREMENTS

#### BACHELOR OF ARTS, BACHELOR OF SCIENCE AND BACHELOR OF FINE ARTS

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

1. Complete 128 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 Constitutions of the United States and the State of Missouri by completing HS 104 or HS 105 or PS 100.

4. 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.
5. Complete in residence the last 30 credit hours.
6. Complete 40 semester hours of upper division courses.
7. Satisfy the final year graduation plan worked out during the junior year with the student's adviser and approved by the Registrar.
8. Complete the major assessment requirement.
9. Merit the recommendation of the faculty.
10. Pay graduation fee of \$75.

Seniors who have completed a minimum of 60 graded hours in residence at Missouri Valley College are eligible for graduation 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 or Small Business Management

To be eligible for the Associate of Arts degree, the student must meet these minimum requirements:

1. Complete 64 credit hours with a grade point average of not less than 2.0.
2. Satisfy the A.A. General Education Core Curriculum.
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. Satisfy the Associate of Arts graduation plan worked out with the student's adviser and approved by the Registrar.
6. Complete in residence the last 30 credit hours.
7. Complete the major assessment requirement.
8. Merit the recommendation of the faculty.
9. Pay the graduation fee of \$75.

## 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:

- Accounting
- Alcohol and Drug Studies
- Art
- Athletic Training
- Biology
- Business Administration (Agri-Business, Management, Finance, Marketing, and Small Business Development)
- Computer Information Systems
- Criminal Justice
- Economics
- Elementary Education
- English
- Exercise Science (Sports Management and Health & Fitness)
- History

- Human Service Agency Management
- Interdisciplinary Studies
- Mass Communication
- Mathematics
- Physical Education
- Political Science/Public Administration
- Public Relations
- Psychology
- Recreation Administration
- Religion/Philosophy
- Social Studies Education
- Sociology
- Speech Communication
- Theatre (Musical Theatre, Performance, Technical, General)
- Education Certifications: Secondary ( Unified Science, Health, Math, Speech/Communication/Theater and English), Special Education, Early Childhood, Early Childhood Special Education, and Middle School (Math, Social Studies, Language Arts, Science)

## 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. 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
- Alcohol and Drug Studies
- Art
- Biology
- Business Administration
- Chemistry
- Computer Information Systems
- Criminal Justice
- Dance
- Economics
- English
- Forensic Science
- Human Service Agency Management
- Mass Communication
- Mathematics
- Music
- Psychology
- Recreation Administration
- Sociology
- 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.

## PRE-PROFESSIONAL PROGRAMS

Missouri Valley College offers pre-professional training in medicine, dentistry, pharmacy, veterinary medicine, nursing, sports medicine, law, and ministry. For complete information, see the appropriate division dean.

## 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 adviser upon registration. Advisers may be changed at the request of the student or faculty member, with the approval of the division dean and Chief Academic Officer.

Students are encouraged to counsel often with the Registrar, their advisers, and other faculty members. Although faculty advisers 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 staff members.

The College hosts an independent counselor on campus. It is run as an independent business and most major insurances will be accepted.

## RESPONSIBILITY FOR MEETING ACADEMIC AND ATHLETIC ELIGIBILITY REQUIREMENTS

Academic advisers, 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 advisers with regard to the specific courses and the total credit load they are planning to take. A student is properly registered when the adviser 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 about enrollment in classes when they visit campus.

**Late Registration Fee** - Any student who has not completed the registration process and attended class by the end of the first day of class each semester will be assessed a \$50.00 late registration fee. In extenuating circumstances the fee may be waived with the approval of the Chief Academic Officer or Dean of Admissions.

**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 Chief Academic Officer 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.

**Drop/Add** - A student may drop or add a class within the first week of classes. Drop/Add forms require the signature of the adviser and the professors of both the dropped and added

classes. For full-time students who drop below twelve (12) hours, and half-time students who drop below six (6) 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** - Any student who misses two consecutive weeks of class may be administratively withdrawn from class. If the withdrawal takes place within the first 6 weeks of class, the student will receive a grade of "W". If the withdrawal takes place after the 6<sup>th</sup> week of class, the student will receive a "WF" or "WP". The student will be notified of this action by the Registrar's Office. Readmission will be considered only for extenuating circumstances as approved by the Chief Academic Officer and Registrar. In such cases, where readmission is approved, a readmit fee of \$350.00 will be charged. If a student drops below full-time status of 12 hours, financial aid may be adversely affected. Resident students dropping below 12 hours will be asked to move out of campus housing.

## ATTENDANCE

It is the responsibility of the Chief Academic Officer to determine the guidelines for all class attendance policies.

All students at Missouri Valley College are expected to attend all classes and class activities for which they have enrolled. If classes are missed, a student is expected to make up the work to the satisfaction of the instructors concerned. Students may be administratively withdrawn from class for excessive absence. See Administrative Withdrawal above.

At times, absence from class may be unavoidable - as in instances of prolonged illness, hospitalization, or participation in an approved student activity. A student should submit a doctor's verification to the Chief Academic Officer, who will notify instructors. The sponsor of an approved College activity through which students will miss classes will provide instructors with a list of participating students. 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 without delay.

## 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 \$100 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.

## 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 Chief Academic Officer.

**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's and Chief Academic Officer approval before registration. All internships

must be done off campus unless approved by the CAO.

**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 adviser, division dean and Chief Academic Officer is required. A maximum of six hours is permitted in an undergraduate program.

**Tutorial/Arranged** - 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 adviser, division dean and Chief Academic Officer is required. A maximum of six hours is permitted in an undergraduate program.

**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 – not counted toward graduation

100-199 Primarily for Freshmen

200-299 Primarily for Sophomores

### Upper Division Course Numbers:

300-399 Primarily for Juniors

400-499 Primarily for Seniors

## GRADING

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

A	4.0
B	3.0
C	2.0
D	1.0
F	0.0

Academic work may also be given the following rating:

**Incomplete (IN)** – In rare instances, the Chief Academic Officer can deem extreme extenuating circumstances that prohibit a student from completing a course. Under such circumstance and only with the prior approval of the Chief Academic Officer, the Division Dean and the faculty member, a student can receive an incomplete grade for one semester. An incomplete grade must be removed by the close of the next term of enrollment or the grade becomes an "F." 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". 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.

**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 adviser, 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.

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

**Repeat** - 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.

## 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 CHANGE APPEAL

A grade may be changed by the instructor if a clerical error was made or other unforeseen circumstances caused. The grade must be changed by the close of the next term and approved by the Chief Academic Officer. To exercise the right of grade appeal, the student must petition in writing, the Chief Academic Officer, who in turn initiates by grade review by the faculty member. The faculty member's decision is final.

## ACADEMIC HONORS

**Dean's List** - Composed of all full time students who have a semester grade point average of 3.3 or higher for no fewer than 12 graded hours for a term 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.

## LEARNING CENTER

The Learning Center is a center for academic support that is located on the third floor of Baily 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

## CAMPUS ASSESSMENTS

In its Mission, Missouri Valley College is committed to providing students with a career-oriented, liberal arts education that equips them to confront the challenges of the future. In the process, the College maintains a comprehensive, cyclical plan of assessment: identifying goals, developing programs to achieve those goals, evaluating their effectiveness, and then redefining the goals to improve the programs. Ongoing assessment is conducted by the administration and faculty in annual reviews, and also by professors in the classes each term. The College requires that students take part in the assessment activities. Information obtained from standardized tests and questionnaires, faculty interviews, and performances is used to develop both quantitative and qualitative data needed for program review. Among the assessment tools are the following:

**Campus Assessment:** At Missouri Valley College, it is felt that the most accurate way to evaluate our core curriculum is through course-embedded assessment, which directly measures our

students' learning. Unlike standardized testing, the course-embedded method only assesses what has been learned in the classroom. Therefore, each student's grade point average will be examined when the required general education core curriculum has been completed. The results of this examination will be used to identify strengths and weaknesses in the general education core curriculum at Missouri Valley College.

**Major Assessment:** The division dean and faculty of each major are responsible for evaluating the effectiveness of their programs. All divisions have developed assessment programs for graduating seniors. Information gathered from qualitative and quantitative assessment is used by the divisions to review programs and make recommendations for curricular change if necessary. A variety of assessment methods are used.

**Student Satisfaction:** Student satisfaction assessment focuses on social and personal growth of students both in the classroom and on campus outside the classroom. Surveys and opinionnaires are the primary method of data gathering to assess student development. Data is collected from entering students, withdrawing students, and graduating students each year to assess current attitudes and opinions. Research is also conducted with periodic surveys of alumni, employers and members of the community. The results of these surveys are cycled back into our planning activities.

## 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 \$4.00 for each transcript. Graduating seniors may receive one free transcript upon request. The student must submit a written request to the Registrar. 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. Current students may request a working copy of their transcripts at no charge.

## FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

In conformance with the Family Educational Rights and Privacy Act of 1974 (the Buckley Amendment) Missouri Valley College has established a system to ensure that students have complete access to their educational records and the right to challenge information they believe to be inaccurate or misleading. Information about these procedures can be obtained from the Registrar's Office.

## DIRECTORY INFORMATION

At its discretion, Missouri Valley College may disclose, publish, or provide directory information concerning a student. Directory information may include: a student's name, address, telephone number, photo, dates of attendance, class standing, degrees and awards received, previous institutions attended by the student, and participation in officially recognized activities. Students may withhold directory information by notifying the Office of the Registrar in writing the first week of each semester. All written requests for non-disclosure will be honored by the College for only one semester; therefore, authorization to withhold directory information must be filed during each semester of attendance.

## ACADEMIC DISCIPLINE

**Good Standing** - In order to be in good standing with the College, students must maintain the minimum cumulative grade point average of 2.00.

**Academic Probation** - Any student who fails to make the minimum cumulative GPA of 2.0 will be placed on academic probation. Students are encouraged to work with the Learning Center 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.

Participation in all college activities is based on NAIA eligibility requirements; a student not meeting these requirements will not be permitted to participate as a representative of Missouri Valley College.

**Academic Dismissal** - Students on academic probation for two (2) consecutive semesters are subject to academic dismissal. Probationary status is not a necessary prior condition for academic dismissal. Students may be dismissed for lack of progress regardless of cumulative GPA, if there is no evidence of eventual academic success. Dismissal is recorded on the student's academic transcript.

**Appeals and Readmission** - Appeals of academic dismissal, petitions for readmission and other academic matters should be directed to the Chief Academic Officer for review by the President or his designee. Students who are academically dismissed 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.

## 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 Campus Life, Financial Aid and the Registrar to determine their status for the remainder of that semester. A leave of absence must be requested in writing.

## MISSOURI VALLEY COLLEGE 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 juniors and seniors 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 Chief Academic Officer of Missouri Valley College approves all instructors for the dual credit program who may include high school teachers from the participating schools. Upon completion of the course, grades and credits will be placed on a regular Missouri Valley College transcript.

**Missouri Valley College General  
Education Core Curriculum 2005-2007**

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

<b>Core I – Communication Skills</b>	
Required of all degree candidates:	
EN 130 – Rhetoric & Composition	_____
EN 160 – Literature & Composition	_____
SP 100 – Public Speaking	_____
B.A., and B.F.A. degree candidates – two courses required:	
EN 200 – Survey World Lit. I	_____
EN 201 – Survey World Lit. II	_____
EN 220 – Survey American Lit. I	_____
EN 225 – Survey American Lit. II	_____
EN 230 – Survey English Lit. I	_____
EN 235 – Survey English Lit. II	_____
LN 100 – Elementary Latin	_____
SN 111 – Elementary Spanish I	_____
SN 112 – Elementary Spanish II	_____
FR 110 – Elementary French I	_____
FR 160 – Elementary French II	_____

<b>Core II – Math/Science</b>	
B.A. and B.F.A. degree candidates – One course required:	
B.S. degree candidates – One course required if MA 185 or 190; otherwise two courses required:	
MA 150 – Topics in Modern Math	_____
MA 160 – Finite Math	_____
MA 165 – College Algebra	_____
MA 170 – Pre-calculus	_____
MA 185 – Calculus for Business	_____
MA 190 – Calculus I	_____
MA 200 – Intro to Statistics	_____
B.A. & B.F.A. degree candidates – One course required:	
B.S. degree candidates – Two courses required, one of which must include a lab (+):	
BI 104 – Principles of Biology+	_____
BI 130 – Plants & People	_____
CH 111 – General Chemistry I+	_____
CH 112 – General Chemistry II+	_____
PH 105 – Environmental Science	_____
PH 109 – Physical Science+	_____
PH 122 – Astronomy	_____
All degree candidates – One course from:	
CS XXX – Three hours of CIS	_____
AC 230 – Accounting Computer App	_____
ED 310 – Integration of Technology	_____
MC 201, 290, 301 – Electronic Pub	_____

<b>Core III – Social Science</b>	
All degree candidates – two courses from different disciplines required:	
AD 100 – Psych. of Substance Abuse	_____
EC 115 – Intro to Economics	_____
EC 206 – Macro Economics	_____
GE 250 – Geography	_____
HM 100 – Personal Growth	_____
HM 221 – Leadership	_____
HM 222 – Group Dynamics	_____
PY 100 – Principles of Psychology	_____
SC 100 – Intro to Sociology	_____
SC 232 – Marriage & Family	_____
PS 100* – Foundations of Federal Govt.	_____

<b>Core IV - Civilization</b>	
All degree candidates – one Religion course required:	
RE XXX – Three hours of Religion	_____
Plus two courses required:	
HS 104* - American History I	_____
HS 105* - American History II	_____
HS 115 – History of World Civilization I	_____
HS 116 – History of World Civilization II	_____
PL 100 – Intro to Philosophy	_____
PL 110 – Intro to Critical Thinking	_____
PL 125 – Ethics	_____
*All graduates must satisfy the Missouri and Federal Constitution requirements by passing one of the following courses: PS 100, HS 104, HS 105.	

<b>Core V – Fine Arts</b>	
All degree candidates – two courses required:	
AR 100 – Intro to Drawing	_____
AR 120 – Intro to Photography	_____
AR 201 – Art Appreciation	_____
AR 224 – Ceramics I	_____
DN 101 – History of Dance	_____
HU 125 – Humanities I	_____
HU 126 – Humanities II	_____
MC 150 – Intro to Mass Comm.	_____
MU 101 – Intro to Music Lit	_____
MU 105 – Fundamentals of Music	_____
MU XXX – 3 hours Choir or Band	_____
TH 105 – Fundamentals of Theatre	_____
TH 112 – Fund. Theatrical Design	_____
TH 115 – Acting I	_____

<b>Core VI – Physical Activity</b>	
All degree candidates – 2 hours required:	
PE 101 – 126 – PE Activities	_____
PE 221 – Lifetime Wellness	_____
PE 131 – 144 – Varsity Sports	_____
DN 120 – 150 – Dance Techniques	_____
MS 145 or 245 – Military Science	_____
Note: Any sport may be used only once as a core requirement. Students receiving credit for a varsity sport cannot receive credit for the corresponding activity class.	

## Missouri Valley College Associate of Arts Curricula 2005-2007

### Associate of Arts – Liberal Arts (64 hours)

Make selections from courses listed under  
B.A./B.S. Core Requirements on page 13.

Core I – Communication Skills	
Required:	
EN 130 – Rhetoric & Composition	_____
EN 160 – Literature & Composition	_____
SP 100 – Public Speaking	_____
Plus two Language or Literature courses.	
_____	_____
_____	_____

Core II – Math/Science	
Two Mathematics courses.	
Two science courses - one must include a lab (+):	
One computer/technology course.	
MA _____	_____
MA _____	_____
BI/CH/PH _____	_____
BI/CH/PH _____	_____
CS _____	_____

Core III – Social Science	
Four courses from at least two different disciplines.	
_____	_____
_____	_____
_____	_____
_____	_____

Core IV - Civilization	
One Religion course & one History or Philosophy course.	
RE _____	_____
HS/PL _____	_____

\*All graduates must satisfy the Missouri and Federal Constitution requirements by passing one of the following courses: PS 100, HS 104, or HS 105.

Core V – Fine Arts	
One course.	
_____	_____

Core VI – Physical Activity	
Two courses:	
_____	_____
_____	_____

## Associate of Arts – Small Business Management (64 hours)

Make selections from courses listed under  
B.A./B.S. Core Requirements on page 13.

Core I – Communication Skills	
Required:	
EN 130 – Rhetoric & Composition	_____
EN 160 – Literature & Composition	_____
SP 100 – Public Speaking	_____
Plus one Language or Literature course.	
_____	_____

Core II – Math/Science	
One Mathematics course and one Science course.	
One computer/technology course.	
MA _____	_____
BI/CH/PH _____	_____
CS _____	_____

Core III – Social Science	
One course.	
_____	_____

Core IV - Civilization	
One Religion course	
RE _____	_____

\*All graduates must satisfy the Missouri and Federal Constitution requirements by passing one of the following courses: PS 100, HS 104, or HS 105.

Core V – Fine Arts	
One course.	
_____	_____

Core VI – Physical Activity	
Two courses:	
_____	_____
_____	_____

Small Business Mgmt Required Major Courses:	
AC 210 – Principles of Accounting I	_____
AC 220 – Principles of Accounting II	_____
BA 212 – Principles of Management	_____
BA 232 – Principles of Marketing	_____
BA 242 – Small Business Mgmt	_____
BA 282 – Business Law I	_____
EC 206 – Prin. of Macroeconomics	_____
EC 216 – Prin. of Microeconomics	_____
BA XXX – Business Division elective	_____
BA XXX – Business Division elective	_____



## ACCOUNTING MAJOR

**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 330, AC 340, AC 350, AC 360, AC 400, AC 430, BA 302, BA 322, MA 185, BA 292, BA 432, EC 355, and BA 442. Required or elective hours taken for one Business Division major, concentration, or minor cannot be used to satisfy another Business Division major, concentration, or minor. (Total 63 hours)

**Minor requirements:** AC 210, AC 220, AC 330, AC 340, AC 350, plus an elective course from any one of the following: AC 360, BA 282, BA 292, BA 302, BA 322. (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 both service and merchandising enterprises will be covered. Fall. Spring.

**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.

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

**AC 230. Accounting Computer Applications - 3 hours.** Use of computer and electronic spreadsheets to solve accounting problems. This course is recommended for those pursuing a major or minor in accounting. Prerequisites: "C" or better in CS 119, AC 220 or concurrent. Fall.

**AC 330. Income Tax - 3 hours.** Preparation of federal income tax returns for individuals, partnerships, and corporations. Procedures required by current laws, regulations relating to federal income tax and social security taxes. Prerequisite: AC 220 or permission of instructor. Fall.

**AC 340. Cost 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 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.** Specialized accounting for partnerships, branches, consolidated statements, installments and consignment sales, receivership, estates, trusts. 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 Chief Academic Officer. 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.

**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 Chief Academic Officer.

## AGRI-BUSINESS

**AG 149/249/349/449. Special Topics in Agri-Business - 1-6 hours.** Selected studies in area of student's need and interest. Prerequisite: Permission of instructor. Arranged.

**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. Prerequisites: EC 206, EC 216. 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 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 401. Internship in Agri-Business - 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 chief academic officer. Arranged.

**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 the instructor, division dean and chief academic officer.

## ALCOHOL & DRUG STUDIES MAJOR

**Major requirements:** AD 100, AD 150, AD 310, AD 320, AD 350, PY 100, PY 245, PY 260, PY 345, PY 371, PY 372, and PY 375. (Total 36 hours)

**Minor requirements:** Eighteen (18) hours of AD curriculum, including at least 9 hours of upper division credit.

**Major assessment:** ALDS students are required to complete a practicum or placement at a state certified agency under the supervision of a licensed professional. Furthermore, they are required to write a conceptual paper on any subject in the mental health field.

**AD 100. Psychology of Substance Abuse Disorders - 3 hours.** A comprehensive overview of chemical dependency and its effects on the individual, family and society. The medical, psychological, social, and legal aspects are covered as well as the disease concept, modalities of treatment, 12-step programs, and prevention. Fall. Spring.

**AD 150. Drugs and Behavior - 3 hours.** Absorption, distribution, and excretion of drugs, neurophysiology, neurotransmitters, and the nervous system; drug state conditioning, tolerance, dependence, withdrawal, and self-administration. Fall. Spring.

**AD 310. Chemical Dependency Counseling - 3 hours.** To introduce concepts of prevention of chemical abuse, methods of intervention and treatment, and understanding the cycle of addiction. This course will increase a student's understanding of addictive behavior, types of treatment, and the family dynamics of addiction. Fall. Spring.

**AD 320. Treatment Planning and Case Management - 3 hours.** Based upon a biopsychosocial and medical assessment resulting in a DSM-IV diagnosis, the student learns to develop preliminary, initial, master, and discharge treatment plans. Procedures and documentation of case management are covered to meet JCAH standards including Quality Assurance. This course will count as a Psychology major elective. Prerequisites: AD 260, PY 345. Fall.

**AD 149/249/349/449. Special Topics in AD - 1-3 hours.** Regular and mini-courses, seminars, and workshops on current topics in the fields of Substance Abuse Counseling and Addictionology will be offered on an ad hoc basis. May be repeated for credit with different topics or levels. Prerequisite: Permission of AD director.

**AD 350. Ethics / Self Awareness - 3 hours.** A comprehensive overview of ethics formulated in the areas of legal issues, clinical welfare, professional competencies, supervision, personal wellness, etc. This class will also address areas to improve self awareness to become a healthy, insightful, and well-adjusted therapist. Fall.

**AD 376/476. Independent Study - 1-3 hours.** Student may propose library or field research on any topic within the ALDS field. Subject to professional approval and supervision. Prerequisite: AD 100 and permission of AD director, division dean and Chief Academic Officer.

**AD 390. Practicum - 6 hours.** Requires a minimum of 360 clock hours in an approved agency, business setting, or treatment center under the direct supervision of a certified/qualified counselor. Areas of training include screening, intake, orientation, assessment, treatment planning, counseling, case management, crises intervention, client education, referral reports and record keeping, consultation with other professionals in regard to client treatment/services, and professional ethics. Prerequisites: AD 350, AD 320, PY 371, and permission of the AD director, division dean, and Chief Academic Officer.

## ART MAJOR

**Major requirements:** AR 114, AR 212, AR 232, AR 301 or AR 310 or AR 412, AR 330, AR 331, AR 344, AR 345, AR 490; 6 hours of Art electives. (Total 33 hours)

**Minor requirements:** Eighteen (18) 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 or 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. Introduction to Drawing - 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. \$5.00 lab fee. Fall. Spring.

**AR 120. Introduction to Photography – 3 hours.** An introduction to the camera and its controls; the art of taking quality pictures; the development of film; and the making of quality pictures. Student must have a 35mm camera. \$25.00 lab fee. Spring odd years.

**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. Fall even years.

**AR 201. Art Appreciation - 3 hours.** Develops understanding and appreciation of the nature of art and its historical development. Illustrated lectures. Fall.

**AR 212. Intermediate Drawing - 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 lab 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. \$25.00 lab fee. Fall. Spring.

## ATHLETIC TRAINING EDUCATION MAJOR

**AR 232. Three-Dimensional Design - 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. \$20.00 lab fee. Spring even years.

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

**AR 310. Art History from the Renaissance to the 20th Century - 3 hours.** A history of Western art with emphasis on major movements and personalities in western Europe and the United States. Spring odd years.

**AR 320. Photography II – 3 hours.** Course will emphasize the refinement of compositional and printing techniques learned in AR 120. Students will also work toward developing a personal approach to photography. Students must have a 35 mm camera that will allow for manual settings. Automatic cameras are not acceptable for this course. Prerequisite: AR 120 or MC 225 or permission of instructor. \$30.00 lab fee. Fall.

**AR 330. Figure Drawing - 3 hours.** Continued experience in drawing, emphasizing work from the model. Prerequisite: AR 100 or 212. \$20.00 lab fee. Spring.

**AR 331. Oil Painting - 3 hours.** Introduction to oil painting emphasizing studio practices, fundamental principles and techniques. Prerequisite: AR 100 or AR 212 or permission. \$15.00 lab 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. \$25.00 lab fee. Prerequisite: AR 224. Spring.

**AR 344. Watercolor - 3 hours.** Introduction to basic watercolor techniques, still life and landscape, and other subject matter. \$10.00 lab fee. Prerequisite: AR 100 or AR 212 or permission. Fall even years.

**AR 345. Advanced Painting. 3 hours.** Further problems in a variety of painting techniques. Prerequisite: AR 331. \$15.00 lab fee. Fall odd years.

**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 Chief Academic Officer.

**AR 412. Studies in Art – 3 hours.** This is a studio class with its basis upon historical research. The student will research either 2-Dimensional or 3-Dimensional artwork from a historical perspective, and then create a body of work based upon this research. Spring even years.

**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. Arranged.

### Our Mission

The Missouri Valley College Athletic Training Education Program is committed to providing educational and clinical opportunities in order to prepare students for careers in the athletic training profession and for successful completion of the Board of Certification (BOC, formerly NATABOC) Athletic Training certification exam. The preparation of students will be accomplished through formal classroom instruction, laboratory work, and clinical experiences as dictated by the Competencies and Clinical Proficiencies mandated by the Council on Accreditation of Allied Health Education Programs (CAAHEP).

### Program Goals:

1. To prepare students to become members of a responsible citizenry through liberal learning, critical thinking, and academic excellence.
2. To provide a baccalaureate education that prepares one for a career in athletic training or graduate study.
3. To provide academic and career counseling. To offer appropriate advising, counseling, and strategies that will assist students in meeting prerequisites for gaining entry into graduate or professional programs, or to obtain employment in the athletic training profession.
4. To prepare students to pass the BOC certification examination and, if appropriate, obtain state licensing.
5. To instill the values of education as a lifelong process of discovery and enlightenment.
6. To promote professionalism through student membership in the NATA and attendance at symposiums.
7. To provide learning opportunities with a variety of medical and allied medical professionals.
8. To provide students with diverse field experiences that will prepare them for current employment trends in athletic training.

### Athletic Training Major

The Missouri Valley College Athletic Training Education Program recently completed the process for CAAHEP accreditation (i.e., submission of the self-study and site visit). At the time of this printing, the ATEP has been notified by the JRC-AT that it has been recommended for accreditation. It is therefore expected that the ATEP will receive formal CAAHEP accreditation in September of 2005. Please check the on-line college catalog at [www.moval.edu](http://www.moval.edu) for the most current program information. Upon program accreditation, students who successfully complete all of the academic and clinical requirements will earn a B.S. in Athletic Training from Missouri Valley College and be eligible to sit for the BOC certification exam for athletic trainers.

### Admissions Requirements

All students planning to major in Athletic Training and become a certified athletic trainer should apply for and be admitted to the Athletic Training Education Program. Application should occur upon completion (or in the process of completion) of 30 academic hours. This process generally occurs in the middle of the second semester of the freshman year. Transfer students need to apply when they are admitted to the College if they have met the 30 semester hour requirement and have the appropriate prerequisites. Transfer students must also provide at least one letter of reference from a professor from the college in which he/she transferred. A student cannot be admitted if they are less than a sophomore, however, a freshman can still collect

observation hours under proper circumstances (determined by the program director).

#### Application Process

The following criterion needs to be met before accepted to the program:

1. Completion of: AL 130 Introduction to Athletic Training (2 hours); AL 230 Taping Techniques (2 hours); PE 233 First Aid and CPR (3 hours); BIO 104 Principles of Biology (4 hours); EX 250 Human Anatomy (3 hours) and EX 251 Human Physiology (3 hours) **or** BI 322 Human Anatomy and Physiology (4 credit hours) **or** EX 255 Human Anatomy and Physiology (4 hours); with a "C" or better.
2. Cumulative GPA of no less than 2.5 for the 2 individual semesters previous to application.
3. Successful completion (>70%) of 100 question multiple choice exam at the end of the second semester. The questions for this test will be composed of information taught in the prerequisite courses.
4. Satisfactory completion of a minimum of 75 hours of athletic training observation, (determined by the program director and supervising ATCs). At least 5 hours of observation per sport is required.
5. Completion of a formal written application to the Athletic Training Education Program. The application deadline is **March 1** for fall semester consideration. Applications may be obtained directly from the program director or may be downloaded from the web site.
6. Once the application is received by the program director, the candidate will be scheduled for a personal interview with the Program director and the ATEP admissions committee.

#### Acceptance into the Athletic Training Program

1. Students will be notified by April 1 of each year as to whether or not they have been accepted into the program. Completion of the application process and requirements does not necessarily ensure that a candidate will be accepted into the program. A student who is in the process of completing the prerequisites may be conditionally accepted until all of the admissions requirements are satisfactorily met. A student who has been denied admission into the program has the right to appeal the decision in writing to Dr. Karla Bruntzel, ATEP Director. The written appeal must be submitted no later than May 15 for consideration.
2. Once a candidate has been notified of admittance into the athletic training program, they must provide the following information:
  - a. Vaccination records for Rubella, Tetanus, Mumps, Polio, Chicken Pox, and submit proof of Hepatitis B vaccination. If, for personal reasons, the individual chooses not to obtain the Hepatitis B vaccination, a waiver form must be submitted. The waiver form is available through the program director.
  - b. Proof of a physical examination, signed by an MD, DO, NP, or PA, which will evaluate health and Technical Standards to ensure that the individual is physically and emotionally capable of handling the duties required for completion of the competencies for athletic training knowledge and skill acquisition. It is recommended that the students complete a TB test at this time as this is a requirement for many of our clinical sites. The forms can be obtained from the

program director or downloaded from the web site. **No other form will be accepted.**

- c. Evidence of student membership to the National Athletic Trainers' Association. Membership applications are available at the NATA web site [www.nata.org](http://www.nata.org). Students are required to maintain this membership annually.
- d. Current First Aid and Professional Rescuer CPR certification. Must be renewed annually.
- e. Evidence of malpractice liability insurance coverage while enrolled in the program. Students are required to maintain this coverage each year after admittance. Students may obtain short-term insurance information from the program director or may go to the following link for more information: [www.hpsoc.com](http://www.hpsoc.com)
- f. Criminal background check conducted by the Missouri Highway Patrol and the Department of Social Services.
- g. Items b, c, d, e and f are the financial responsibility of the student. Failure to comply will exclude the student from the clinical portion of the program until all documentation is complete.

**Major requirements:** AD 150, BI 104, CS 119, AL 130, AL 201, AL 202, AL 230, AL 303, AL 304, AL 333, AL 335, AL 340, AL 350, AL 355, AL 358, AL 360, AL 370, AL 405, AL 406, AL 450, AL 480, EX 245, EX 255 **or** BI 322, EX 333, EX 334, EX 335, EX 359, EX 385, MA 200, PE 233, PE 307. (Total 81 hours)

**Major assessment:** Seniors are required to take the in-house Athletic Training Assessment exam. The exit exam will consist of questions obtained from the courses required of the athletic training major.

**AL 130. Introduction to Athletic Training - 3 hours.** An entry level course designed to introduce the student to the athletic training profession and the MVC athletic training education program. The student will become familiar with the role and function of an athletic trainer as a member of the sports medicine team, the history of the profession, employment opportunities, certification requirements, and state practice acts. This course will also introduce the students to basic medical terminology, the principles of prevention and treatment of athletic injuries, and provide the student with hands-on opportunities in the athletic training facility under the supervision of staff athletic trainers. This course is a prerequisite for application to the MVC athletic training education program. Fall. Spring.

**AL 201. Clinical I – 1 hour.** This course is the first in a series of clinical based courses in which Athletic Training students will observe the day to day workings of an athletic training facility and be given the opportunity to practice and apply clinical proficiencies under the direct supervision of an approved clinical instructor. Students will be required to spend approximately 5-6 hours per week (for a minimum total of 75 hours) working with the athletes and staff in the athletic training facility. Prerequisite: Admission to the Athletic Training Education Program. Fall.

**AL 202. Clinical II – 1 hour.** This course builds upon the skills and concepts learned in Clinical I by providing a series of more advanced clinical experiences and goals to be carried out during the day to day workings of an athletic training facility. Students are also able to apply information learned in the athletic training classes and gain valuable hands-on experience under the direct supervision of an approved clinical instructor by spending approximately 5-7 hours per week (for a minimum total of 75

hours) working with the athletes and staff in the athletic training facility. Prerequisite: AL 201. Spring.

**AL 230. Techniques of Taping - 2 hours.** This course is designed to teach the student a variety of taping and wrapping techniques for the various musculoskeletal injuries that occur to the physically active. \$33.00 lab fee. Fall.

**AL 303. Clinical III – 2 hours.** This course is the third in a series of clinical-based courses in which the student may gain additional experiences and improve skills under the direct supervision of an approved clinical instructor. During these clinical rotations, the student may be assigned an ACI in a variety of pre-approved outreach facilities (i.e., high school, hospital, sports medicine clinics, or industrial) to allow for exposure to a variety of working conditions and locations. Students will be expected to spend approximately 10-12 hours per week (125 hours minimum) with their ACI in the assigned facility. Each rotation will last approximately 7 weeks. Prerequisite: Advancement into Level III and AL 202. Fall.

**AL 304. Clinical IV – 2 hours.** This course is the fourth in a series of clinical-based courses in which the student may gain additional experiences and improve skills under the direct supervision of an approved clinical instructor (AIC). During these clinical rotations, the student may be placed in a variety of pre-approved outreach facilities (i.e., high school, hospital, sports medicine clinics, or industrial) to allow for exposure to a variety of working conditions and locations. Students will be expected to spend approximately 10-12 hours per week (125 hours minimum) in the assigned facility. Each rotation will last 7 weeks. Prerequisite: AL 303. Spring.

**AL 333. Lower Extremities Advanced Athletic Training – 3 hours.** This course is part of a series of Athletic Training core courses designed to provide the student with a thorough knowledge of lower-extremity injuries and conditions. This will be accomplished by providing the student with a complete picture of the specific areas of the lower extremities through a review of normal anatomy and mechanics, mechanism of injury, assessment procedures, signs and symptoms of various injuries and conditions, and their treatment and management, including both immediate and follow-up care. The information will be presented in a lecture and laboratory format. Prerequisite: Admission into the Athletic Training Education Program. Fall.

**AL 335. Upper Extremities Advances Athletic Training – 3 hours.** This course is part of a series of Athletic Training core courses designed to provide the student with a thorough knowledge of upper-extremity injuries and conditions. This will be accomplished by providing the student with a complete picture of the specific areas of the upper extremities through a review of normal anatomy and mechanics, mechanism of injury, assessment procedures, signs and symptoms of various injuries and conditions, and the treatment and management, including both immediate and follow-up care. This information will be presented in a lecture and laboratory format. Prerequisite: Admission into the Athletic Training Education Program. Spring.

**AL 340. Athletic Training Practicum I - 2 hours.** This course will teach and evaluate the student's clinical proficiencies in the areas of: splinting, pre-event preparation, ambulatory aids, wound cleansing and conducting preseason physical exams. Prerequisite: Admission into the Athletic Training Program. Fall.

**AL 350. Athletic Training Practicum II - 2 hours.** This course will teach and evaluate the student's clinical proficiencies in the areas of fitting protective equipment, all aspects of care for spinal injuries, crutch & cane fitting and use, drug testing procedures,

and recognition of medical terminology & abbreviations. Prerequisite: AL 340. Spring.

**AL 355. Therapeutic Modalities in Athletic Training - 4 hours.** This course is part of a series of Athletic Training core courses designed to provide the student with a thorough knowledge of theories, principles, and techniques of therapeutic modalities that are used for sports injuries to athletes. Topics include indications, contraindications, and the proper use of hydrotherapy, cryotherapy, electrotherapy, and thermotherapy for sports injury and post-operative rehabilitation. Information will be presented in both a lecture and laboratory format. Prerequisite: Advancement to Level III of the athletic training program. Fall.

**AL 358. Therapeutic Exercise and Rehabilitation of Athletic Injuries – 4 hours.** This course is part of a series of Athletic Training core courses designed to provide the student with a thorough knowledge of theories, principles, and techniques of therapeutic exercise focusing on musculoskeletal injuries to athletes. Skills will be developed for improving ROM, strength, endurance, agility, power, and proprioception for injuries and post-operative rehabilitation. Information will be presented in both a lecture and laboratory format. Prerequisite: Advancement to Level III of the athletic training program. Spring.

**AL 360. Athletic Training Practicum III - 2 hours.** This course will teach and evaluate the student's clinical proficiencies in the areas of: performance and evaluation of various functional sports specific tests and the purpose & use of a number of medical tools used to evaluate health and prevent injuries. Prerequisite: AL 350. Fall.

**AL 370. Athletic Training Practicum IV - 2 hours.** This course will introduce the student to research design and pharmacology as it relates to sports. The students will have mandatory rotations with various allied medical sites & professions. Prerequisite: EX 360. Spring.

**AL 405. Clinical V – 3 hours.** This course is the fifth in a series of clinical-based courses in which the student starts to apply the knowledge and skills learned in the previous athletic training classes and clinical rotations. Students will be assigned to work with a specific athletic team(s) and provide care for the athletes of that team(s) for all practices and games, including travel situations. While the clinical tasks will be carried out under the supervision and guidance of an ACI, the student will be expected to perform evaluations and provide appropriate treatment for the athletes in their charge, as well as completing the appropriate documentation. Students will be expected to spend approximately 15 hours per week (150 hours minimum) in the athletic training facility. Prerequisite: Advancement into Level IV and AL 304. Fall.

**AL 406. Clinical VI – 3 hours.** This course is the sixth and final course in a series of clinical-based courses in which the student learns to apply the knowledge and skills covered in the previous athletic training classes and clinical experiences. Students will be given the opportunity to select their clinical rotation based upon their specific interests. While all clinical tasks will be carried out under the supervision and recommendations of the approved clinical instructor, the student will be expected to perform evaluations and provide appropriate treatment/rehabilitation for the patients in their charge, as well as completing the appropriate documentation. Students will be expected to spend approximately 15 hours per week (150 hours minimum) in the athletic training facility. Prerequisite: AL 405. Spring.

**AL 450. Organization and Administration of Athletic Injuries – 3 hours.** This course is designed to offer theoretical and

practical information of the organization, administration, and management of the athletic training facility focusing on specific duties, responsibilities, and problems as they relate to the various athletic training settings. Prerequisite: Senior-level standing in the athletic training program. Fall.

**AL 480. Senior Seminar – 3 hours.** A capstone seminar focusing on current trends and issues in athletic training, utilizing a variety of resources, including the internet and world wide web. Prerequisite: Final semester in the athletic training program. Spring.

## BIOLOGY MAJOR

**Major requirements:** BI 104, BI 210, BI 250, BI 323, BI 332, plus at least 12 hours of biology electives; CH 111, CH 112; at least 5 hours of mathematics courses; additional coursework in chemistry, physics, and mathematics are strongly recommended. (Total 46 hours)

**Minor requirements:** 20 hours (12 - 300 level or above).

**Major assessment:** All seniors completing a biology major must take the nationally standardized Area Concentration Achievement Test in biology.

**Suggested program of study for pre-medical/pre-health profession students:** In addition to the Biology major requirements, the following courses are recommended as minimum requirement for those biology students wishing to pursue a career in medicine, veterinary medicine, or other health professions: Biology/zoology (BI 212 and BI 255), 10 hours of organic chemistry (CH 331 and CH 332), 10 hours of Physics (PH 315 and PH 365), and supporting mathematics courses (MA 190 and MA 200). Requirements vary among professional schools; therefore, students should always consult the programs to which they plan to apply for specific requirements.

**Suggested program of study for Wildlife Management/Conservation Biology students:** The following courses are recommended by The Wildlife Society's Professional Wildlife Certification Program: 36 hours of biology in 5 different subject areas (e.g. plant biology – BI 210 and BI 430; vertebrate biology – BI 212, BI 300, BI 305; genetics – BI 323; ecology (BI 332; wildlife management – BI 404), 9 hours of chemistry and physics/physical sciences in 2 areas (e.g., CH 111, PH 307, and PH 309), and 9 hours of mathematics and computer science (e.g., MA 190, MA 200, CS 119).

**Suggested program of study for students entering graduate school:** Students planning to pursue graduate degrees in biology or related fields should follow the requirements for the biology major, but should also take courses in statistics (e.g. MA 100) and physics (PH 315 and PH 365).

**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. Fall. Spring.

**BI 130. Plants and People - 3 hours.** The technology and history of plant utilization to provide food, feed, fiber, and medicine for human civilization. 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. Spring.

**BI 211. Invertebrate Zoology - 4 hours.** Invertebrate phyla, emphasizing characteristics of each phylum; contributes to better understanding of biological principles of evolutionary development. Three lectures, two laboratories per week. Prerequisite: BI 104 or permission of instructor. Spring odd years.

**BI 212. Vertebrate Zoology – 4 hours.** A study of the general biology and natural history of the vertebrata, 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. Fall odd 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 255. Human Anatomy and Physiology . 4 hours.** This course deals with foundation and concepts of Human Anatomy and Physiology, beginning with the cellular and histologic levels and quickly advancing to the systems of the body. Human Anatomy and Physiology coursework and laboratory experiences lay the foundation for more advanced courses in Biology, Athletic Training, Exercise Science and Physical Education. The principles of Anatomy and Physiology will be used extensively throughout your academic and professional careers. Three lectures, two laboratories per week. Prerequisite: "C" or better in BI 104. CH 111 is recommended, but not required. \$15.00 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 lab per week. Prerequisites: BI 104 and BI 212. 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. Prerequisites: BI 104 and BI 212. 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 lab per week. Prerequisites: BI 104 and BI 212. Spring odd years.

**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. Prerequisite: BI 104. 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. Prerequisite: BI 104, MA 200 or other statistics course is strongly recommended. 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. Prerequisite: BI 104, MA 200 or other statistics course is strongly recommended. Spring.

**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 Chief Academic Officer. 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. 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. \$100 lab fee. Prerequisites: Junior/Senior standing, BI 332 (may be taken concurrently). Course may be repeated for credit for a maximum of 6 hours. Spring.

**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. 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 Chief Academic Officer.

## **BUSINESS ADMINISTRATION MAJOR**

**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 another Business Division major, major concentration, or minor.

**BUSINESS CORE** - Required courses for all Accounting, Agri-Business, Business Administration, Economics 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).

**Required Courses for Business Administration Major Concentrations:**

**Agri-Business Concentration:** Business core courses; AG 363, AG 373, AG 383, AG 393, EC 355, BA 302, BA 322, MA 185, BA 432, BA 442, EC 455. (Total 57 hours)

**Management Concentration:** Business core courses; EC 375, BA 302, BA 322, MA 185, BA 292, BA 312, BA 382, BA 422 OR PY 380, BA 432, BA 442, plus 3 hours electives in Accounting, Agri-Business, Business Administration, or Economics at the 300 level or above. (Total 57 hours)

**Marketing Concentration:** Business core courses; EC 375, BA 302, BA 322, MA 185, BA 442, BA 330, BA 332, BA 352, BA 362, BA 402, EC 455. (Total 57 hours).

**Finance Concentration:** Business core courses; EC 355, EC 450, BA 302, BA 322, BA 350, BA 360, BA 372, BA 392, MA 185, BA 442, plus 3 hours of electives in Accounting, Agri-Business, Business Administration, or Economics at the 300 level or above. (Total 57 hours).

**Small Business Development Concentration:** Business core courses; AC 230, EN 327 or BA 412, BA 322, BA 242, BA 312, BA 382, BA 352, BA 362, HM 222, SP 325, SP 420, and BA 442. (Total 60 hours).

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

**Associate of Arts Degree in Small Business Management requirements:** AC 210, AC 220, BA 212, BA 232, BA 242, BA 282, EC 206, EC 216, CS 119 or 3 hours of computer science above that level; 6 hours of electives from BA courses. (Total 64 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 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. \$30.00 course fee. Fall. Spring.

**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. Fall. Spring.

**BA 242. Small Business Management - 3 hours.** Examination of practical problems faced in the development and management of small business. Discussions will be conducted both in the class and at representative businesses with small business leaders. Prerequisite: BA 212 or permission of instructor. 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.

**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. Spring.

**BA 302. Statistics - 3 hours.** Principles and methods of statistical analysis with applications to business; includes laboratory work. Prerequisite: MA 160 or higher. 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.

**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.

**BA 322. Principles of Finance - 3 hours.** Management and formation of capital; the finance function and its environment; techniques of financial analysis, planning and control. Prerequisites: MA 160 or higher, AC 220. Fall. Spring.

**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 and procedures; proper appeals, copy presentation, layout and media. Role of management in advertising process and decision making. Prerequisite: BA 232. 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.

**BA 360. Principles of Insurance - 3 hours.** Theory of risk and its practical application to business or property insurance and other types of insurance; legal relations governing insurance companies. 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. Prerequisite: BA 232. Spring.

**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. Labor-Management Relations - 3 hours.** Systematic treatment of the nature of the relationship between unions and management; historical developments, labor legislation, collective bargaining process, public and private sectors, major issues, union structure, government and processes. Case analysis and decision oriented. Prerequisite: BA 212. Spring.

**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 Chief Academic Officer. 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. Spring odd years.

**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. Prerequisite: Senior standing; permission of instructor. Fall. 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 Chief Academic Officer.

**BA 490. Entrepreneurship and Executive Leadership – An Honors Symposium – 2 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 451. (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. \$20.00 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, colligativity, 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. \$20.00 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. \$20.00 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. \$20.00 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. \$20.00 lab fee. Prerequisite: CH 331. Spring.

**CH 399. Honors Research - 1-4 hours.** Independent study or original research project arranged between student and staff. Prerequisite: CH 111.

**CH 451. Biochemistry I - 5 hours.** Covers reviews of cell structure, aqueous solutions and thermodynamics, amino acids, protein purification, protein primary, secondary, tertiary & quaternary structures, protein dynamics, hemoglobin in detail. Carbohydrates, lipids, membranes, rates & mechanisms of enzymatic catalysis and an introduction to metabolism. One 3 hour lab per week. \$20.00 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. \$20.00 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 Chief Academic Officer.

## COMPUTER INFORMATION SYSTEMS MAJOR

**Major requirements:** Completion of the CIS Core plus a concentration in one for the following areas: Programming or Networking.

**CIS CORE:** CS 110, CS 120, CS 170, CS 250, CS 320, MA 190 or MA 185, MA 200 or BA 302, AC 210, AC 220, EN 327 OR BA 412, plus 6 hours from: AC350, BA 212, BA 232, BA 322, BA 432. (Total 36 hours.)

**Software Development Concentration:** CIS core; CS 350, CS 370, CS 380, CS 410, plus 6 hours from CIS courses 301 or above. (Total 54 hours.)

**Networking Concentration:** CIS core; CS 340, CS 440, PH 315, PH 365, plus 6 hours from CIS courses 301 or above. (Total 58 hours.)

**Internet Programming Emphasis:** CIS core; CS 305, CS 370, CS 380, CS 450, plus 6 hours from CIS courses 301 or above. (Total 54 hours.)

**Minor requirements:** CS 110, CS 120, CS 250, CS 320, plus 6 hours upper division CS electives. (Total 18 hours.)

**Major assessment:** All seniors completing a major in computer information systems are required to take a comprehensive examination.

**CS 100. Basic Computers and Internet – 3 hours.** An overview of current computer concepts and uses. This survey course will introduce the computer novice to the many prolific uses of computer technology. This course is designed for students with little or no computer experience. The basics of computer hardware, software, communication, Internet, e-mail, and web page design will be discussed.

**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 data base operations using MICROSOFT OFFICE. Fall. Spring.

**CS 120. Introduction to Programming (Visual Basic) – 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 Visual Basic applications using modern programming techniques. Prerequisite: MA 145 or above. Fall.

**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 300. Practical Technology – 3 hours.** This course is designed to enable all students to be better prepared for the ever-changing technological advances that are occurring in our society today. In addition to instructor led sessions, the course will utilize Computer Based Training (CBT) where the student is engaged in interactive multimedia and hands-on simulations that reinforce and complement the concepts and skills covered in an accompanying text and/or distance learning and on-line environment. The course will help students who wish to prepare for A+ certification in PC repair and maintenance and will cover the objectives of MOUS certification in MS Office applications software. This class cannot be counted as an upper level elective by CIS majors. Prerequisite: Junior/Senior standing. Fall. Spring.

**CS 305. Web Site Design – 3 hours.** This course covers basic features and process of designing a World Wide Web page using a popular Web design program (Microsoft Front Page) 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 340. Personal Computer Maintenance - 3 hours.** Course enables students to: maintain, troubleshoot, and repair; conduct preventative maintenance procedures; add components and expansion features; use diagnostic programs; detect and remove computer viruses; determine the best computer system or the needs of the individual or organization. Prerequisite: Junior/Senior standing. Spring.

**CS 149/249/349/449. Special Topics - 1-3 hours.** Individual or group study under supervision of 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 data base 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. On cycle.

**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.

**CS 430. Advanced Data Base 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.

**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, CS 270, MA 190, MA 200.

**CS 451. Administering Windows Server I – 3 hours.** An in-depth hands-on study following Microsoft's recommended curriculum. This program is designed to prepare the student for the Microsoft Certified System Engineer (MCSE) certification exams. Topics include managing of network resources, network connectivity, and troubleshooting, within a Microsoft Windows 2000 Server environment. Prerequisite: CS 320, MA 190, MA 200. Fall even years.

**CS 452. Administering Windows Server II – 3 hours.** Continuation of an in-depth hands-on study following Microsoft's recommended curriculum. This program is designed to prepare the students for the Microsoft Certified System Engineer (MCSE) certification exams. Topics continued include managing of network resources, network connectivity, and troubleshooting, within a Microsoft Windows 2000 Server environment. Prerequisite: CS 451. Spring even years.

**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 Chief Academic Officer.

## CRIMINAL JUSTICE MAJOR

**Major requirements:** CJ 100, CJ 115, CJ 220, CJ 300, CJ 305 OR CJ 307, CJ 330, CJ 410, CJ 440, CJ 485, SC 316, SC 320, plus 15 credit hours CJ/SC electives. (Total 48 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 seniors must complete a research paper in conjunction with CJ 485 (Senior Seminar), an in-house assessment exam, and a standardized assessment exam from Educational Testing Services.

**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: CJ 100. Spring.

**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: CJ 100. 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: CJ 100. Fall.

**CJ 220. Penology - 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: CJ 100. Spring.

**CJ 230. Private Security – 3 hours.** A study of the private security systems of the U.S. in regard to philosophies of behavior management and property security. Handling of offenders and victims within the criminal justice system, and future conjecture concerning protection of property and persons is detailed. On cycle.

**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: CJ 100. Fall.

**CJ 270. Public Safety and Crime Prevention – 3 hours.** An in-depth study of various crime prevention and public safety education programs. Topics include the history of public safety and crime prevention, the types of crime prevention, starting a program for public safety and crime prevention, and the evaluations of the various programs. Prerequisite: CJ 100. Odd Spring.

**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: 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: CJ 100. On cycle.

**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: 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: 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: 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: CJ 100 or permission of instructor. 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: CJ 100 or SC 100. Spring.

**CJ 340. Community Oriented Policing - 3 hours.** An in-depth study of community oriented policing, including the history, various types, how to get started, and how they are evaluated. Prerequisite: CJ 100. Spring odd years.

**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: 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: CJ 100. As needed.

**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 sub-systems. Prerequisite: Junior or Senior Standing. As needed.

**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: 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: CJ 100. Fall odd 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 Chief Academic Officer.

**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: CJ 100. Spring.

**CJ 420. Readings in Criminal Justice – 3 hours.** An in-depth analysis of historical and contemporary literature in the field of criminal justice. Prerequisite: 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 sub-systems, focusing on practitioners. Prerequisite: 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. Prerequisites: 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 Chief Academic Officer.

## DANCE

**Minor requirements:** 10 hours of technique courses from: DN 100, DN 120, DN 130, DN 140, DN 200, DN 220, DN 230, DN 240, 11 hours of theory courses from: DN 101, DN 150, DN 350, MU 105; 2 hours upper division dance electives from: DN 350, DN 485, DN 499. (Total 23 hours)

**DN 100. Jazz I - 2 hours.** Open to all students. An introduction to the fundamentals of jazz dance technique. Students will learn basic jazz dance vocabulary, style, rhythms, and progressions, while developing flexibility, strength, musicality, and basic performance skills. May be repeated to a maximum of 4 hours. Fall.

**DN 101 - History of Dance - 3 hours.** An overview of the history of dance as a fundamental human cultural expression. Explores the relationship of dance to religion, gender, politics, and other art forms, and its place in world events and civilizations. In class video viewings, lecture, readings and class discussion. Spring.

**DN 120. Tap I - 2 hours.** An introduction to the fundamentals of tap dance technique. Students will learn basic tap dance vocabulary, rhythmic patterns, and style, while developing strength, musicality, and basic performance skills. May be repeated for a maximum of 4 hours. Fall.

**DN 130. Modern Dance I - 2 hours.** An introduction to the fundamentals of modern dance technique. Students will learn the basic principles of modern dance vocabulary and sequences with an emphasis on placement, weight, and control, while developing flexibility, strength, musicality, and basic performance skills. May be repeated for a maximum of 4 hours. Fall odd years.

**DN 140. Ballet I - 2 hours.** An introduction to the fundamentals of classical ballet technique. Students will learn basic classical ballet vocabulary, placement, and sequences, while developing flexibility, strength, musicality, and basic performance skills. May be repeated for a maximum of 4 hours. Fall.

**DN 150. Dance Improvisation - 2 hours.** Students will begin to explore the possibilities of human movement through free improvisations and group structures, both for enjoyment, and as a fundamental resource and creative tool for dance composition, also known as choreography. The use of music, text and improvisation for performance may also be explored. May be repeated for a maximum of 4 hours. Fall even years.

**DN 200. Jazz II - 2 hours.** A beginning-intermediate jazz dance course designed to build upon the technique learned in Jazz I. The course content will include more complex progressions, vocabulary, and skills, and have more emphasis on artistry, style, and performance quality. Prerequisite: DN 100. May be repeated for a maximum of 4 hours. Spring.

**DN 220. Tap II - 2 hours.** A beginning-intermediate tap dance course designed to build upon the technique learned in Tap I. The course content will have increased difficulty, with more complex combinations, vocabulary, rhythmic patterns and skills, and have more emphasis on artistry, style, and performance quality. Prerequisite: DN 120. Spring.

**DN 230. Modern Dance II - 2 hours.** A beginning-intermediate modern dance course designed to build upon the technique learned in Modern I. The course content will have increased difficulty, with more complex sequences, vocabulary, variety of modern styles, and more emphasis on artistry and performance skills. Prerequisite: DN 130. May be repeated for a maximum of 4 hours. Spring odd years.

**DN 240. Ballet II - 2 hours.** A beginning-intermediate classical ballet dance course designed to build upon the technique learned in Ballet I. The course content will include more complex sequences, vocabulary, and skills, and have more emphasis on artistry, style, and performance quality. Prerequisite: DN 140. May be repeated for a maximum of 4 hours. Spring.

**DN 149/249/349/449. Special Topics - 1-3 hours.** Special topic study in the dance field.

**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. Fall. Spring.

**DN 300. Choreography I - 3 hours.** An introduction to the basic elements of dance composition, including concepts of space, time, phrase, direction, and structure, using the solo body. Students will produce several studies in and outside of class and may develop short solos for performance. There will also be video viewings, reading and discussion. Prerequisite: DN 150. May be repeated for a maximum of 6 hours. Spring even years.

**DN 350. Choreography II - 3 hours.** Builds upon the fundamental elements of dance composition learned in Choreography I, and continues with small group structures, duets & trios. Students will learn to choreograph small group works, inside and outside of class, focusing on dimension, design, and relationship. There will also be video viewings, reading, discussion, and performance projects. Prerequisite: DN 250. May be repeated for a maximum of 6 hours. 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 Chief Academic Officer.

**DN 485. Senior Project in Dance - 3 hours.** A research, teaching, choreography, performance, or other project of the student's interest in the area of dance. A presentation/performance as well as a written component will be required. Prerequisites: 18 hours towards completion of the dance minor, senior standing, and permission of instructor. Arranged. Fall or Spring.



## ECONOMICS MAJOR

**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, 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 another Business Division major, concentration or minor. (Total 57 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 115. Introduction to Economics - 3 hours.** An introductory course designed to develop economic understanding and reasoning. The course emphasizes basic economic tools and vocabulary, and applies these to current national and international economic issues. The course is intended for freshmen, non-departmental majors and other students with little or no background in economics. Fall. Spring.

**EC 206. Principles of Macroeconomics - 3 hours.** Fundamentals of economics; emphasizing macro-economic 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: MA 145 or higher. Fall. 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: MA 145 or higher, EC 206. Fall. 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. Micro-Economic Theory - 3 hours.** Methodology of economics; theory of consumer behavior; theory of the firm; market structure and price determination; income distribution. Prerequisites: EC 216, MA 185. Fall. Spring.

**EC 385. Macro-Economic 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, 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 Chief Academic Officer. 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 375. 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. This course may be count as a Political Science/Public Administration elective. 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 multi-national 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 Chief Academic Officer.

**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 MAJOR

## TEACHER EDUCATION PROGRAMS

Students may prepare themselves for elementary (1-6), secondary (9-12), or cross categorical special education (K-9, 7-12, K-12) teacher education programs. The student interested in elementary education must pursue a degree with a major in elementary education. Students interested in teaching in a specialization area at the secondary level should plan a major in their subject field and complete the requirements for the Teacher Education Program. The Teacher Education Handbook, available in the Education Division office, lists the specific requirements for each teacher education program. The Teacher Education Handbook is revised yearly, or as necessary, to respond to federal and state recommendations and supercedes Catalog information.

In compliance with federal and state reporting procedures, Missouri Valley College makes available institutional information specific to teacher preparation. Please contact the Registrar or the Division of Education/Physical Education for assistance.

Missouri Valley College offers teacher education programs that lead to Missouri state certification in the following areas: Unified Science (9-12); Elementary Education (1-6); English (9-12); Math (9-12); Physical Education (K-9, 9-12, K-12); Health (K-12); Cross Categorical Special Education (K-12); Social Studies (9-12); Speech/Theatre (9-12); Early Childhood; Early Childhood Special Education and Middle School (5-9).

### Admissions Requirements

Students are formally admitted to the teacher education program by the Education Division faculty based upon satisfying the following minimum admissions requirements:

1. 30 hours of credit
2. Score of 235 or better on the C-BASE sub-tests
3. ACT score of 20 or higher
4. Accumulative overall grade point average of 2.5 or higher
5. Accumulative M.V.C. grade point average of 2.75 or above
6. "C" or better in EN 160, SP 100, and ED 100

See the teacher education handbook for specific information.

### Advisement

Students planning to teach at the elementary level are assigned an Education Division advisor. A student desiring to teach at the secondary level is assigned an advisor in his/her major area, in addition to an education advisor. Because the teacher education programs are demanding, one must carefully plan and sequence the courses in order to graduate in four years. This means working with an appropriate advisor as soon as the decision to teach is made.

### Accreditation and Certification

Missouri Valley College is accredited by the North Central Association of Colleges and Schools. The teacher education programs are approved by the Missouri State Board of 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 Praxis II Examination, each student must make 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.

## MAJORS:

### Elementary Education Major

The department offers a Bachelor of Science degree in Elementary Education. The sequence of courses is designed so that at the completion of the program the elementary major will be familiar with the historical, philosophical, and psychological foundations of education. The elementary major will be prepared to apply theory to the teaching situation, be cognizant of the dynamics of the classroom, and have available various teaching strategies for a wide range of learning situations. The elementary major will have confidence to demonstrate knowledge, abilities, and attitudes of a professional teacher.

**Major requirements for all elementary education certification (grades 1-6) include: ED 100, ED 190, ED 245, ED 250, ED 260, ED 305/405, ED 310, ED 311, ED 320, ED 322, ED 330, ED 331, ED 332, ED 333, ED 334, ED 335, ED 341 or PY 225, ED 350, ED 366, ED 410, ED 490, PE 322 or PE 233, plus one course from each of the following: Economics, Art or Music and Geography. Students must also have a total of at least 21 semester hours in an area of concentration.**

**Major assessment: Elementary Education majors must pass the PRAXIS II examination: Elementary Education: Curriculum, Instruction and Assessment (10011). Seniors must also submit a complete professional portfolio.**

### Physical Education Major

The department offers a Bachelor of Science degree in education with an all-level (elementary and secondary) major in physical education. Majors in this department must meet the requirements of the core, teacher education, and the physical education programs. Students who desire a major in this department encounter the various strategies of successful team coaching and various techniques of planning, teaching, and evaluating physical education programs, as well as gain a scientific background in the field. Students who desire certification in the state of Missouri as a teacher of physical education may choose to become qualified at either the elementary level (K-9) with an emphasis in motor skills, secondary level (9-12) with emphasis in sports skills or a combination of both (K-12). **Required courses: See Physical Education Major.**

### Social Studies Education Major

The department offers a Bachelor of Science degree in Social Studies. The Social Studies curriculum is concerned with the study of man as a social being - historical, political, economic, social. The primary objective of the curriculum is social-mindedness where each area attempts to study contemporary issues and institutions from the viewpoint of advancing human welfare. Successful completion of the Social Studies education major will lead to certification to teach high school social studies. **Required courses: See Social Studies Education Major.**

## CERTIFICATIONS

### Secondary Education Certification

Students who wish to teach at the secondary level (grades 9-12) must complete a major in one of the fields listed below and ALSO complete course work necessary for the teacher education program at Missouri Valley College.

**Major:** Biology (certification in Unified Science)  
English  
Mathematics  
Speech/Theatre

**Certification requirements** include: ED 100, ED 191, ED 260, ED 300, ED 310, ED 311, ED 322, ED 335, ED 341 or PY 275, ED 305/405, ED 352 ED 340, ED 410, ED 491, and Techniques of Teaching in Major field (ED 441 through 446).

**Major assessment:** Pass the PRAXIS II examination indicated by the Missouri DESE for specific certification area desired. Seniors must also submit a complete professional portfolio.

#### **Middle School Certification**

Middle School certification grades 5-9 is a certification in the areas of Language Arts, Mathematics, Science, and Social Studies. The Student wishing to add middle school certification as a second certification area should contact the Education office and plan the course sequence as soon as possible.

#### **Cross Categorical Special Education Certification (K-12)**

Students interested in special education must complete certification requirements in elementary education (1-6) or a secondary area (7-12, 9-12) before certification in special education is possible. **Certification requirements** include: ED 265, ED 268, ED 292, ED 360, ED 362, ED 365, ED 366, ED 367, and ED 495.

#### **Early Childhood Education Certification**

Missouri Valley College does not offer a major in early childhood education. Therefore, this area of certification must be combined with the elementary major. **Certification requirements** include: PE 240, ED 262, ED 273, ED 370, ED 371, ED 372, ED 392, ED 393, and ED 394.

#### **Early Childhood Special Education Certification**

Missouri Valley College does not offer a major in early childhood special education; therefore, this area of certification may be combined with the elementary major and certification in cross categorical K-12). **Certification requirements** include: PE 240, ED 262, ED 273, ED 360, ED 365, ED 370, ED 371, ED 372, ED 392, ED 393, and ED 394.

#### **Health Certification (K-12)**

Students must first complete the requirements for certification in PE (9-12) or Biology (9-12). **Certification requirements** include: AD 100, BI 104, BI 322, PE 221, EX 245, PE 322, PE 340, EX 359, EX 385, PY 341, PY 345.

**ED 100. Introduction to Teaching - 3 hours.** Examines the field of education including philosophical and historical foundations, teaching as a profession, and 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 35 hours of classroom observation. Prerequisites: "C" or better in ED 100 and 2.0 G.P.A. Spring. Fall.

**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 35 hours of classroom observation. Prerequisites: "C" or better in ED 100 and 2.0 G.P.A. 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. Spring.

**ED 250. Geography for Teachers – 3 hours.** Demonstrates how geographic education focuses on five central themes and how these themes recur and are amplified throughout the curriculum. It will also identify the knowledge, skills, and perspectives students should gain from a systematic study of geography. 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. 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.

**ED 268. Career Development - 2 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.

**ED 270. Intro to Early Childhood and Early Childhood Special Education – 2 hours.** Introduction to development theories of learning, educational models, legal regulation and family perspectives related to EC/ECSE. Fall odd years.

**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 – 1 hour.** An observation course conducted in the reading lab. This is accomplished under the supervision of the college instructor. Class meets in seminars and required 35 hours of laboratory observation. Prerequisites: "A" in ED 100 and ED 190/191. Course may be repeated for a maximum of 3 hours.

**ED 292. Cross Categorical Special Education Practicum - 3 hours.** Seminar with readings and field experiences in education setting for children with LD,MH, BD and physical/other health impaired. Prerequisite: ED 100, ED 265. Fall. Spring.



**THE FOLLOWING COURSES REQUIRE ACT/SAT SCORE AND THE C-BASE MUST BE PASSED (there will be a one semester waiver for transfer students).**

**ED 300. Instructional Methodology - 3 hours.** This is an introductory seminar designed to help pre-service teachers develop a conceptual framework for teaching. Presentation, problem solving, questioning, and cooperative learning teaching techniques will be studied in the context of how students process information and how students' learning styles influence their success in school. To be taken concurrently with ED 350 or ED 352. Prerequisite: ED 100. Fall. Spring.

**ED 305/405. Education Portfolio Development – 1 hour.** A course designed to assist pre-service education major students develop a professional portfolio demonstrating their abilities and professional development as a teacher. May be repeated for a maximum of 4 hours.

**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 teaching and learning. \$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 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 - 2 hours.** An analysis of methods for teaching reading/study skills within the instructional framework of content areas. Provides a general coverage of methods for the fourth through twelfth grades. Prerequisite: Acceptance into teacher education program. Fall. Spring.

**ED 330. Arithmetic for Teachers - 3 hours.** Arithmetic processes; attention to methods of teaching arithmetic in the elementary schools. To be taken concurrently with ED 350 or ED 352. Prerequisite: Acceptance into teacher education 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 or 352. Prerequisite: Acceptance into teacher education program. Fall. Spring.

**ED 332. Methods of Teaching Elementary Social Studies - 3 hours.** Study of the methods, materials, curriculum and activities to teach social studies in primary and intermediate grades. To be taken concurrently with ED 350 or 352. Prerequisite: Acceptance into teacher education program. Fall. Spring.

**ED 333. Methods of Teaching Elementary Science - 3 hours.** Study of the methods, materials, curriculum, and activities to teach science in the primary and intermediate grades. To be taken concurrently with ED 350 or 352. \$20.00 fee. Prerequisite: Acceptance into teacher education 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. Prerequisites: ED 100, ED 331. Fall. Spring.

**ED 335. Interpretation of Educational Tests and Measurements - 3 hours.** This course will focus on the construction of teacher-made tests with emphasis on determining reliability and validity of such instruments. This course will also investigate performance assessment and grading practices. The basic statistics covered will be measures of central tendency, percentiles, standard deviation, and standard error. ED 100. Fall. Spring.

**ED 340. Techniques of Teaching - 3 hours.** Current techniques of instructional planning, lesson presentation, questioning skills, teaching concepts, interpersonal communication skills and classroom management, as well as teaching strategies for the diverse ethnic groups in American society. Also included for study are formulation of objectives, construction of unit and lesson plans, and methods of evaluation. Prerequisites: ED 100, ED 300. Fall. Spring.

**ED 341. Developing Person - 3 hours.** An application of the principles and concepts of human growth and development in teaching. The course emphasizes the physical, emotional, and cognitive growth of individuals from birth through adolescence. The organization of this course is designed to meet the needs of students preparing to teach in the elementary, middle and secondary schools. Course will not apply toward Psychology Major/Minor. 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.

**ED 350. Elementary Clinical Experience - 3 hours.** An internship in a professional development school. Designed to improve student learning and development by providing a basis for instructional growth through an extended time period in the classroom. Allows the student to develop a clear, constructive and personalized interaction between the student, mentor, and college supervisor. Provides a basis for reflection and decision making. 2 days per week – 7 hour block. Prerequisite: Acceptance into teacher education program. \$100 fee. Fall. Spring.

**ED 352. Secondary Clinical Experience - 2 hours.** An internship in a professional development school. Designed to improve student learning and development by providing a basis for instructional growth through an extended time period in the classroom. Allows the student to develop a clear, constructive and personalized interaction between the student, mentor, and college supervisor. Provides a basis for reflection and decision making. 2 days per week – 7 hour block. Prerequisite: Acceptance into teacher education program. \$100 fee. 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 100, ED 260, ED 265. Fall.

**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 100, ED 260, ED 265. Spring odd years.

**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 100, ED 260, ED 265. Spring.

**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. Prerequisites: ED 100, ED 330. Fall.

**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: ED 100, ED 265. 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. Prerequisites: ED 100, ED 341, 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. Prerequisites: ED 100, ED 341, ED 260. Spring even years.

**ED 372. Curriculum Methods in Early Childhood Special Education - 2 hours.** This course focuses on how the unique needs of young children with developmental delays and disabilities can be addressed within the context of a developmentally appropriate early education environment. Strategies for centered-based and home-based programs will be presented. Prerequisites: ED 100, ED 260, ed 265, ed 341. Fall odd years.

**ED 373. Infants and Toddlers – 2 hours.** Study of developmental appropriate practices, brain research and ecologically valid intervention techniques related to infants and toddlers. Fall even 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 Chief Academic Officer.

**ED 380. Middle School Organization - 3 hours.** This course provides a comprehensive analysis of the middle school experience, detailing the characteristics and needs of students, exemplary practices that meet those needs, a discussion of leadership and the implementation of middle school programs. Additionally, an enhanced understanding of the psychology of the tranescent child will be achieved. Results in a developed knowledge base related to the physical, cognitive and psychosocial development of the tranescent child by the student of the course. Fall.

**ED 381. Teaching Writing/Reading in the Middle School - 2 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. Fall.

**ED 382. Middle School Curriculum - 3 hours.** An overview and investigation into the various aspects of curriculum planning at the middle school level. Also, this topic will be explored with relation to the teaching strategies that would be most appropriate for middle level students. Spring.

**ED 392. Infants and Toddlers Practicum – 1 hours.** A practicum with Infants and Toddlers at a daycare facility. Practicum consists of 30 hours of each hour of credit. Prerequisites: ED 100, ED 341, ED 260.

**ED 393. Preschool Practicum – 2 hours.** A practicum in the preschool classroom. Practicum consists of 30 hours in preschool classroom for each hour of credit. Prerequisites: ED 100, ED 341, ED 260.

**ED 394. Kindergarten Practicum - 1 hour.** A practicum in the kindergarten classroom. Practicum consists of 30 hours in the kindergarten classroom for each hour of credit. Prerequisites: ED 100, ED 341, ED 260.

<p><b>STUDENTS MAY NOT ENROLL IN 400 LEVEL EDUCATION CLASSES UNTIL ADMITTED INTO THE PROFESSIONAL TEACHER EDUCATION PROGRAM WITH A SATISFACTORY PORTFOLIO.</b></p>
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**ED 410. Behavior Management - 2 hours.** Describes assessment, implementation and monitoring procedures involved in the use of behavior change techniques in educational settings. A general review of methodological approaches for behavior management. Fall. Spring.

**ED 441-446. 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. Prerequisite: Admission to Student Teaching Program.

- 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 Physical Education

**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.

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 course work. 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. \$200 fee required. Prerequisite: Admission to Student Teaching Program and completion of all Professional Education course work. 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 course work. Fall. Spring.

## ENGLISH MAJOR

**Major requirements:** EN 220, EN 225, EN 230, EN 235, EN 326, EN 350, EN 360, EN 485, 12 hours of upper-division English electives, at least 3 hours of which must be from a genre course (EN 336, EN 346, EN 356, EN 366) and at least 3 hours of which must be from a major figure course (EN 425, EN 427, 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 36 hours)

**Minor requirements:** EN 220, EN 225, EN 230, EN 235, EN 326, 1 of EN 336 or EN 346 or EN 356 or EN 366, 1 of EN 425 or EN 427 or EN 429 or EN. (Total 21 hours)

**Major assessment:** Senior English Majors will refine one of the following, which were 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 Graduate Record subject 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 the basic organizational forms of the essay. EN 130 teaches students to write in different persuasive settings, including a variety of rhetorical modes. Students are introduced to college writing utilizing the process method of drafting and revising essays that are collected in a portfolio. EN 130 students also do intensive research writing according to MLA standards. 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 that are collected in a portfolio. Students will develop skills for synthesizing primary and secondary texts in research papers written according to MLA standards. In doing so, students will examine the basic elements of the genres of short story, poetry, and drama. Selected works are used as the basis for discussions, lectures, and student writing. Prerequisite: EN 130

**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. Survey of World Literature I - 3 hours.** An investigation of the literature of diverse cultures from antiquity to the Renaissance. Fall.

**EN 201. Survey of World Literature II - 3 hours.** An investigation of the literature of diverse cultures from the Renaissance to the present day. Spring.

**EN 220. Survey of American Literature I - 3 hours.** Principal writers and movements in the literature of North America from the colonial period through the Civil War. Fall.

**EN 225. Survey of American Literature II - 3 hours.** Principal writers and movements in the literature of the United States from the Reconstruction to the present day. Spring.

**EN 230. Survey of British Literature I - 3 hours.** Principal writers and movements in British literature from the Anglo-Saxons to the Neoclassicists. Fall.

**EN 235. Survey of British Literature II - 3 hours.** Principal writers and movements in British literature from Romanticism to the present day. Spring.

**EN 310. Film Criticism and American Culture - 3 hours.** Exploration of the cinematic components and the cultural background of landmark American films. Spring.

**EN 326. Advanced Techniques of Composition - 3 hours.** Intensive training in generating correct, clear, and forceful prose with an awareness of a specific audience. 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.

**EN 336. Dramatic Literature - 3 hours.** Reading intensive investigation of world drama from antiquity to the present day with additional emphasis on diverse methods of interpretation. Spring even years.

**EN 346. The Short Story - 3 hours.** Reading intensive investigation of the major types of short stories from various cultures with additional emphasis on diverse methods of interpretation. Spring odd years.

**EN 149/249/349/449. Special Topics in English - 1-3 hours.** Selected topics arranged by division faculty.

**EN 350. Modern Grammar - 3 hours.** Introduction to modern grammars with special emphasis on structural and transformational grammar. Spring even years.

**EN 356. The Novel - 3 hours.** Reading intensive investigation of the development of the novel from the eighteenth century to the present day with additional emphasis on diverse methods of interpretation. Fall odd years.

**EN 360. Survey of Linguistics - 3 hours.** Overview of language history and the several fields of linguistic study including grammar, usage, semantics, lexicography, dialect geography. Fall odd years.

**EN 366. Poetry – 3 hours.** A genre course that familiarizes the student with various forms of poetry as well as poetry written in various centuries. Students become aware of themes and forms running through different time periods. Fall 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 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 poetic works within their historical and religious contexts, with emphasis upon *The Canterbury Tales* and *The Book of the Duchess*. Spring odd years.

**EN 427. Milton - 3 hours.** Investigation of Milton's major literary accomplishments including a detailed reading of the entire text of *Paradise Lost*. Fall even years.

**EN 429. Shakespeare - 3 hours.** Comprehensive coverage of Shakespeare's dramatic works with additional attention to various critical approaches. 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'Conner. Spring even years.

**EN 439. Nineteenth-Century Literature - 3 hours.** Investigation of British literature from the beginnings of romanticism to the emergence of aestheticism. Spring odd years.

**EN 440. Modern Literature - 3 hours.** Investigation of American and British authors of the twentieth century. Fall even years.

**EN 465. From Dryden to Blake - 3 hours.** Investigation of major literary developments from the Restoration to the end of the eighteenth century, with specific focus on the works of John Dryden, Jonathan Swift, Alexander Pope, Samuel Johnson and William Blake. Spring even years.

**EN 485. Senior Thesis- 3 hours.** Readings in literary criticism and the application of a critical theory in an extensive senior thesis. Students may utilize a critical theory to write a substantive research paper on a literary topic, or they may write a collection of poems, a collection of short stories, or a novella, which includes a reflective introduction that explains their choice of a model author and the critical theory that best applies to their creative work. The thesis will be presented in a public forum. Required of all English majors. Prerequisite: English major, senior status or permission of instructor. Fall.

**EN 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 Chief Academic Officer.

## ENGLISH AS A SECOND LANGUAGE

All ESL students will take the Missouri Valley College placement test before they register for classes and at the end of each semester until they qualify for enrollment within the freshman English sequence.

Students who score above 500 on the TOEFL will be placed directly into the regular college sequence. These students, however, may enroll in some ESL courses.

At the end of the second semester, all ESL students will take the institutional TOEFL. Those students who score above 500 will be placed directly in the regular college sequence. Those who score below 500 may repeat the ESL sequence if they gain the approval of the ESL Committee, which will consist of the Division Dean, ESL Instructor, Chief Academic Officer, and the Dean of Admissions.

**ES 121. Intensive English for International Students-Level I - 2 hours.** An intensive level course for beginning to high-beginning level students. Basic skills such as reading, writing, grammar, vocabulary, and listening and speaking skills will be emphasized. Lab activities with emphasis on American culture are included. 8-week class. Fall. Spring.

**ES 122. Intensive English for International Students-Level II - 2 hours.** An intensive level course for high-beginning to low-intermediate level students. This integrated skills course continues work done in Level I in reading, writing, grammar, vocabulary, and listening and speaking skills. Lab activities with emphasis on American culture are included. 8-week class. Fall. Spring.

**ES 123. Intensive English for International Students, Level III - 2 hours.** An intensive level course for low-intermediate to intermediate level students. Classes are divided into grammar and writing, reading, and oral/aural skills, with emphasis on grammar and pronunciation. Lab activities with emphasis on American culture are included. 8-week class. Fall. Spring.

**ES 124. Intensive English for International Students, Level IV - 2 hours.** An intensive level course for intermediate to high-intermediate level students. More emphasis on grammar and writing, listening, and oral/aural skills, with emphasis on grammar and pronunciation. Lab activities with emphasis on American culture are included. 8-week class. Fall. Spring.

**ES 125. Intensive English for International Students, Individualized Curriculum - 2 hours.** An intensive level course for high-intermediate students. Increased emphasis on grammar and writing, listening and oral/aural skills, reading and pronunciation. Lab activities with emphasis on American culture are included. 8-week class. Fall. Spring.

**ES 130. Preparation for College Success - 3 hours.** Prepares the student for college by providing note-taking skills, improving the student's critical thinking capacity and listening comprehension. Fall.

**ES 131. Expository Writing - 3 hours.** Reinforces the language skills and improves written expression through the investigation of grammar and rhetoric. Fall.

**ES 132. Communication Skills - 3 hours.** Improves listening and reading comprehension and reinforces oral expression. Fall.

**ES 133. Conversational English - 3 hours.** Develops conversational fluency for a variety of situations. Addresses cross-cultural issues and explores American customs and cultures. Spring.

**ES 134. Advanced Reading - 3 hours.** Improves reading skills through investigation of texts relevant to the academic environment. Spring.

**ES 135. Advanced Writing - 3 hours.** Trains students to produce more effective documents, including the research paper. Spring.

## EXERCISE SCIENCE

**Major requirements:** Completion of the Exercise Science Core plus a concentration in Sports Management or Health & Fitness.

**EXERCISE SCIENCE CORE:** PE 100, PE 221, PE 233, PE 240, BI 255 or EX 255, PE 333, EX 334, EX 335, EX 401. (Total 28-31 hours)

**Required courses for Exercise Science concentrations:**

**Sports Management Concentration:** EX Core, BA 212, BA 232, BA 312, HM 221, PE 300, PE 336, MC 150, EC 206, PE 100. (Total 51-54 hours)

**Health & Fitness Concentration:** EX Core, PE 100, PE 104, PE 108, PE 220, EX 245, PE 307, EX 330, PE 332, EX 359, EX 385. (Total 48-51 hours)

**Major assessment:** Senior Exercise Science student must complete the in-house Exercise Science Assessment Examination.

**EX 245. Personal Health - 3 hours.** A detailed study of health as it deals with the individual and their own maintenance. Excellent background material for health instructors as course content includes instruction in nutrition, cardiovascular fitness, strength, flexibility, body composition, emotional and mental health, sex education, drug, tobacco, and alcohol education, disease prevention and control, and consumer health. Fall.

**EX 255. Human Anatomy and Physiology . 4 hours.** This course deals with foundation and concepts of Human Anatomy and Physiology, beginning with the cellular and histologic levels and quickly advancing to the systems of the body. Human Anatomy and Physiology coursework and laboratory experiences lay the foundation for more advanced courses in Biology, Athletic Training, Exercise Science and Physical Education. The principles of Anatomy and Physiology will be used extensively throughout your academic and professional careers. Prerequisite: "C" or better in BI 104. CH 111 is recommended, but not required. \$15.00 lab fee. Spring.

**EX 330. 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 BI 255 or EX 255. Fall.

**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. Prerequisite: "C" or better in BI 255 or EX 255, MA 150 or above. 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 255 or EX 255, CH 111 recommended. Fall.

**EX 359. Community Health - 3 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. 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 255 or EX 255, CH 111 recommended. Fall.

**EX 401. Exercise Science Internship - 3-6 hours.** This course is designed to allow the student to apply skills & knowledge in a practical setting off campus. Each is credit equivalent to 40 hours of work in the off campus setting. Prerequisite: Senior, permission of instructor.

## FOREIGN LANGUAGE

Missouri Valley College does not offer majors in foreign language, but does offer course work in French, Spanish and Latin.

### FRENCH

**FR 110. Elementary French I – 3 hours.** Speaking, reading, writing, listening with emphasis on pronunciation, basic grammar and culture. Fall.

**FR 160. Elementary French II – 3 hours.** Continuation of FR 110. Spring.

### LATIN

**LN 100. Elementary Latin - 3 hours.** An introductory study of Latin grammar, vocabulary and selections of Latin literature. Spring.

### SPANISH

**SN 111. Elementary Spanish I - 3 hours.** Speaking, reading, writing, and listening with emphasis on pronunciation, basic grammar and culture. Fall.

**SN 112. Elementary Spanish II - 3 hours.** Continuation of SN 111. Spring.

**SN 230. Intermediate Spanish I - 3 hours.** An integrated study of language, literature and culture with emphasis on conversation, composition and grammar review. Fall even years.

**SN 280. Intermediate Spanish II - 3 hours.** Continuation of SN 230. Spring even years.

**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 355, CJ 300, OR CJ 360. (Total 19 hours.)

## GENERAL STUDIES

**GS 101. Improving College Reading - 2 hours.** This course is designed to improve the student's vocabulary, comprehension, speed and critical reading skills. Fall. Spring.

**GS 102. Composition - 2 hours.** An introduction to college-level writing. It is designed to serve the need of new students who have difficulty writing effectively. The course emphasizes the study of grammar and writing as a process, through classroom exercises, peer activities, and student conferences. Trains students to construct effective paragraphs, narrative essays, and descriptive essays. Fall. Spring.

**GS 110. Library Resources - 1 hour.** Course will acquaint students with the different sources of information in the library. Students will earn 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: Making Vital Connections – 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. Fall. Spring.

**GS 400. Senior Job Search Seminar - 1 hour.** Builds skills in various components of employment search including, personal understanding through the MBTI, completion of the Talent Transcript (resume/vita), "selling" in any employment arrangement, networking with established professionals, interviewing, etc. Prerequisite: Senior. On cycle.

## 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. Fall. Spring.

## HISTORY MAJOR

**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, EC 115, PS 100, PS 230, PY 100, PL 100, SC 100, RE 100 or appropriate substitutes. (Total 31 hours)

**Major assessment:** Senior History majors must complete a senior thesis in conjunction with TH 460 (Senior Thesis) and take an in-house exam.

**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.

**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

**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 301. Ancient Greece and Rome - 3 hours.** An in-depth study of the histories of Greece and Rome in the ancient period. Prerequisite: HS 115 or permission of instructor. Fall odd years.

**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 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 320. History of England to 1688 - 3 hours.** A history of England from 55 B.C. to 1688 with special emphasis on social, political and economic developments. Prerequisite: HS 115 or permission from the instructor. Fall even years.

**HS 321. History of England Since 1688 - 3 hours.** A history of England and the British Empire from 1688 to the present with emphasis on the social, political, and imperial developments. Prerequisite: HS 116 or HS 320 or permission of instructor. Spring even years.

**HS 325. The Progressive Era, 1892-1917 - 3 hours.** An in-depth study, comprehensive analysis and evaluation of U.S. history from 1892 to 1917, with special emphasis on Progressivism. Prerequisite: HS 105 or permission of instructor. Fall odd years.

**HS 326. U.S. History, 1917-1929 - 3 hours.** An in-depth study, comprehensive analysis and evaluation of U.S. history from 1917 to 1929. Prerequisite: HS 105 or HS 325 or permission of instructor. Spring odd 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 HS 326 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 149/249/349/449. Special Topics in History - 1-3 hours.** Discussion, interpretation and focus on topics of special historical interest. Prerequisite: Permission of instructor.

**HS 355. Civil Rights and Black Politics, 1941 to Present - 3 hours.** An overview of the history of Afro-Americans' struggle to achieve equality in the United States, 1941 to present. Prerequisite: HS 105 or permission of instructor. 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. On cycle.

**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 Chief Academic Officer. 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. On cycle.

**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 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. 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 Chief Academic Officer.

## HUMAN SERVICES AGENCY MANAGEMENT MAJOR

**Major requirements:** The general HSAM core of HM105, CS 119, HM 221, HM 325, HM 364, HM 401, HM 432. Additional courses required are: HM 222, HM 140/240/340/440 (repeated for a minimum of 4 hours and maximum of 8 hours), HM 308, HM320/420, HM 485. (Total 42-46 hours)

**Minor requirements:** HM 105, HM 221, HM 240, HM 340, HM 320, HM 325, HM 364, HM 432. (Total 18 hours)

**Major assessment:** HSAM majors submit a comprehensive major program project both in hard copy and on disk. The project is to be completed in conjunction with HM 364 (Program Development.) Seniors must also complete a comprehensive assessment examination.

Also available is the nationally recognized AMERICAN HUMANICS program which qualifies the student admitted to and completing it to become a certified AMERICAN HUMANICS graduate granting additional training and qualities in the nonprofit, public, private, institutional and business setting. Students are expected to attend non-credit activities and seminars sponsored by the AMERICAN HUMANICS STUDENT ASSOCIATION. A lab fee is required each semester. Interested students should contact HSAM faculty or the Division Dean for application forms and procedures related to AMERICAN HUMANICS.

**HM 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.

**HM 105. Introduction to Human Services - 3 hours.** Nature, philosophy, program, organization, staffing of national youth agencies and the broad fields of human services. Fall.

**HM 140/240/340/440. 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 needs and responses as an organization. Students are expected to attend regular meetings and work on projects the student association agrees to do. (\$20.00 dues) Fall. Spring.

**HM 221. Leadership - 3 hours.** Nature and dynamics of leadership: type of leadership styles; assessment of the student's quality of leadership skills. Fall.

**HM 222. Group Dynamics - 3 hours.** Interactions with individuals and groups in group settings, especially in the pursuit of group goals. Prerequisite: not to be taken concurrently with HM 100. Spring.

**HM 232/332. American Humanics Workshops/Seminars - 1 hour.** Attend A.H. seminars and/or workshops and prepare a written analysis of the sessions. (A minimum of 12 seminars is required per credit hour.) Can be repeated. Maximum of 2 hours. On cycle.

**HM 290. Practicum - 1-3 hours.** Students become involved in a community organization and begin to develop group leadership skills. Arranged. On cycle.

**HM 300. Camp Administration - 3 hours.** The organization, staffing, training, financing, and program of a summer camp. Spring

**HM 308. Volunteer Movement - 3 hours.** Concepts, issues, significance of the "voluntary society," recruitment, placement and volunteer development. Prerequisites: HM 105, HM/RA 221. Fall.

**HM 320/420. AHMI - American Humanics Management Institute - 1 hour.** National course offering for junior/seniors in the Humanics program across the nation. Topics are presented by national youth agency and corporate leadership with student interaction. Can be repeated for a maximum of 2 hours. Registration and transportation fees are required. Prerequisite: Permission of instructor. January.

**HM 325. Legal and Financial Aspects of Human Services - 3 hours.** Legal and financial aspects of recreation and human services; budget analysis, legal terminology pertaining to the profession and its role in recreation and human services. The course will look at the levels of government, i.e. federal, state, county, city and special districts, and how each level operates, and how human services are involved from a legal and financial aspect. Prerequisites: HM 105, HM/RA 221. Spring.

**HM 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. On cycle.

**HM 350. Advanced Camp Administration - 3 hours.** A continuation of HM 300. The organization, staffing, training, financing, and program of a summer camp. Students in Advanced Camp Administration will have more leadership duties than those in HM 300. Prerequisites: HM 105, HM/RA 221, HM 300. Spring.

**HM 364. Program Development - 3 hours.** Administration of public recreational and park systems with emphasis placed upon municipal program including; legal considerations, budget and finance, personnel management, facilities, program development, and public relations. Prerequisites: HM 105, HM/RA 221. Spring.

**HM 390. Practicum - 1-3 hours.** Students become involved in a campus or community organization to develop group leadership skills. Prerequisites: HM 105, HM/RA 221. Arranged. On cycle.

**HM 401. Internship - 12 hours.** The student spends 600 hours learning about management practice in a youth/human service agency under the direction of a professional. Students seeking national certification must intern with a not-for-profit organization. Prerequisite: Senior. Permission of instructor, division dean, and Chief Academic Officer. Fall. Spring. Summer by special arrangement only.

**HM 430. Public Relations/Fund Raising - 3 hours.** Concepts, principles and methods to educate the public and effectively raise funds for youth/human service non-profit agencies. Prerequisites: HM 105, HM/RA 221. Spring.

**HM 432. Administration of Human Services/Recreation - 3 hours.** Principles and techniques of managing an agency. Approaches to planning, organization, directing, controlling, staff selection and development, and the budgeting and financial administration process in a volunteer organization. Prerequisites: HM 105, HM/RA 221. Fall.

**HM 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 Chief Academic Officer.

**HM 485. Senior Seminar - 3 hours.** For graduating seniors to reflect on their accomplishments and to plan ahead in a supportive group setting. Prerequisites: HM 105, HM/RA 221, Senior. Fall.

## 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. Spring.

**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. Fall. Spring.

## INTERDISCIPLINARY STUDIES MAJOR

**Major requirements:** Students must complete 15 credit hours in three component areas. At least 9 hours of work in each area must be upper-division credits and no more than six credits in any area of readings, applied skills (physical activities, band, choir, student organizations, etc.), methods, technique, or problem courses. Component areas are: Arts (AR, MU, TH), Humanities (EN, SN, HU, MC, RE, SP), Education (ED), Physical Education (EX, PE, AL), Social Sciences (AD, CJ, EC, GE, HS, PS, PY, SC), Business (AC, AG, BA, EC), Human Services (HM, RA), Math (MA), Computer Information Systems (CS), Science (BI, CH, PH) and Military Science (MS). (Total 45 hours)

**Major assessment:** Seniors are required to take the Assessment Resource Center's CBASE exam as well as complete a portfolio to show major work from the three component areas.



## MASS COMMUNICATION MAJOR

**Major requirements:** Completion of the Mass Communication Core plus a concentration in one of the following areas: Print, Broadcast, or Journalism.

**MASS COMMUNICATION CORE:** MC 150, MC 201, MC 205, MC 210, and MC 290. (Total 15 hours.)

**Print Concentration:** Mass Communication core, MC 225, MC 301, MC 315, MC 370, MC 392, MC 400, MC 403, and 3 hours MC upper division elective. (Total 39 hours.)

**Broadcast Concentration:** Mass Communication core, MC 230, MC 275, MC 330, MC 390, MC 391, MC 400, MC 401 or MC 402, and MC 480. (Total 39 hours.)

**Journalism Concentration:** Mass Communication core, MC 225, MC 275, MC 310, MC 315, MC 330, MC 392, MC 400, and MC 401 OR MC 402 OR MC 403. (Total 39 hours)

**Minor requirements:** MC 150, MC 205, MC 210, MC 290, MC 315, MC 400, 6 hours from (3 hours must be upper division): MC 230, MC 275, MC 301, MC 310, MC 330, MC 370, 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*, *Sabiduria*, radio and television tapes 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 Mass Communication - 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. Electronic Publishing I: Yearbook - 3 hours.** An introduction to the use of desktop publishing in yearbook production, primarily using PageMaker. Emphasis will be placed upon the theory and practice of magazine-style writing; the use of *Associated Press Stylebook and Libel Manual*; photography, picture selection and cropping, typography, layout and graphic design. The theories of staffing various positions will be discussed and put into practice as students work on the college yearbook, *Sabiduria*. Prerequisites: EN 160, MC 150, or permission of instructor. Fall.

**MC 205. Introduction to Broadcasting - 3 hours.** A course designed to acquaint students with the techniques, procedures, and hardware of radio and television. Prerequisite: MC 150. 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 as well as covering campus news beats. Prerequisites: EN 160, MC 150 or permission of instructor. Fall.

**MC 225. Photojournalism - 3 hours.** Introduction to newspaper photojournalism and visual thinking. Emphasis will be on camera techniques and digital photography. Student must have 35 mm or digital camera. Prerequisites: MC 150, MC 210. \$20.00 lab fee. Spring even years.

**MC 230. Radio Production - 3 hours.** Hands-on application of techniques introduced in MC 205 in an operational radio environment, with emphasis on expanding audio production and on-air announcing skills. Prerequisites: MC 150, MC 205. Fall.

**MC 275. Television Production - 3 hours.** Laboratory approach to production and programming. Designed to teach students basic production techniques used in television and video production. Utilizes on-campus production facilities, and telecasts periodically on local CATV. Prerequisites: MC 150, MC 205 or permission of instructor. Fall.

**MC 290. Electronic Publishing II: Newspaper - 3 hours.** An introduction to the use of desktop publishing in newspaper production, primarily using Quark Express. Emphasis will be placed upon the theory and practice of reporting news and sports, writing features and commentary; selling and designing advertising; the use of the *Associated Press Stylebook and Libel Manual*; news photography, processing, printing, picture selection and cropping; typography, layout and graphic design. The theories of staffing various positions will be discussed and put into practice as students work on the campus newspaper, *The Delta*. Prerequisites: EN 160, MC 150, MC 210 or permission of the instructor. Fall.

**MC 301. Electronic Publishing III: Yearbook - 3 hours.** Advanced instruction in electronic design and indexing in yearbook production, primarily using PageMaker. Continued emphasis upon the theory and practice of magazine-style writing, the use of *Associated Press Stylebook and Libel Manual*, photography, picture selection and cropping, typography, layout and graphic design. The theories of managing various positions will be discussed and put into practice as advanced students formulate plans for the current and subsequent issues of the college yearbook, *Sabiduria*. Prerequisites: EN 160, MC 150, MC 201, MC 210, or permission of instructor.

**MC 310. Advanced News Reporting - 3 hours.** Advanced instruction and experience in reporting and writing news stories, editorials and features. Prerequisite: EN 160 or EN 326; MC 210, or permission of instructor. Spring.

**MC 315. Copy Editing - 3 hours.** Instruction and experience in editing and rewriting copy and headline writing in accordance with accepted journalistic practice. Prerequisites: EN 160, MC 210, or permission of instructor. Fall.

**MC 330. News Reporting for Broadcast - 3 hours.** Advanced instruction and experience in reporting and writing news stories, editorials, and features. Students will also learn news production techniques specific to radio and television broadcast. Students will provide news for campus radio and television stations. Prerequisites: EN 160, MC 205, MC 210. Fall even years.

**MC 149/249/349/449. Special Topics - 1-3 hours.** Special topic study in the mass communication field.

**MC 370. Freelance Writing - 3 hours.** Exposure to researching and writing for the following freelance markets: regional, nostalgia, interview, feature, filler, seasonal, how-to, children's fiction and non-fiction, and inspirational. Attention is given to formats, submission and query practices, copyright and libel laws, book publishing, and photography. Prerequisites: MC 150 or PR 250 and EN 160. Fall odd years.

**MC 375. Digital Film Production – 3 hours.** This course will introduce students to the process of filmmaking, from concept through scriptwriting, story structure, directing, videography and editing. While learning the technical elements of digital film production, they will also learn how to communicate effectively through the various elements of film, including camera, lighting, sound and editing. Using both examples of previous films and constructive criticism of current work, students should learn more about how films are made and how they can effectively be used as a medium of mass communication. Prerequisite: MC 275. Spring odd years.

**MC 390. Advanced Television Production – 3 hours.** Advanced application of techniques learned in Television Production. Prerequisite: MC 150, MC 205, MC 275. Fall.

**MC 391. Advanced Radio Production – 3 hours.** Advanced application of techniques learned in Radio Production. Prerequisite: MC 150, MC 205, MC 230. Spring.

**MC 392. Electronic Publishing IV: Newspaper - 3 hours.** Advanced instruction in the use of desktop publishing in newspaper production, primarily using Quark Express. Continued emphasis will be placed upon the theory and practice of reporting news and sports, writing features and commentary; selling and designing advertising; the use of *Associated Press Stylebook and Libel Manual*; news photography, processing, printing, picture selection and cropping; typography, layout and graphic design. The theories of managing various positions will be discussed and put into practice as students formulate plans for the current and subsequent issues of the campus newspaper, *The Delta*. Prerequisites: EN 160, MC 150, MC 210, MC 290, or permission of the instructor. Spring.

**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 Chief Academic Officer.

**MC 402. Internship: Television – 3 or 6 hours.** Problem solving techniques applied to the daily management of the middle-market television station. Prerequisite: Permission of instructor, division dean, and Chief Academic Officer.

**MC 403. Internship: Print – 3 or 6 hours.** Problem solving techniques applied to the daily management of the print market. Prerequisite: Permission of instructor, division dean, and Chief Academic Officer.

**MC 480. Writing for Broadcast - 3 hours.** Concentrates on writing for the electronic media. Emphasis on preparation of student portfolio for employment interviews and senior assessment. Prerequisites: EN 160, MC 205, MC 230, MC 275. Fall.

**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 Chief Academic Officer.

## MATHEMATICS MAJOR

**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 100 to MA 170) require a specific knowledge base for proper placement. See advising manual or math faculty when questions arise.**

**For courses MA 145 and MA 165, a student completing MA 145 or MA 165 may not then take a lower level course in this sequence.**

**MA 032. Basic Math Operations – 1 hour.** This course is intended for students who need assistance in basic arithmetic skills. Instruction is based on assessments of student needs and includes performing the four arithmetic operations with whole numbers, fractions, decimals. Percents and an introduction to measurement and algebraic and geometric concepts. Word-problem skills are emphasized. This course also introduces students to operations with integers and rational numbers, and to solving linear equations. Prerequisite: Placement test. This course will not count toward graduation hours.

**MA 033. Introduction to Algebra Concepts – 1 hour.** This course is intended for students who need to review basic algebraic skills which includes the following topics in an algebraic context: mathematical methods, techniques, ways of thinking and problem solving. Graphing is introduced and geometrical applications are stressed. The course also reviews arithmetic operations and develops skills in operations with algebraic expressions, polynomials, algebraic fractions and solving linear equations. Prerequisite: Placement test. This course will not count toward graduation hours.

**MA 035. Beginning Algebra – 1 hour.** This course is intended for students who need to review elementary algebra skills and will include the following topics: operations with signed numbers; addition, subtraction, multiplication and division with algebraic expressions; factoring; techniques for solving linear and fractional equations; and an introduction to graphing. Prerequisite: Placement test. This course will not count toward graduation hours.

**MA 145. Intermediate Algebra - 3 hours.** For students who have completed a year or more of high school math. Topics include: algebraic operations, factoring, linear equations and inequalities, exponents and radicals, and quadratic equations. 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 160. Finite Mathematics - 3 hours.** This course is designed with an emphasis on mathematical applications and models. The purpose of the course is to teach the basic techniques of finite mathematics that are needed in undergraduate courses in economics, business, sociology, political science, psychology, and biology. Topics include linear functions and equations, systems of linear equations and matrices, linear programming, sets and counting techniques, Markov chains, and game theory. Fall. Spring.

**MA 165. College Algebra - 3 hours.** For students who have completed MA 145, or equivalent, but desire more 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.

**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 solid foundation for the use of scientific and graphing calculators in problem solving. Fall. 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 statement about real-world applications. Topics to be covered include limits, derivative of a function, exponential and logarithmic functions, and integration. Prerequisite: MA 160 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 145 or placement. 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. Pre-requisite: 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 3 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 Chief Academic Officer. Arranged.

**MA 485. Senior Seminar - 2 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. Spring.

## MILITARY SCIENCE

**MS 101. Introduction to Military Science – 1 hour.** Introduction to military leadership and personnel management. Includes military history, marksmanship and safety, effective communication, military customs and courtesy and basic first aid. Fall.

**MS 102. Introduction to Basic Military Skills – 1 hour.** This course will focus solely on the basic survival skills; land navigation, first aid, acquiring food and water, fire craft, building survival shelters and knot tying. Students have the opportunity to be exempt from the final exam by attending a one day, one night survival field training exercise. Spring.

**MS 145/245. Cardiovascular Fitness Training – 1 hour.** Required physical fitness course for all MS 301, 302, 401 and 402 students and contracted MS 101, 102, 201, and 202 students. The course will instill the value of maintaining a proper physical fitness level for the future U.S. Army officer. May be repeated for 4 hours at each level.

**MS 201. Basic Military Skills and Techniques – 2 hours.** Introduction to techniques of survival in various situations. Prerequisites: MS 101 or MS 102 and less than 50 semester hours or permission of instructor. Fall.

**MS 202. Military Fundamentals Practicum – 2 hours.** This class is designed for the military science students who desire accelerated instruction on rifle marksmanship, communications, map reading with the compass, and patrolling. The student will be required to wear a military uniform and meet Army appearance standards. Spring.

**MS 300. Leadership Training Course – 3 hours.** A multi-week course conducted at Fort Knox, KY or U.S. Army TRADOC Basic Training and AIT Installation. The training is rugged and intensive with emphasis placed on leadership application, practical work and physical conditioning. Training will be conducted six days a week out-of-doors and requires active participation by all students. Enrolled students receive compensation for travel, lodging and food. Required course for participation in the 2 year advanced program. Prerequisite: Permission. Summer.

**MS 301. Military Leadership and Operations – 3 hours.** Introduction to small unit tactics; principles of military leadership, to include theory, responsibilities, techniques, and practice; branches of the U.S. Army, oral presentation techniques and practice. One field trip is required. This course may not be taken pass/fail. Prerequisite: Permission. Fall.

**MS 302. Military Skill Building – 3 hours.** Small unit tactics; applied military leadership (builds on knowledge gained in MS 301) with special emphasis on the junior leader's duties/responsibilities. Two field trips are required. This course may not be taken pass/fail. Prerequisite: Permission. Fall.

**MS 311. Military History - 3 hours.** A survey of American Military History from the colonial period through the Vietnam War, which will move into a more current historical overview of military operations in areas such as Afghanistan, Kosovo and Bosnia-Herzegovina. Particular emphasis is given to the analysis of leadership, doctrine, and tactics from a diplomatic, political and sociological perspective.

**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. This course may not be taken in lieu of pre-commissioning MS courses. This course may not be taken pass/fail.

**MS 400. National Advanced Leadership Camp – 3 hours.** Successful completion required to receive a U.S. Army R.O.T.C. commission. The 5-week course (National Advanced Leadership Camp) is conducted at Fort Lewis, Washington. The instruction, training and evaluation focuses on the professional development issues required to become an Army Officer. Evaluation of the student's leadership potential through this mentally and physically demanding camp is conducted seven days a week for five weeks. The student is placed in leadership positions requiring him/her to lead up to 120 fellow students for extended periods of time. Enrolled students receive compensation for travel, lodging and food. Prerequisite: Permission. Summer.

**MS 401. Military Qualification Skills for the Advanced Cadet – 3 hours.** Ethics and professionalism of the military officer; Army command staff functions; oral presentation techniques and practice; military leadership at junior officer level; world change and military obligations. One field trip is required. The course may not be taken pass/fail. Prerequisite: Permission. Fall.

**MS 402. Advanced Military Management Systems – 3 hours.** Advanced seminar in leadership and management principles in the U.S. Army. In-depth study of: systems and law of warfare with emphasis on the Uniform Code of Military Justice System; Personnel and organizational support systems; Management simulation; Advanced techniques of oral communication and effective writing styles; and the theory and dynamics of the military team. Two field trips are required. This course may not be taken pass/fail. Prerequisite: permission. Spring.

## MUSIC

**Minor requirements:** MU 150, MU 151, MU 110/111 or MU 220, MU 371, 4 hours large ensemble, 4 hours applied music, 3 hours upper division music electives or TH 330, or TH 360. (Total 22 hours)

**MU 101. Introduction to Music Literature - 3 hours.** Survey course of music from Middle Ages to present. Focus will be on how to listen and gain an understanding and appreciation for great music of all types. Music covered will include contemporary, jazz and some popular types (musical theatre, folk, etc.) as time permits. Fall. Spring.

**MU 105. Fundamentals of Music - 3 hours.** Recommended for students interested in developing basic skills in music, but assumes no prior training. Students will learn to read music notation, rhythms, meter, key signatures, construct scales and triads, perform on the recorder. The course also includes instrumental training and composing of simple songs. Spring.

**MU 110. Piano Proficiency 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. Prerequisite: Permission of instructor. Fall.

**MU 111. Piano Proficiency 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: Permission of instructor. Spring.

**MU 145. Applied Instrument - 1 hour.** This course promotes active learning of the student's primary or secondary instrument in a private one-on-one format. Students will work on technique, tone, phrasing, and overall musicality, along with any idiosyncrasies with the given instrument. Students will learn scales and technique pieces as well as solos and other prominent pieces written for their instrument. Students will also gain experience through listening examples and writings featuring their instrument. Prerequisite: permission of instructor. Fall. Spring.

**MU 150. Music Theory I - 3 hours.** This course assumes that the student has had some degree of prior musical training. Areas covered include interval recognition, scales and key signatures, diatonic triads, cadences, keyboard harmony, and part-writing. Fall.

**MU 151. Music Theory II - 3 hours.** Continuation of MU 150. Students will deal with more sophisticated harmonic practices including modulation, non-harmonic tones, augmented chords, etc. Some compositional techniques will be explored as well. Prerequisite: MU 150. Spring.

**MU 170/470. Concert Choir – 170 - 1 hour, 470 – 2 hours.** A choral ensemble open to all interested students. The group studies and performs a variety of music, including foreign language, sacred, contemporary, and other great standards in choral literature. Student conducting and leadership opportunities also available. May be repeated for credit for a maximum of 8 hours (4 hours at each level). \$10.00 garment fee. Fall. Spring.

**MU 174/474. MVC Show Choir, "Valley Connection" – 174-1 hour, 474-2 hours.** A choreographed choir with repertoire consisting of contemporary music in the Show-Pop style. This group performs numerous times each year on campus, in the MVC area, and on tour. Auditions are held in the fall of each year. May be repeated for credit for a maximum of 8 hours. \$10.00 garment fee. Fall. Spring.

**MU 175/475. MVC Gospel Singers - 175-1 hour/475-2 hours.** A select choir with repertoire consisting of traditional gospel, contemporary Christian, and related styles of music. The group performs numerous times each year on campus, in the MVC area, and for worship services. May be repeated for credit for a maximum of 8 hours. \$10.00 garment fee. Fall. Spring.

**MU 178/478. Band - 178-1 hour, 478-2 hours.** Open to any instrumentalist with performing ability on a band instrument. Repertoire includes pep music for home football/basketball games, contemporary and jazz standards and other band/orchestral literature. May be repeated for credit for a maximum of 8 hours. Fall. Spring.

**MU 220. Ear Training/Sight Training - 2 hours.** This course is designed to strengthen inner hearing through sol-fa singing, aural exercise, and score analysis. Students will begin with simple diatonic pitch patterns and intervals and simple fold melodies and progress to complex pitch patterns and intervals. Students will also work with four-part chorales. Prerequisite: MU 150. Fall.

**MU 140/240/340/440. Applied Voice - 1 hour.** An individual approach to vocal production and performances. Emphasis on posture, breath control, vocal placement, and vocal literature. May be repeated for credit for a maximum of 8 hours (2 hours at each level). Prerequisite: Permission of instructor. Fall. Spring.

**MU 350. Conducting – 2 hours.** This course is designed to give students experience in ensemble leadership. Emphasis will be placed on history, repertoire building, and conducting technique in both instrumental and vocal ensembles. Students will have the opportunity to conduct members of their own class as well as other ensembles toward performance preparation. May be repeated to satisfy degree requirements. Prerequisite: MU 170 or MU 174, OR MU 175 or MU 178. Spring odd years.

**MU 351. Music Composition – 3 hours.** Designed for students who wish to explore creative potential in music using standard compositional techniques. Topics will include harmonization, chord progressions, part writing and orchestration, as well as analysis of selected works. May be repeated once. Prerequisite: MU 151. Spring even years.

**MU 371. Music History - 3 hours.** This is an in-depth survey of music beginning with the Medieval period and through contemporary styles. Important composers and genres will be discussed and specific works will be studied (score analysis and listening required). Prerequisite: MU 101 or permission of instructor. Fall odd years.

**MU 149/249/349/449. Special Topics in Music - 1-3 hours.** A study of a 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 dean and the Chief Academic Officer.

## PHILOSOPHY

See Religion/Philosophy Major

**PL 100. Introduction to Philosophy - 3 hours.** An examination of the various approaches given to the analysis of the meaning and experience of self and world. Through the discussion of assigned readings ranging from classical to contemporary thinkers, an effort will be made to critique their approaches and apply them to one's own problem-solving activities. Fall.

**PL 110. Introduction to Critical Thinking – 3 hours.** The student will learn how to think critically with a variety of deliberative processes aimed at making wise decisions about what to believe and do, and to process one's choices on evaluation of arguments. This will include logic, formal and informal, with variety of skills and topics to assist students to make sound decisions about claims, actions or practices. This course will lead students in basic writing and critical-thinking skills that will include opportunities to present reports in a public setting that supports their own thoughts on a topic. Students will discover how to objectively approach a topic with rational evaluation, learning to distinguish between argument, conclusion and premise. Students will learn inductive and deductive reasoning to support or refute arguments. Fall.

**PL 300. The Art of Good Reasoning (Logic) - 3 hours.** Study of the nature of human thought: Aristotelian, inductive and symbolic systems of logic with practical application through the study of linguistic usage and common fallacies. Spring even years.

**PL 325. Ethics - 3 hours.** An examination of the various approaches given to the cultural formation of value structures. Classical and contemporary methods are evaluated and discussed in relation to contemporary events and current ethical issues. Spring.

**PL 331. History of Philosophy I - 3 hours.** The development of Western philosophy from pre-Socratic Greek philosophy to the medieval period. Fall even.

**PL 332. History of Philosophy II - 3 hours.** The development of Western philosophy from the medieval period to the modern/postmodern period. Spring even.

**PL 376/476. Independent Study - 1-3 hours.** Reading or research in religion or philosophy at a greater depth than that in a normal classroom setting. The specific topic, rationale, objectives, bibliography, requirements and schedule will be determined by the student and the instructor and then formalized in a written covenant. Prerequisite: Permission of instructor, division dean, and Chief Academic Officer. Arranged.

## PHYSICAL EDUCATION MAJOR

**Major requirements for K-9 teacher certification** include: PE 100, PE 220, PE 234, PE 235, PE 236, PE 238, PE 239, PE 240, PE 233 or EX 330, PE 332, PE 333, EX 334, EX 335, BI 255 or EX 255. (Total 39 hours.) (Required education courses are listed under ED.)

**Major requirements for 9-12 teacher certification** include: PE 100, PE 221, PE 234, PE 239, PE 240, PE 233 or EX 330, PE 332, PE 333, EX 334, EX 335, PE 336, 2 from the following: PE 300, PE 311, PE 312. One course from PE 309 or 310, two courses from PE 101-143, BI 255 or EX 255. (Total 42 hours.) (Required education courses are listed under ED.)

**Major requirements for K-12 teacher certification** include: PE 100, PE 220, PE 221, PE 234, PE 235, PE 236, PE 238, PE 239, PE 240, PE 233 or EX 330, PE 332, PE 333, EX 334, EX 335, PE 336, two courses from: PE 300, PE 311, PE 312; one course from: PE 309 or PE 310; one course from PE 101-143; BI 255 or EX 255. (Total 53 hours.) (Required education courses are listed under ED.)

**Major requirements for non-certified PE:** same as PK-12, except no education courses.

**Major assessment:** Pass the PRAXIS II examination: **Physical Education: Content Knowledge (10091).** Seniors must also submit a complete professional portfolio.

### PE 101-124. Activity Classes. 1 hour.

- 101 Tennis (\$5.00 fee)
- 102 Badminton (\$5.00 fee)
- 103 Flag Football
- 104 Weight Training
- 106 Tumbling
- 107 Soccer
- 108 Weight Control/Physical Fitness
- 111 Golf (\$10.00 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 131-142. 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 Pom Pon - women
- 143 Golf - men/women
- 144 Tennis – men/women

**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.

**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. Fall. Spring.

**PE 234. Integrating Ethnic Dance - 3 hours.** History and skills that will allow the student to perform and teach a variety of square and ethnic dances. Fall.

**PE 235. Physical Education Skills and Activities for Primary Grades - 3 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 - 3 hours.** Knowledge, understanding, participation and application in teaching motor skills in the intermediate grades. Spring

**PE 238. Tumbling and Rhythmic Movement-Elementary - 2 hours.** A course designed to teach basic loco motor, 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. 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. 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: C-Base passed. Spring.

**PE 307. Theory and Techniques of Coaching Weight Training – 2 hours.** A course designed to prepare students to teach and supervise weight training programs in athletics, recreation, and physical education. Prerequisite: Junior/Senior Physical Education, Exercise Science, or Athletic Training majors. Prerequisite: BI 255 or EX 255. 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: C-Base 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: C-Base passed. Fall.

**PE 311. Theory/Methods Team Sports - 3 hours.** A course designed to provide the student with technical background to conduct secondary school physical education activities in team sports. Activities will include: basketball, soccer, volleyball, softball, flag football. Prerequisite: C-Base passed. Spring.

**PE 312. Theory/Methods Individual Sports - 3 hours.** A course designed to provide the student with technical background to conduct secondary school physical education activities in individual sports. Activities will include: tennis, golf, badminton, aerobic, weight training. Prerequisite: C-Base passed. Fall.

**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: C-Base passed and PE 220. Fall.

**PE 332. Measurement and Evaluation in Health and Physical Education - 2 hours.** Knowledge tests, skills tests and other evaluative instruments used by health and physical education teachers in a wide variety of activities. Prerequisite: C-Base passed and MA 150 or above.

**PE 333. Sport Psychology - 2 hours.** Study of motivation, skill and physical learning behavior in physical education and athletics. Prerequisite: PY 100. Fall.

**PE 336. Sociology of Sport - 2 hours.** Gain understanding of the role that sport plays in our society. Emphasis on specific areas within our everyday life that are impacted by sport. Spring.

**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 stud 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.

**PH 107. Environmental Science for Teachers - 1 hour.** An extension of Environmental Science exploring effective means of increasing environmental knowledge and awareness in a school situation. Prerequisite: PH 105 or concurrent. Fall.

**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 100. Fall. Spring.

**PH 122. Introduction to Astronomy – 3 hours.** A study of the sky, brief history of astronomy, tools used in astronomy, starts from birth to death, galaxies, cosmology, planets, meteorites, asteroids, comets, and the possibility of life on other worlds. Spring.

**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. Fall.

**PH 307. Earth Science: Soils and Water - 2 hours.** The physical principles and processes associated with soil formation, soil chemistry, surface waters and ground water. Topics will also include the interaction of these principles and processes with human populations and ecosystems. Prerequisite: CH 112. Spring.

**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.

**PH 315. General Physics I - 5 hours.** Description and causes of motion, using calculus and vector analysis. Analysis of motion using the laws of conservation of momentum and energy. Comparison between linear and rotational motion. Gravitation, with introduction of the "field" concept. Fluids and thermodynamics. Two laboratories per week. Prerequisite: Calculus I (may be taken concurrently). 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.** Static and current electricity, including the accompanying electric and magnetic fields. Electromagnetic waves, and wave motion in general. Einstein's special and general theories of relativity. Introduction to atomic and nuclear Physics. Two laboratories per week. 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 Chief Academic Officer.

## **POLITICAL SCIENCE/PUBLIC ADMINISTRATION MAJOR**

**Major requirements:** PS 100, PS 315, PS 324, HS 412, EC 450, PS 485, EC 206, BA 302 or SC 316, PL 300, Option A or B: **Option A:** PS 200, PS 215, PS 349/449 (1 course) or approved substitute, EC 216, GE 250, HS 349/449 or HS substitute (approved by PS faculty). Two (2) of the following PS courses: PS 250, PS 300, PS 323, PS 350, PS 401. (Total 43 hours.) **Option B:** PS 150, PS 230, BA 212, AC 210, AC 220, CS 110, HS 104, HS 105. (Total 46 hours)

**Major assessment:** Political Science/Public Administration 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 Constitutions of the United States and the State of Missouri. 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. Spring.

**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.

**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.

**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. Fall odd 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. Fall 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 Chief Academic Officer. 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. On cycle.

**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 Chief Academic Officer.

**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: PS 315, senior standing, major. Graded pass/fail. Arranged.

## PSYCHOLOGY MAJOR

**Major requirements:** PY 100, PY 225 or 235, SC 316, PY 430, PY 485, PY 335 or PY 331, PY 341 or PY 431, PY 310 or PY 332, 12 hours PY electives above 100 level. (Total 36 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. Seniors must also complete a short in-house test on the research process and take the Educational Test Services Psychology exam.

**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.

**PY 225. Developmental Psychology - 3 hours.** Human growth and development from conception through young adult. Students will study physical traits, learning, intelligence, and social and emotional growth, personality and adjustment. Prerequisite: PY 100. Fall.

**PY 235. Adult Psychology – 3 hours.** Human growth and development as it pertains to the lifespan of the young adult through the elder adult: physical traits, learning, intelligence, social and emotional growth, personality and adjustment. Prerequisite: PY 100. 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 applications of various personality theories. Prerequisite: PY 100. Spring.

**PY 260. 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. Spring.

**PY 275. Adolescent Psychology - 3 hours.** Human growth and development through adolescence; physical traits; learning and intelligence, social and emotional growth, personality, and adjustment. Prerequisite: PY 100. Spring.

**PY 305. Grief and Loss - 3 hours.** Provides a comprehensive understanding of the issues surrounding grief & loss. Issues to be addressed are losses due to death, endings, natural changes, progression of life, etc. Cultural uniqueness, rituals, ceremonies, fears of change, terminology and societal attitudes will be analyzed. Prerequisites: PY 100 or SC 100, Sophomore. Spring.

**PY 310. Experimental Psychology - 3 hours.** Course in behavioral science; research design, measurement, data collection and analysis considered, individual and group projects. Prerequisites: PY 100, PY 302 or concurrent. Spring.

**PY 322. Physiological Psychology - 3 hours.** Neurological and endocrinological basis of behavior; anatomy and physiology of sensorimotor pathways, brain and glands; information integration and response; homeostatic regulating systems; arousal, sleeping, dreaming, thirst, eating, sexual behavior, stress, psychopathology and reflexes; mechanisms of learning, memory and emotions. Prerequisites: PY 100, plus 3 additional hours of psychology. 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. Fall.

**PY 335. Psychology of Learning - 3 hours.** Human and animal learning from the behavioristic and physiological viewpoints; selected theories of learning, variables affecting learning and retention. Prerequisites: PY 100, PY 310. Fall.

**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. This course will also count as an ALDS major elective. Prerequisite: PY 100 and permission of instructor.

**PY 345. Adult 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-thesis paradigm, treatment and prevention issues. The topical questions of genetic vulnerability, resilience, treatment, medications and prevention are discussed. Prerequisite: PY 100. Fall.

**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 355. 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.

**PY 365. Introduction to Behavioral Modification - 3 hours.** Theoretical and applied principles of operant psychology as it pertains to human behavior. Prerequisites: PY 100, PY 310. On cycle.

**PY 372. Group Therapy Techniques – 3 hours.** To provide a foundation of knowledge about facilitating group therapy to clients in a clinical setting. Students will learn specific techniques, role play, group dynamics, and comprehend group therapy theory. PY 100, 6 hours upper division psychology courses. Spring.

**PY 380. Industrial / Organizational Psychology – 3 hours.** An analysis of classical organizational models including Weberian decision making and political process. A focus on the social relations field, job satisfaction, leadership, and group dynamics within the context of formal organizations. This course will count as a sociology major elective. Prerequisite: PY 100. On cycle.

**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 Chief Academic Officer.

**PY 430. 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. Spring.

**PY 431. Psychological Measurements - 3 hours.** This course covers the various intelligence and psychological instruments used in the industrial and mental health fields. In addition, both the history and the current status of popular interest, personality tests, computer imagining techniques and the assessment tests used in the diagnosis of the mental disorders described in the DSM. Prerequisite: Sophomore standing. Fall.

**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 Chief Academic Officer.

**PY 485. Seminar 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. Prerequisites: Psychology major, Senior standing. Spring.

## PUBLIC RELATIONS MAJOR

**Major requirements:** PR 150, PR 250, PR 350, PR 450, PR 401, SP 405, SP 415, SP 485, MC 370, MC 400, EN 327, BA 212, BA 232, BA 302, BA 332, BA 362, BA 422 or PY 380. (Total 53 hours)

**Major assessment:** Public Relations majors will assemble a portfolio with samples of their work done as interns.

**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. Social and political perspectives taught as they apply to the practice of public relations in a variety of settings. Fall.

**PR 250. Public Relations Techniques – 3 hours.** Course provides an introduction to public relations techniques applicable to communication. Examines internal and external communication networks as well as mediated communication theory. 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. Fall.

**PR 401. Public Relations Internship – 5 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 – 3 hours.** Course provides 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. Spring.

## RECREATION ADMINISTRATION MAJOR

**Major requirements:** of RA 105, CS 119, HM 221, HM 325, HM 364, RA 401, HM 432, RA 202, RA 223, RA 309, RA 321, AND RA 485. (Total 42 hours)

**Minor requirements:** RA 105, HM 221, RA 202, RA 223, RA 309, HM 364. (Total 18 hours)

**Major assessment:** Recreation Administration majors submit a comprehensive major program project both in hard copy and on disk. The project is to be completed in conjunction with RA 364 (Program Development.) Seniors must also complete a comprehensive assessment examination.

**RA 105. Introduction to Human Services/Recreation - 3 hours.** Nature, philosophy, program, organization, and staffing in the broad field of recreation. Fall.

**RA 202. Community Recreation - 3 hours.** Policies essential to efficient and effective program operation in administrative operations, public relations, and recreation will be studied. The purpose of this course is to help the undergraduate Recreation Administration student gain a background of information needed to fully understand the total administrative operation, public relations, and recreation on a community level. Fall.

**RA 223. Recreation for Special Populations - 3 hours.** The study of recreational programming for people with metabolic, neurologic, cardiac, respiratory, and emotional abnormalities. Awareness of leisure needs of the temporarily or permanently handicapped. Adaptation of recreation activities to provide opportunities for success and satisfaction by the handicapped. Spring.

**RA 309. Commercial Recreation - 3hours.** Evaluation of private, for-profit recreation resources including, but not limited to: membership organizations, private clubs, college unions, and recreation and park opportunities, and endeavors in a profit-making structure. Course is expected to cover program content, leadership, facilities, organizational structure, and how to operate and compete in the commercial setting. Prerequisites: RA 105, HM/RA 221. Spring.

**RA 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.

**RA 149/249/349/449. Special Topics - 1 hour.** Selected and current topics in the field of recreation administration. Prerequisite: Permission of instructor.

**RA 401. Internship - 12 hours.** The student spends 600 hours learning about management practice in a youth/human service agency under the direction of a professional. Prerequisite: Senior. Permission of instructor, division dean and Chief Academic Officer. Fall. Spring. Summer by special arrangement only.

**RA 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 Chief Academic Officer. Arranged.

## RELIGION/PHILOSOPHY MAJOR

**Major requirements:** 30 elective hours of Religion/Philosophy courses.

**Major assessment:** Senior Religion/Philosophy majors will write a major interpretative paper that discusses some topic in either philosophy or religion.

**RE 100. Introduction to World Religions - 3 hours.** An introductory examination of religious studies. An effort will be made to help the student discover the religious significance of human life through a discussion of the nature of religious experience and expression in themselves, as well as through the diversity of the world's established religious traditions. Fall. Spring.

**RE 101. Introduction to the Bible - 3 hours.** A study of the Bible in relation to its historical, political, literary and social contexts, as well as its writers and why books were chosen for the canon. Fall.

**RE 111. Introduction to the Old Testament - 3 hours.** The literature, history and faith of Israel from its beginnings to the Exile. The first half of the semester will deal with the theo-political development of Israel as a people and nation; the second half of the semester will analyze and explore the origins and nature of the prophetic movement in relation to the theo-political backdrop. Fall odd years.

**RE 161. Introduction to the New Testament - 3 hours.** The history, experience and faith of the early church as expressed through (a) the synoptic gospel tradition, (b) the Pauline letters tradition and (c) the Johannine gospel/letters tradition. Spring odd years.

**RE 165. Topics in Religion - 3 hours.** Course on various topics in the field. Paperbacks constitute the assigned reading and are the basis of class discussion. Fall even years.

**RE 203. Jesus in Faith and History - 3 hours.** An examination of the content and nature of the teachings of Jesus as presented to us: (a) textually (biblically, extra-biblically), (b) ecclesially (the tradition of the church), (c) culturally (secular/pluralist appropriation). Spring even years.

**RE 210. Introduction to Christian Theology - 3 hours.** An introductory examination of the content, method and application of the various facets of the theological enterprise. A variety of theological approaches will be presented, ranging from the classical to the contemporary. Fall odd years.

**RE 308. Religion in American Life - 3 hours.** An examination of the varieties of the American religious experience, from the perspectives of both historical development and its role and import within the contemporary pluralist culture. Prerequisites: RE 100, RE 111, RE 161. Fall even years.

**RE 323. History of Christianity I - 3 hours.** A discussion of the growth of the Christian church and doctrine from ancient times to the Reformation. Fall odd years.

**RE 324. History of Christianity II - 3 hours.** A discussion of growth of Christian church and doctrine from the Reformation to modern times. Spring odd years.

**RE 349/449. Special Topics in Religion and Philosophy - 3 hours.** An advanced course designed to address and analyze specific traditions, issues or disciplines within the broader field of religious and/or philosophical studies. Prerequisites: RE 100, RE 111, RE 161. Spring.

**RE 376/476. Independent Study - 1-3 hours.** Reading or research in religion or philosophy at a greater depth than in a normal classroom setting. The specific topic, rationale, objective, bibliography, requirements and schedule will be determined by the student and the instructor and then formalized in a written covenant. Prerequisite: Permission of instructor, division dean and Chief Academic Officer.

## SOCIAL STUDIES EDUCATION MAJOR

**Major requirements:** American History: HS 104, HS 105, and six elective credits selected from HS 325, HS 326, HS 327, HS 328, HS 349/449, HS 355, HS 412. World History: HS 115, HS 116 and three elective credit selected from HS 301, HS 302, HS 303, HS 304, HS 315, HS 320, HS 321, HS 349/449, HS 410. Three additional credits in American and/or World History may be selected from above elective choices not already selected. Also required are: PS 100, PS 230, EC 206, GE 250, PY 100, SC 100 and six elective credits in Psychology or Sociology selected from: PY 331, PY 341, CJ 305, CJ 307, SC 320, SC 321, SC 326, SC 340. (Total 48 hours)

**Major assessment:** Social Studies Education majors must pass the PRAXIS II examination: Social Studies: Content Knowledge (10081). Seniors must also submit a complete professional portfolio.

For further information, see the Teacher Education Handbook.

## SOCIOLOGY MAJOR

**Major requirements:** SC 100, SC 316, SC 329, SC 485, and 21 hours of electives in Sociology above the 100 level. The following cross discipline courses will count as a sociology major electives: PS 215, CJ 330, PY 331, PS 350, PY 380, and PS 420. (Total 33 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 Educational Testing Services Sociology 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.

**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 problems 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 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: CJ or SC or PS 100; MA 145 or higher; Junior/Senior. Fall. Spring.

**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: SC 100. 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. On cycle.

**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: SC 100 or SC 275. Fall even years.

**SC 329. Sociology Theory - 3 hours.** A study of classical and current sociological theories. Prerequisite: SC 100. 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: SC 100 or PY 100 or permission of instructor. Spring even years.

**SC 149/249/349/449. Special Topics - 1-3 hours.** Selected topics offered by division faculty. Prerequisite: SC 100.

**SC 375. Social Deviance - 3 hours.** A study of social deviancy in terms of types, sources, functions, disfunction, and social control mechanisms that operate relevant to these departures from conformity. Prerequisite: SC 100. On cycle.

**SC 390. Sociology Practicum - 3-6 hours.** Work experience under the supervision of a professional that gives experience in applied sociology. This experience is not employment for pay. This practicum 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 Chief Academic Officer.

**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 health care system to the social systems. Attention to policy relevant to health care. Prerequisite: SC 100. On cycle.

**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 Chief Academic Officer. 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. Spring.

## SPEECH MAJOR

**Major requirements:** SP 104, SP 205, SP 200, SP 220, HM 222, SP 305, SP 309, SP 322, SP 325, SP 405, SP 420, SP 485, 12 hours from: SP 310, SP 349, SP 400, SP 415, SP 476. (Total 48 hours)

**Minor requirements:** SP 104, SP 205, SP 220, SP 322, SP 325, SP 420, 3 hour SP elective. (Total 21 hours)

**Major assessment:** Senior Speech majors will take a comprehensive examination covering their course work. They will either perform in a Senior Showcase and submit a performance portfolio or they will submit a technical portfolio to prepare them for professional auditions. The portfolios and performances will be prepared in conjunction with SP/TH 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.

**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.

**SP 200. Listening Theories - 3 hours.** This course is designed to improve listening skills through the study of theories and principles related to communication and listening. Students will identify the different types of listening, their purposes, and their role in communication by examining listening effectiveness, listening barriers, reasons for listening, poor listening habits, and effective listening skills. Fall odd years.

**SP 205. Oral Interpretation - 3 hours.** This course focuses on the interpretation of prose, poetry, and drama through the use of oral reading. Students will learn how to analyze literature according to the genre and study techniques for developing a persona through voice and body movements. Spring odd years.

**SP 220. Interpersonal Communication - 3 hours.** Through lecture, discussion, and group work, this course introduces theories regarding self-concept, self-esteem, perception, attention, socialization, nonverbal communication, listening, and relational conflict. Students will develop an awareness of communication styles and skills that will enhance their interpersonal effectiveness in relationships. Fall even years.

**SP 305. Advanced Oral Interpretation - 3 hours.** This course is an advanced study in the art of oral interpretation. Specific emphasis will involve students in rehearsal and performance of full-length works including various types of theatre such as reader's theatre and chamber theatre, as well as techniques for developing dialects. Prerequisite: SP 205 and SP 104. Fall even 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 310. Competitive Forensics - 3 hours.** This course is designed as a study and performance outlet for intercollegiate speech competitors, judges, and future coaches. This course will examine individual events (i.e., persuasive speaking, informative speaking, extemporaneous speaking, impromptu speaking, duo-acting) according to the rules, regulations and strategies of forensic competition, focusing on speech activities as communication events. Spring.

**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. Spring 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.

**SP 400. Modern Rhetorical Theory - 3 hours.** An analysis of significant rhetorical theorists from the Social Era of the 1930's to the present, this course is designed to study various definitions of rhetoric, the impact of rhetoric on our society, and some of the most influential rhetoricians that have affected our era. Fall even years.

**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 years.

**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. Prerequisite: SP100. Spring odd years.

**SP 149/249/349/449. Special Topics - 1-3 hours.** Selected and current topics in the Speech field.

**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.

**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 Chief Academic Officer. Arranged.

**SP 485. Senior Project - 3 hours.** Performance or research projects in speech and Theatre. Areas of emphasis may be in Acting, Directing, Technical Theatre, Oral Interpretation, Reader's Theatre, Dance, Musical Theatre, Theatre Management, Debate, Forensics, Speech Dynamics, Persuasion, Speech Analysis, or in other approved areas. Evaluation will be by department committee. Prerequisite: Permission of instructor. Fall. Spring.

# THEATRE MAJOR

Degrees offered: BFA in Theatre with concentrations in Performance, Technical and Musical Theatre; BA/BS in Theatre; BS in Theatre with Speech/Theatre Education concentration (9-12 certification).

## Major requirements for Theatre Major with Performance

**Concentration (BFA):** Theatre Core: TH 111, TH 115, TH 208, TH 216, TH 225, TH 245 (4 hrs), TH 250, TH 300, TH 320, TH 350, TH 352, TH 401, TH 450. Performance: SP 104, SP 205, TH 209, TH 215, TH 400, TH 415; plus 12 elective hours from approved theatre courses numbered 200 and above (6 hrs must be 300/400 level). (Total 64 hours)

## Major requirements for Theatre Major with Technical

**Concentration (BFA):** Theatre Core: TH 111, TH 115, TH 208, TH 216, TH 225, TH 245 (4 hrs), TH 250, TH 300, TH 320, TH 350, TH 352, TH 401, TH 450. Technical: TH 112, TH 281, TH 307, TH 395, TH 400, TH 410; plus 12 elective hours from approved theatre courses numbered 200 and above (6 hrs must be 300/400 level). (Total 67 hours)

## Major requirements for Theatre Major with Musical Theatre

**Concentration (BFA):** SP 104, TH 111, TH 115, TH 208, TH 215, TH 216, TH 225, TH 330, TH 245 (4 hrs), TH 250, TH 315 or 415, TH 350 or 352, TH 360, TH 401, TH 450, MU 110, MU 111, MU 140 (5 hrs), MU 105 or 150, MU 220, MU 174 (2 semesters), DN 140/240, DN 130/230, DN 200, DN 220; plus 6 elective hrs from TH, MU, DN courses numbered 300/400 level. (Total 67 hours)

## Major requirements for general Theatre Major (BA or BS degree):

SP 104, SP 205, TH 111, TH 115, TH 208, TH 216, TH 225, TH 245 (4 hrs), TH 250, TH 300, TH 320, TH 350, TH 352, TH 450; plus 12 elective hours from approved theatre courses numbered 200 and above (6 of the 12 hours must be 300/400 level). (Total 50 hours)

## Major requirements for Theatre Major with Speech/Theatre Education Concentration (BS degree):

TH 111, TH 115, TH 208, TH 215, TH 216, TH 225, TH 245 (4 hrs), TH 250, TH 300, TH 350, TH 352, TH 450, DN 140, DN 130, HM 222, MC 150, SP 104, SP 205, SP 305, SP 309, SP 420. (Total 57 hours). In addition the student must complete the professional education and general education courses as stated in the Missouri Valley College Teacher Education Handbook.

**Theatre Minor requirements:** SP 104, TH 111, TH 115, TH 208, TH 300, TH 350/352; plus 3 elective hours from approved theatre courses numbered 300/400. (Total 21 hours)

**Major assessment:** Each student must successfully complete two performance or portfolio reviews – one during the sophomore year and one during the senior year.

**TH 105. Fundamentals of Theatre - 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.

**TH 111. Script Analysis -3 hours.** This course is designed to introduce theatre students to the play analysis purpose of production. Emphasis upon concepts of form, style, characterization, and discovery. Includes practice in analyzing plays of various forms and styles. Fall.

**TH 112. 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. Spring

**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. Spring.

**TH 208. Stagecraft and Lighting –3 hours.** Study of professional production management and construction techniques for scenic units. Emphasis placed on professional techniques in painting, rigging, construction, and lighting of scenery. Lab hours required. Spring.

**TH 209. 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. Fall.

**TH 215. Acting II – 3 hours.** The use of the play and character analysis for the developing roles in modern drama. Group and individual exercises in techniques and theories for character development. Prerequisite: TH 115. Fall.

**TH 216. Theatre Costuming – 3 hours.** Study of costume design, fabrics, and construction, survey of costume history. Practice in designing garments from assigned scripts. Fall.

**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. Spring odd years.

**TH 225. Stage and TV Make-up – 2 hours.** Theatrical and television make-up; its application to both stage and TV studio use. Theory is presented as a science and an art under lighting. Proper applications and practical functions in contemporary use. Actual use in the different types of make-up. \$45.00 Lab fee. Fall.

**TH 245/475. Theatre Practicum – 1 hour.** Supervised work experience in any phase of theatre production. Requires work on main-stage productions. May be repeated for a maximum of 2 hours at each level. Prerequisite: Permission of instructor. Fall. Spring.

**TH 250. Theatre Portfolio Review I – 1 hour.** Required course for all Theatre majors during their sophomore year. Students will begin work on projects that include portfolio development, resume writing, and audition materials. Fulfills one part of the assessment requirement for theatre majors. Fall.

**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. Spring.

**TH 281. Stage Drafting – 3 hours.** Basic drafting techniques and practices for theatrical applications. Study of methods and formulas used in generating designs and drawings. Introduction to Computer Aided Drafting (CAD) software and 3D rendering. Spring even years.

**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 111, TH 115, JR/SR standing. Fall odd years.

**TH 307. Scene and Light Design – 3 hours.** Principles and Techniques for designing stage scenery and lighting. Design projects are done on assigned scripts and situations. Prerequisites: TH 112, TH 208. Fall odd 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. Spring.

**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. Spring odd 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-20th centuries. 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-17<sup>th</sup> century. Reading of major playwrights and representative dramatic texts of each period. Fall even years.

**TH 352. History of Theatre II – 3 hours.** Theatre from the mid-17<sup>th</sup> century to the present. Reading of major playwrights and representative dramatic text of each period. Spring even years.

**TH 360/460. Musical Theatre Workshop - 3 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 6 hours (3 hours at each level). Prerequisite: Audition or permission. Spring even 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 Chief Academic Officer. May be repeated total of 6 hours. Fall. Spring.

**TH 395. Advanced Technical Theatre –3 hours.** Advanced techniques in painting, metal working, plastics and stage and prop construction. Lab hours required. Prerequisite: TH 208. Fall even years.

**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. Spring odd years.

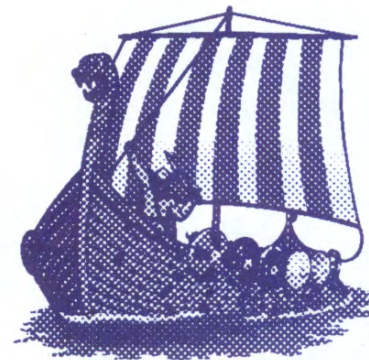
**TH 401. Internship – 3 hours.** Professional summer theatre experience in the acting, technical or production. 7 to 8 week internship work is to be completed at the Lyceum Theatre. May

be repeated once. Prerequisite: Audition and permission of instructor. Summer.

**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 208. Spring odd years.

**TH 415. Acting III – 3 hours.** Scene work and intensive focus on the process of creating a variety of characters for the different theatre genre. Advanced scene and monologue work required. Prerequisite: TH 215. Spring odd years.

**TH 450. Theatre Portfolio Review II – 1 hour.** Required course for all theatre majors during their senior year. Student's work will be assessed by a panel of adjudicators. Spring.



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Eric Sappington, Director of Institutional Advancement

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Dr. Karla Bruntzel, Interim Dean, Education/Physical  
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Dr. Carl Gass, Dean, Human Services Division  
Charles Ed Leslie, Dean, Math/Science Division  
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Division  
Larry W. Stockman, Chair, Business Division  
Marsha Lashley, Registrar  
Pamela K. Reeder, Library Director  
Virginia Zank, Learning Center Coordinator

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Tom D. Fifer, Athletic Director  
Jamie Gold-Naylor, Dean of Student Affairs  
Leigh Ann Hartman, Coordinator of Alumni  
Relations/Public Relations  
Jerry Jacobs, Director of Maintenance  
Rev. James Timothy Kiser, Director of Campus  
Ministries  
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Linda D. Quinley, Chief Financial Officer  
Robin Shaffer, Accounting Coordinator  
Heather Troth, Director of Campus Life  
Diane Weinreich, R.N., Campus Nurse



## FACULTY

### **Gerardo M. Acay, 1990**

Professor, Political Science/Public Administration  
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### **James N. Adair, 2004**

Assistant Professor, Mathematics  
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### **Cynthia G. Adams, 2004**

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### **Katherine, M. Adams, 2001**

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### **Christopher M. Adderley, 2002**

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### **Marilyn F. Belwood, 1999**

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### **Karla M. Bruntzel, 2003**

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### **Daniel K. Bubb, 2004**

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### **John R. Campbell, 1969**

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### **Steven W. Clause, 1999**

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### **Susan J. Dittmer, 1984**

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### **Jon Duke, 1996**

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### **John D. Gault, (1958-1962) 1987**

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## ADJUNCT FACULTY

### **Matthew C. Rowlett, 2004**

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B.A., B.S., M.A., Central Missouri State University

### **Joshua T. Tetteh, 2002**

Assistant Professor, Sociology  
B.S., Huntington College; M.A., University of Wisconsin-  
Madison; Ph.D., American University

### **Paul Troth, 2001**

Assistant Professor, Physical Education  
B.S., William Jewell College; M.Ed., University of Memphis

### **Patricia A. Vazzana, 1983**

Professor, Business Administration  
B.S., Central Missouri State University; M.B.A., Golden Gate  
University; C.P.A.

### **Earl F. Wellborn, Jr., 1990**

Professor, Education  
A.A., Moberly Junior College; B.S.E., M.A., Northeast  
Missouri State University; Ph.D., University of Missouri-  
Columbia

### **Katherine Ann Wildt, C.P.P.S., 1996**

Professor, English  
B.A., M.A., Creighton University; Ph.D., St. Louis University

### **Allan D. Wilson, 2001**

Assistant Professor, Biology  
B.S., University of Texas at El Paso; M.S., University of  
Kentucky; Ph.D., Emory University

### **Leif J. Youngdahl, 1991**

Professor, Biology  
B.S., M.S., Eastern Illinois University; Ph.D., University of  
Delaware

### **Virginia Zank, 1997**

Associate Professor, English  
B.S., John Brown University, M.A., Central Missouri State  
University

### **M.V.C. CAMPUS ADJUNCT:**

Marilyn Ahrens, M.S.  
Laura Beasley, M.A.  
Tiffany Bergman, M.A.  
Linda Brock, M.A.  
Harry Carrell, M.A.  
Linda Clark, M.S.  
Carl Collins, M.A.  
Eric Crump, M.A.  
Patty Dierking, Ed.Sp.  
Carla Fricke, M.S.  
Spencer Fricke, Ed.Sp.  
Reed Kepner, M.S.  
Glen Larsen, M.Div.  
Lawrence Lent, Ph.D.  
Michael Moser, M.B.A.  
Robert Paden, Ph.D.  
Stephanie Pohlans, M.A.  
Pam Riggs, Ph.D.  
Katie Sharon, B.A.  
Margaret Sherman, M.A.  
Jim Simmerman, M.A.  
Michael Stevens, M.S.  
David Van Horn, M.Div.  
Nathan Williams, M.A.  
LuAnn Wymore, Ph.D.

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**MISSOURI VALLEY COLLEGE 2005-06 & 2006-07 ACADEMIC CALENDAR**

<b>EVENT</b>	<b>FALL 2005</b>	<b>FALL 2006</b>
Faculty meetings & workshops	August 17-18, 2005	August 16-17, 2006
Freshman Orientation	August 19-21, 2005	August 18-20, 2006
Fall registration and check-in	August 21, 2005	August 20, 2006
Fall classes begin	August 22, 2005	August 21, 2006
Last day to drop/add	August 29, 2005	August 28, 2006
Labor day - no classes	September 5, 2005	September 4, 2006
Last day to apply for December graduation	September 9, 2005	September 8, 2006
Fall Convocation	September 9, 2005	September 8, 2006
Family Weekend	September 24-25, 2005	October 28-29, 2006
Last day to declare pass/fail and withdraw "W"	September 30, 2005	September 29, 2006
Homecoming	October 22, 2005	September 30, 2006
Mid Terms	October 10-14, 2005	October 9-13, 2006
2nd 8-week classes begin	October 17, 2005	October 16, 2006
Mid-term grades due	October 17, 2005	October 16, 2006
Spring registration	Oct. 31 - Nov. 4, 2005	Oct. 30 - Nov. 3, 2006
Last day withdraw "WP" / "WF"	November 11, 2005	November 10, 2006
Thanksgiving Break	November 24-27, 2005	November 23-26, 2006
Last day of classes	December 6, 2005	December 5, 2006
Final Exams	December 7-10, 2005	December 6-9, 2006
Fall grades due	December 14, 2005	December 13, 2006
Fall Intersession 1	December 12-16, 2005	December 11-15, 2006
College closed for Christmas break	Dec. 21 - Jan 1, 2006	Dec. 23 - Jan 1, 2007
Fall Intersession 2	January 2-6, 2006	January 2-6, 2007
	<b>SPRING 2006</b>	<b>SPRING 2007</b>
Spring registration and check-in	January 8, 2006	January 7, 2007
Spring classes begin	January 9, 2006	January 8, 2007
Last day to drop/add	January 16, 2006	January 15, 2007
Last day to apply for May/Summer graduation	February 3, 2006	February 2, 2007
Last day to declare pass/fail and withdraw "W"	February 17, 2006	February 16, 2007
Mid Terms	Feb. 27 - Mar. 3, 2006	Feb. 26 - Mar. 2, 2007
2nd 8-week classes begin	March 6, 2006	March 5, 2007
Mid-term grades due	March 6, 2006	March 5, 2007
Spring Break	March 13-17, 2006	March 12-16, 2007
Fall/Summer registration	March 27-31, 2006	March 26-30, 2007
Last day to declare pass/fail and withdraw "W"	April 7, 2006	April 5, 2007
Good Friday - no classes	April 14, 2006	April 6, 2007
New student early registration day	April 21, 2006	April 20, 2007
Last day of classes	May 1, 2006	April 30, 2007
Final Exams	May 2-5, 2006	May 1-4, 2007
Baccalaureate & Commencement	May 6, 2006	May 5, 2007
Spring grades due	May 10, 2006	May 9, 2007
Spring Intersession	May 15-26, 2006	May 14-25, 2007
	<b>SUMMER 2006</b>	<b>SUMMER 2007</b>
Summer 1st 4-week session begins	June 5, 2006	June 4, 2007
Summer 8-week session begins	June 5, 2006	June 4, 2007
New student early registration day	June 9, 2006	June 8, 2007
Summer 1st 4-week session ends	June 30, 2006	June 29, 2007
Summer 2nd 4-week session begins	July 3, 2006	July 2, 2007
Independence day - no classes	July 4, 2006	July 4, 2007
New student early registration day	July 14, 2006	July 13, 2007
Summer 8-week session ends	July 28, 2006	July 27, 2007