



MISSOURI VALLEY  
COLLEGE



## 2012-13 Undergraduate Catalog

Marshall, MO

[moval.edu](http://moval.edu)

## **ACCREDITATION**

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

**30 NORTH LASALLE STREET, SUITE 2400  
CHICAGO, ILLINOIS 60602-2504**

**TELEPHONE: 800-621-7440  
[www.ncahigherlearningcommission.org](http://www.ncahigherlearningcommission.org)**

The Missouri Department of Higher Education serves as a clearinghouse for postsecondary student complaints. The MDHE complaint policy may be found at: <http://www.dhe.mo.gov/documents/POLICYONCOMPLAINTRESOLUTION.pdf>.

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

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



On behalf of the faculty, staff, and board of trustees, I want to welcome you to the home of the Vikings!

I am Dr. Bonnie Humphrey, the 13th president of Missouri Valley College. I have spent more than 30 years of my life working with students of all ages in educational settings, and I have been at Missouri Valley College since 2001. During my time on campus, I have seen firsthand that 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.

We strive to provide our students with tools needed to be successful. 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 much more. It is a GREAT PLACE! Go early in the semester and go often. Our library facilities are also wonderful. Whether you're doing research or need to rent a movie, the dedicated staff is here to help you find what you need.

At Missouri Valley College, we offer you the coursework, the professionals, and the atmosphere for a successful college experience—***the rest is up to you!*** I encourage you to take advantage of all that Missouri Valley has to offer. Our faculty members have studied around the world, and they are here to help you acquire the knowledge you will need to be successful. We have staff that love Missouri Valley College and love our students. And we have a diverse student body that will allow you to learn about different cultures and meet people from all over the world.

I invite you to "Share our Tradition." And "Share our Pride." Welcome to Missouri Valley College. And I hope you have a great experience as a Viking.

Sincerely,

A handwritten signature in cursive script that reads "Bonnie L. Humphrey". The signature is written in dark ink on a light-colored background.

Bonnie L. Humphrey, Ph.D.  
President

## MISSION

Guiding students to succeed through personal instruction and intellectual inquiry.

## VISION

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

## VALUES

- Compassion
- Diversity
- Social responsibility
- Integrity
- Accountability

## GOALS

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

## NON-DISCRIMINATION POLICY

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

Missouri Valley College is committed to a policy of non-discrimination. The College is dedicated to providing a positive, discrimination-free educational and work environment. Any kind

of discrimination, harassment or intimidation (i.e., race, age, sex, creed, ethnic origin or disability) is unacceptable conduct and will not be tolerated. For the purpose of this policy, discrimination, harassment, and intimidation are defined as any attempt on the part of individuals, groups, and recognized campus organizations to deny any individual or group those rights, freedoms, or opportunities available to all members of the College community.

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

## 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.

## STUDENT AFFAIRS

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 \$75.00 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.

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 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.
- Students with scores lower than 500 on a paper-based, or 173 on a computer-based, 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 are required for students without a TOEFL. 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 or official transcript from US college/university showing successful completion of English coursework. 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 27 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), F-1 student visa, 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 or courier service depending on time allowed.

The student must present the SEVIS form I-20 along with the payment receipt for a SEVIS fee I-901 when applying for the student (F-1) visa at a U.S. embassy or 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 Admissions Office for details.

**General Education Development (GED) Test:** Classes to prepare for the GED test are offered at the Saline County Career Center, 900 W. Vest, Marshall, MO, (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, Debbie Coleman, ADA Coordinator, Baity Hall Room 206, 831-4170, 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 for the 2012-13 academic year are as follows:

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

Tuition	\$17,400 (12-18 hours per semester)
Room	\$3,900 - \$4,900
Board	\$3,400

Student Fees*	\$500
Overload hours**	\$350.00 per credit hour
Audit hours	\$175.00 per class
Face to face students that enroll in an online class during the fall or spring semesters will pay the online tuition rate (\$250 per credit hour) for that class and it will not be part of the face-to-face tuition package rate.	

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

Tuition	\$250 per credit hour
Tech Fee	\$120

**Intercession and Summer terms** (online and face-to-face) are charged per credit hour.

Tuition	\$250 per credit hour
Student fee	\$30

**Wentworth program:**

Tuition	\$250 per credit hour
Student fee	\$120 (\$30 for summer)

\*Additional fees may be charged for individual class lab fees or course material fees. Class fees may be found in the course descriptions in this catalog.

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

Resident and commuter students are expected to pay a \$250, non-refundable down payment by June 15th 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, unless a pre-authorized payment plan has been set up with the Business Office. Pre-authorized payment plans divide the amount due for the semester into four monthly payments, which are automatically deducted from either a checking/savings account or a debit/credit card on a monthly basis. Fall payment plan dates are August 15<sup>th</sup>, September 15<sup>th</sup>, October 15<sup>th</sup> and November 15<sup>th</sup>. Spring payment plan dates are January 15, February 15<sup>th</sup>, March 15<sup>th</sup> and April 15<sup>th</sup>. Accounts not paid by the first day of classes or not having a payment plan in place will be considered delinquent and be subject to the rules of delinquent accounts.

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

### MVC Refund Policy

All students who withdraw completely from MVC are subject to the MVC refund policy. If a student withdraws prior to the beginning of the term, all payments except the \$500 non-refundable down payment for residents or the \$250 non-refundable down payment for commuters will be refunded. When withdrawals occur during a term, there is a \$100 administrative fee, and the refund for tuition, housing, board and miscellaneous fees (including overload charges) is as follows:

During 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.

### Housing Contract Termination

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

### Title IV Refund Policy

As a result of the Higher Education Amendment of 1998, effective for the current award year, federal financial aid recipients who completely withdraw from all their classes (prior to attending classes up to the 60% point in time of the semester) will be subjected to 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.

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

PLUS Loans, Federal Supplemental Educational Opportunity Grants (FSEOGs), and Federal Perkins Loans.

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

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

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

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

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

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

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

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

If you have questions about your Title IV program funds, you can call the Federal Student Aid Information Center at 1-800-4-FEDAID (1-800-433-3243). Information is also available at [www.studentaid.ed.gov](http://www.studentaid.ed.gov)

### Order of Return of Title IV Funds

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

- |                 |                                |
|-----------------|--------------------------------|
| 1 <sup>st</sup> | Unsubsidized Stafford Loan     |
| 2 <sup>nd</sup> | Subsidized Stafford Loan       |
| 3 <sup>rd</sup> | Perkins Loan                   |
| 4 <sup>th</sup> | PLUS Loan (Parent)             |
| 5 <sup>th</sup> | Pell Grant                     |
| 6 <sup>th</sup> | Academic Competitiveness Grant |
| 7 <sup>th</sup> | National SMART Grant           |
| 8 <sup>th</sup> | FSEOG                          |



### 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.

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

**FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANTS (SEOG)** - Supplemental grants are offered to exceptionally needy students who are enrolled 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.

**SUBSIDIZED FEDERAL STAFFORD LOANS** - The federal government guarantees loans from \$3,500 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	\$3,500/academic year
2nd year of study	\$4,500/academic year
3rd, 4th, & 5th year of study	\$5,500/academic year
Cumulative Subsidized Limit	\$23,000

The interest rate on a Subsidized Stafford Loan is a fixed rate. 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. 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 the interest rate is a fixed rate. 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 are therefore responsible for the interest payments while in school.

**FEDERAL PARENT LOANS TO UNDERGRADUATE STUDENTS (PLUS)** - Parents may borrow for dependent students under the PLUS program. The maximum amount a parent can borrow on behalf of each eligible student is limited to the cost of education, less financial aid. These loan limits do not include amounts borrowed by a student under the Stafford Loan programs. The interest rate on a PLUS loan is 8.5% and is a fixed rate.

**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 become 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** - Endowed scholarships are available as a result of a gift from alumni and friends of Missouri Valley College. These scholarships provide invaluable educational access to students that otherwise may not be able to afford this academic opportunity and privilege. Many of these awards are available to students who meet specific criteria. To

apply for an endowed scholarship you must complete and submit an Endowed Scholarship Application by May 15<sup>th</sup> of the preceding academic year.

**VETERANS BENEFITS** - Veterans who believe they may be eligible for benefits under the G.I. Bill should contact their local Veterans 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.

## 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.

### Academic Year Completed:

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 warning for the next succeeding academic term of enrollment. If at the end of the warning term of enrollment, the student does not meet the minimum requirements, the student will be placed on financial aid suspension and will not be eligible for financial aid reinstatement until the minimum cumulative requirements of the policy are attained.

For a student to be eligible for Title IV Aid at Missouri Valley College, the student must have academic standing at the point in the program that is consistent with Missouri Valley College requirements for graduation. Before each academic term, the student's academic record will be checked for satisfactory academic progress. In general, satisfactory progress requires that for each term of enrollment a student must complete 2/3 of their attempted classes within the academic term for which they are enrolled in the class and maintain a cumulative GPA of at least 2.0. Failure to maintain minimum academic progress will result in being ineligible to receive Title IV financial assistance, following a financial aid warning period, except as follows: If a student fails to complete their program within 150% of the published program length (for a four year program a student may not attempt more

than 192 credit hours) 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 recommends that all students complete the General Education Core Curriculum by the end of the sophomore year.**

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 (2011-2012 odd year; 2012-2013 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 \$100.

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. degree requirements.
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 \$100.

## 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
- Agribusiness
- Art (Studio Arts & Graphic Design)
- Athletic Training
- Biology (General Biology, Conservation Biology, Pre-medical / Pre-veterinary)
- Business Administration (Hospitality & Tourism, Management, Finance, Marketing, and Small Business Development)
- Computer Information Systems
- Criminal Justice
- Dance
- Economics
- Elementary Education
- English
- Exercise Science – Health/Fitness
- Finance
- History
- Hospitality and Tourism Management
- Interdisciplinary Studies
- Management (Administration, Small Business Development, Sports Management)
- Marketing
- Mass Communication (Print, Broadcast, Journalism)
- Mathematics
- Middle School Education (Mathematics, Science, Language Arts, Social Science)
- Music
- Not for Profit Management (formerly Human Service Agency Management)
- Nursing
- Physical Education
- Political Science/Public Administration
- Public Relations
- Psychology
- Social Studies Education
- Sociology
- Speech Communication
- Theatre (Musical Theatre, Performance, Technical, General)
- Education Certifications: Secondary (Art, Unified Science, Health, Math, Music, and English), Special Education, Early Childhood, and Early Childhood Special Education.

## 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  
Art  
Biology  
Business Administration  
Chemistry  
Classics  
Computer Information Systems  
Criminal Justice  
Dance  
Economics  
English  
Forensic Science  
History  
Human Service Agency Management  
Latin  
Mass Communication  
Mathematics  
Military Science  
Music  
Psychology  
Public Relations  
Recreation Administration  
Sociology  
Speech  
Theatre

## DOUBLE MAJORS

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

## 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 per day 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 or has missed 50% of class periods by mid-term, 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 withdraw takes place after the 6<sup>th</sup> week of class, the students 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.

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

Online students are those taking strictly online classes.

Online students must be officially enrolled and logged into the class via Moodle by the end of the 2<sup>nd</sup> day of class of any particular term/semester.

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

Solely online students who decide to take a face-to-face course will be charged the per credit hour rate for the face-to-face course.

## 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 Office, 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 \$170 per course. Full-time students may audit a course with no additional charge provided the audited course does not increase the load beyond 18 hours.

## STUDY ABROAD

Missouri Valley College encourages students to consider studying abroad for a summer, a semester, or a year as a way to enhance their cultural experience and personal growth. Typically students study abroad in their junior or senior year. MVC strongly

encourages freshmen student to experience their first year of college on campus before taking the step of studying abroad. Contact Dr. Peter Warnock, Coordinator of Study Abroad, in Collins Science Center, room 21 or 660-831-4044 for more information.

## HONORS PROGRAM

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

## 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/chair and Chief Academic Officer is required. A maximum of six hours is permitted in an undergraduate program. Independent Study courses require a \$170 fee.

**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/chair and Chief Academic Officer is required. A maximum of six hours is permitted in an undergraduate program. Tutorial/Arranged courses require a \$170 fee.

**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. The maximum timeframe for this work to be completed is by the close of the next semester (fall, spring, summer) but is to be determined by the faculty member. If the incomplete work is not completed by the agreed upon time frame, an automatic F will be assigned. An incomplete does not apply to the GPA.

**Withdrawal (W)** - The last day for withdrawal from a course will be a date as set annually on the academic calendar. A grade of "W" is given through the sixth (6th) week of the semester. After six weeks, the grade will be recorded as "WP" if the student has a grade of "D" or better at the time of withdrawal, or "WF" if the student is making a grade below "D". 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 APPEAL PROCESS

Students are responsible for meeting the standards for academic performance established for the course/s in which they are enrolled. The establishment of the criteria for grades and the evaluation of student academic performance are the responsibilities of the instructor.

The grade appeal procedure is available for the review of allegedly capricious grading or clerical error by the instructor and not for the purpose of evaluating the student's academic excellence in any particular course. Capricious grading consists of any of the following:

1. The assignment of a grade to a particular student on some basis other than the performance in the course;
2. The assignment of a grade to a particular student by resorting to more demanding standards than were applied to other students in the course;

3. The assignment of a grade by a substantial departure from the instructor's previously announced standards as stated on the course syllabus.

### Student Appeal Process

**Step One** - The student must discuss the course grade fully with the instructor of the course. This must be done no later than thirty (30) calendar days after the final grades for the class are posted.

**Step Two** - If the student desires to appeal the grade further, he or she may discuss the matter with the relevant academic department chairperson/dean no later than ten (10) calendar days after the aforementioned thirty (30) day deadline. The department chairperson/school dean shall notify the student, in writing, of the department's decision.

**Step Three** - If the appeal is not resolved at the department level, the student may appeal to the Chief Academic Officer. This appeal must be made in writing no later than ten (10) calendar days after receipt of the departmental decision. The student must submit his/her written appeal to the department chairperson/school dean and request that the appeal and any relevant documents regarding the case be sent to the Chief Academic Officer. Examples of relevant documents include, but are not limited to: 1) course syllabi, 2) course assignments, 3) the graded work of the appellant, and 4) samples of the graded work of other students who were in the same course as the appellant. The department chairperson/school dean will obtain all relevant documents from the course instructor and forward them to the Chief Academic Officer within ten (10) calendar days of the student's request. The course instructor is expected to comply with all requests for relevant documentation from his/her department chairperson/dean. Upon review of the evidence, the Chief Academic Officer may request any additional information deemed necessary from the appellant and the course instructor. The appellant and the department chairperson/dean must provide the additional materials within five (5) calendar days of the Chief Academic Officer's request. If deemed necessary, the Chief Academic Officer may convene a committee to review the materials. The Chief Academic Officer will notify the student of the committee's decision in writing within thirty (30) calendar days of receipt of the written appeal. This notification will be delivered by regular mail to the postal address on file for the student and by e-mail to the student's MVC email address. The Chief Academic Officer will also notify the course instructor, the department chairperson/dean, and Registrar of the decision. This notification will be transmitted to these individuals by campus e-mail. If it is determined that the student's grade ought to be changed, the Chief Academic Officer must submit a Revised Grade Report Form to the Registrar's Office. The Registrar will modify the student's transcript within ten (10) calendar days after receipt of the form from the committee chairperson. The decision of the Chief Academic Officer 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 Baity Hall. Tutors in a variety of subject areas will be available to work with students. The Director of the Learning Center will oversee the program and make every effort to meet student needs. The services in the Learning Center are free to Missouri Valley College students.



## 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 \$5.00 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. Students may obtain unofficial copies of their transcript via web services.

## 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 DISHONESTY POLICY

Academic integrity is expected and required of all students. Students and faculty are responsible and accountable for personally upholding that integrity. Cheating will not be tolerated, and students found guilty of cheating in any way will be disciplined according to the following policy.

**Cheating Offenses** - include, but are not limited to, the following:

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

\*Students are required to take the Plagiarism Tutorial at the Moodle site.

### Procedure

1. When a student is suspected of cheating the instructor or other individual who suspects the student of cheating will, at the earliest opportunity, investigate the situation, discuss the matter with the student and come to a decision regarding the student's guilt or innocence.
2. In the event a decision is made that the student is guilty of cheating, before determining an appropriate penalty, the course instructor will ascertain from the Chief Academic Officer's assistant whether the student has been found guilty of any previous cheating offense while enrolled at Missouri Valley College.
3. In the event that the instructor determines this to be a

first offense for the student, the instructor will apply an appropriate penalty. The instructor should give due consideration to the seriousness of the offense as well as the impact of the penalty imposed on the student's education. The penalty should also be consistent with the range of penalties outlined in this policy.

4. In the case of a student's first offense, the instructor imposing the penalty will complete the College's Academic Dishonesty Documentation Form, providing copies to the student and the Chief Academic Officer. If the offense is plagiarism, the student must complete the plagiarism tutorial within one week of the date they are given the Academic Dishonesty Documentation Form. Where the instructor has determined that this is not the student's first offense and has concluded the student is guilty of a further offense, the instructor will complete the College's Academic Dishonesty Documentation Form. All copies of the form should then be forwarded to the student's program division chair.
5. In the case of a second offense by the student, the student's program division chair will determine the appropriate penalty for this offense and will ensure that the penalty is more severe than the penalty imposed for the previous offense. The program division chair will complete the penalty section of the College's Academic Dishonesty Documentation Form, providing copies to the student, instructor, the Chief Academic Officer, and retain a copy for the division records. The student will be advised on the Academic Dishonesty Form that if found guilty of a third offense of academic dishonesty at Missouri Valley College, an automatic penalty of expulsion from Missouri Valley College will result.

#### **Penalties**

A student guilty of cheating will be subject to a penalty appropriate to the nature and seriousness of the offense. A record of all such cases will be kept in the Chief Academic Officer's Office. Second offenses for the same individual will be subject to a more serious penalty than the one previously imposed. The following penalties may be applied.

1. Reprimand.
2. Requirement that the student repeats and re-submits the same or alternate assignment. In such cases, the grade or mark awarded will be reduced or limited at the discretion of the faculty member.
3. Completion of the Plagiarism Tutorial found at the student's Moodle site. (Must be completed if this is the student's first plagiarism offense)
4. A mark of "0" will be given for the assignment with no opportunity to resubmit. This may result in failure of the course.
5. A failing (F) grade will be awarded in the course.
6. Automatic failing (F) grades in all courses in which the student is registered, and no fees will be refunded for that semester. This penalty will only be imposed by the student's program division chair or the Chief Academic Officer.
7. Expulsion from Missouri Valley College, permanently recorded on the student's record. This penalty will result in automatic failing (F) grades in all courses in which the student is registered, and no fees will be refunded for that semester.

#### **Student Appeals**

A student may appeal a decision that he/she is guilty of cheating or the appropriateness of the applied penalty by submitting an appeal to the Chief Academic Officer. Any such appeal must be made within 15 days of the student's learning of the penalty. Any decision following the appeal will be final. During an appeal of

suspension or expulsion, if there is no issue of safety to others, the student will be allowed to continue in the course or program until any appeal has been heard and resolved.

#### **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.

**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 Student Affairs, Financial Aid and the Registrar to determine their status for the remainder of that semester. A leave of absence must be requested in writing. Please note, this leave of absence policy is an institutional policy and differs from a leave of absence as defined by the US Department of Education.

#### **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 2012-13

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

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

### Core I: Intellectual and Practical Skills

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

Required of all degree candidates:

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

\*Writing intensive courses are indicated as **WI** in the catalog course descriptions and a complete listing can be found at the bottom of this document.

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

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

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

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

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

### Core II: Personal and Social Responsibility

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

All degree candidates – two courses from different disciplines:

AY 102 Intro to Cultural Anthropology	3	_____
AY 105 World Cultures	3	_____
NP 100 Personal Growth	3	_____
RE 100 World Religion	3	_____
RE 215 Comparative Sacred Texts	3	_____
SC 100 Intro to Sociology	3	_____
SC 232 Marriage and Family	3	_____
SN 111 Spanish I	3	_____
SN 112 Spanish II	3	_____

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

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

DN 100 Jazz	2	_____
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DN 105 Intro to Dance Techniques	2	_____
DN 130 Modern I	2	_____
DN 140 Ballet	2	_____
MS 145/245 Cardio Fitness Training	1	_____
PE 104 Weight Training	1	_____
PE 108 Weight Control/Physical Fitness	1	_____
PE 111 Golf	1	_____
PE 126 Swimming	1	_____
PE XXX Varsity Sport	1	_____
PE 221 Lifetime Wellness	2	_____

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

All degree candidates – one course required:

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

#### Core II – Section D. Ethics (3 hours)

All degree candidates – one course required:

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

#### Core II – Section E. Service Learning (3 hours)

All degree candidates – one course required and may be a general education course or major course that fulfills another requirement.

_____ Service Learning Course**	3	_____
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\*\*Service learning course are listed as **SL** in the catalog course descriptions and a complete listing can be found at the bottom of this document.

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

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

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

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

# Missouri Valley College General Education

## Core Curriculum 2012-13

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

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

**All degree candidates – one course required:**

AY 100	General Anthropology	3	_____
AY 103	Intro Biological Anthropology	4	_____
CL 215	Greek Humanities	3	_____
CL 225	Roman Humanities	3	_____
HU 125	Humanities I	3	_____
HU 126	Humanities II	3	_____
PL 100	Introduction to Philosophy	3	_____
PY 100	Principles of Psychology	3	_____

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

**All degree candidates – one course required:**

CL 210	Greek Civilization	3	_____
CL 220	Roman Civilization	3	_____
HS 104	American History I ^	3	_____
HS 105	American History II ^	3	_____
HS 115	World History I	3	_____
HS 116	World History II	3	_____

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

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

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

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

### **Writing Intensive course listing:**

AR 301	Art History I
AR 310	Art History II
AR 405	Art History III

AY 315	Technical Writing for the Sciences
BA442	Business Policies & Decision-Making
CJ 485	Senior Seminar
DN485	Senior Project
ED 205/305/405	Portfolio Series
EN 326	Advanced Techniques of Composition
EX334	Kinesiology
HN 190	Honors Humanities I
HN 290	Revolutions in Scientific Thought
HN 291	Honors Humanities II
HN 390	The Self, Human Nature, Freedom, and Society
HN 490	Philosophy and Ethics
HS460	Senior Thesis
MA250	Intro to Math Reasoning
MC210	Basic News Reporting
MC290	Electronic Publishing II
MC310	Advanced News Reporting
MC330	News Reporting for Broadcast
MC380	Writing for Broadcast
MC392	Electronic Publishing IV
NP464	Program Development
NU430	Research I with Nursing Theory
PR250	Writing Effective PR Proposals
PY485	Seminar in Psychology
SP 325	Interviewing
SP 415	Speech Writing & Criticism
SP 420	Presentational Speaking
TH270	Playwriting

### **Service Learning courses:**

ED 190/350	Elementary Practicum/Clinical Experience
ED 192/351	Middle School Practicum/Clinical Experience
ED 191/352	Secondary Practicum/Clinical Experience
EX 359	Community Health
MC 380	Writing for Broadcast
MC 390	Advanced Television Production
MU 174	Show Choir (3 semesters)
NP 105	Introduction to Nonprofit Management
NP 120	Intro to Human Services Agency Mgmt & Recreation Admin
NP 240/340/440	Humanics (3 semesters)
PR 350	Public Relations Case Problems
PR 450	Public Relations/Case Studies
TH 325	Children's Theatre Workshop

### **Honors Curriculum approved substitutions:**

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

HN 190	Honors Humanities I for Core I A - EN 160
HN 290	Revolutions in Scientific Thought for Core 3C Historical Knowledge
HN 291	Honors Humanities II for Core 3D Art & Creativity
HN 390	The Self, Human Nature, Freedom, and Society for Core 3B Reflection & Meaning
HN 490	Philosophy and Ethics for Core 2D Ethics

# ACCOUNTING MAJOR

## Mission

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

## Learning Outcomes

- Explain the conceptual framework as promulgated by Financial Accounting Standards Board (FASB).
- Prepare financial statements according to generally accepted accounting principles (GAAP).
- Identify and follow professional standards developed, issued, and enforced by the American Institute of Certified Public Accountants (AICPA).
- Use technology to research and provide documentation to support and enhance decision making.
- Utilize cost estimation and the cost function to make routine and nonroutine business decisions.
- Utilize activity-based, job, and process costing methods to plan and report business activities.
- Set cost standards and calculate variances.
- Demonstrate proficiency in economics, finance, business law, management, marketing, and quantitative analysis.

**Major requirements** include the Basic Business Core of the following: AC 210, AC 220, EC 206, EC 216, BA 212, BA 232, BA 282, CS 119, or 3 hours of Computer Science above that level. The Accounting Major also requires AC 320, AC 330, AC 340, AC 350, AC 335, AC 360, AC 400, AC 430, BA 302, BA 322, BA 324, 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 72 hours)

**Minor requirements:** AC 210, AC 220, AC 330, AC 340, AC 350, plus an elective course from any one of the following: AC 320, AC 335, 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.

**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. Partnerships 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 320. Accounting for Government and Not-for-Profit Organizations - 3 hours.** Fund and budgetary accounting as applies to governments and not-for-profit entities. Prerequisite: AC 220. Spring even years.

**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 335. Taxation of Business Entities - 3 hours.** Federal income taxation of corporations and shareholders, partnerships, S corporations and limited liability companies. Prerequisite: AC 330 or permission of instructor. Spring odd years.

**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.** Advanced topics in financial accounting including accounting for mergers, acquisitions and liquidations, accounting for partnerships and accounting in the international marketplace. 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 MAJOR

### Mission:

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

### Learning Outcomes:

- Recognize the unique attributes of food, fiber, and fuel production and marketing.
- Apply economic principles to understand the similarities and differences in local, regional, national, and international markets for agricultural goods.
- Demonstrate proficiency in written and oral communication
- Understand and analyze the impact of government policies on resource allocation and distribution.
- Utilize quantitative methods to analyze natural resource based industries.
- Complete a research project; select and implement design, and collect and interpret data.
- Demonstrate proficiency in economics, finance, business law, management, marketing, and quantitative analysis.

**Major requirements:** AC 210, AC 220, AG 1XX, AG 363, AG 373, AG 383, AG 393, BA 212, BA 232, BA 282, BA 302, BA 312, BA 322, BA 324, BA 442, CS 150, EC 206, EC 216, EC 355, EC 455, PH 307 and eight hours from the following: BI 210, BI 310, BI 323, BI 332, BI 403. (Total 70 hours)

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

**AG 149/249/349/449. Special Topics in Agri-Business – 3 hours.** Selected studies in the area of Agri-business.

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

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

**AG 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 off years.

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

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

**AG 401. Internship in Agri-business – 1-9 hours.** Internship under supervision of college personnel and cooperating facility. All internships must be approved and finalized in the semester prior to then they begin. Prerequisite: Permission of division chair and chief academic officer. Arranged.

## ANTHROPOLOGY

**AY 100. General Anthropology – 3 hours.** General survey course overview of Anthropology and the four fields of which it is comprised: Archaeology, Cultural Anthropology, Physical/Biological Anthropology, and Linguistics. The course will emphasize the underlying concepts and principles of Anthropology. Sites and cultures from around the world will be examined.

**AY 102. Introduction to Cultural Anthropology – 3 hours.** This is an introductory course that highlights the history, methods, and theories of cultural anthropology utilizing cultural studies from around the world. Topics that will be discussed include language, kinship, gender, ethnicity, economics, politics, religion, culture contact, and social change. Spring.

**AY 103. Introduction to Physical/Biological Anthropology – 4 hours.** Physical or biological anthropology studies the physical and biological aspects of humans. Topics to be studied include biological evolution, genetic, human variation, primatology, forensic science, and early hominid studies. A lab section is included as part of this course. Spring.

**AY 105. World Cultures – 3 hours.** The major goal of this course is to develop an understanding and appreciation of cultural diversity through an ethnographic survey of world cultures. Fall.

**AY 315. Technical Writing for the Sciences – 3 hours.** An intensive writing course designed to instruct students in writing for the sciences. The course is primarily aimed at those students in the physical sciences who plan to continue further on in higher education and who are interested in improving their writing skills. The course focus will be on styles and forms of writing associated with the sciences. The course will provide instruction in finding guidelines for writing papers according to specific fields and journals, and practice in effective writing strategies following said guidelines. Emphasis will be placed upon information gathering and the writing of correct, clear, and properly formatted documents including, but not limited to the following: proposals, abstracts, oral and written reports in the sciences. **WI** Fall odd years.

## ART MAJOR

**Art Mission:** The mission of the Art program is to provide aspiring artists, designers, and art teachers with professional training and to maintain an experiential environment that fosters creativity, analytical thinking, and historical analysis of visual imagery through the educational process. Its goals are consistent with those promoted by Missouri Valley College.

### Learning Outcomes Graphic Design

- Art Production: Materials and equipment (including electronic media and technology) used in two-dimensional and three-dimensional art making.



- Art History: Major styles, movements, philosophies, and periods of art history, including artwork, artifacts, and architecture.
- Art Criticism: Vocabulary and formal concepts used in communicating critical ideas, interpretations, and judgments orally and in writing.
- Aesthetics: Making meaningful relationships between form and content in their own artwork and the work of other artists.

#### **Learning Outcomes Studio Art:**

- Art Production: Materials and equipment (including electronic media and technology) used in two-dimensional and three-dimensional art making.
- Art History: Major styles, movements, philosophies, and periods of art history including artwork, artifacts, and architecture.
- Art Criticism: Vocabulary and formal concepts used in communicating critical ideas, interpretations, and judgments orally and in writing.
- Aesthetics: Making meaningful relationships between form and content in their own artwork and the work of other artists.

#### **Learning Outcomes Art Education:**

- Display a firm basis in the art content knowledge both in technique and art history.
- Exhibit professional knowledge and skills required to instruct a K-12 grade level classroom.
- Demonstrate knowledge of strategies used in teaching the visual art curriculum.
- Show application of the DESE MoSTEP standards during education coursework and field experiences.

#### **Learning Outcomes Visual Art:**

- History. The students will be able to comprehend and recall a broad range of foundational knowledge, appreciation and experience in the area of art history.
- Technique. Students will demonstrate competence, technical skill and critical judgment in the use and application of a variety of media.
- Multi-cultural. Students will demonstrate an understanding within and among both cultural groups and cultural achievements in visual arts.
- Communication. Students will demonstrate an understanding of the creation, production, and historical reference of art across cultural and media contexts. Students will also demonstrate skill in both written and verbal communication, using the English language effectively.
- Career. Students will demonstrate skills necessary for effective preparation of artwork for public presentation, using a variety of materials and techniques.

**Major requirements for Art Major with Graphic Design Concentration (BFA):** Art core: AR 114, AR 120, AR 212, AR 316, AR 331, AR 301, AR 310, AR 490; AR 112, AR 235, AR 315, AR 320, AR 335, AR 337, AR 405, AR 350, AR 401, AR 410, AR 450, CS 305. (Total 60 hours)

**Major requirements for Art Major with Studio Concentration (BFA):** Art core: AR 114, AR 120, AR 212, AR 316, AR 331, AR 301, AR 310, AR 490; AR, 224, AR 232, AR 242, AR 330, AR 334, AR 410, AR 332, AR 345, AR 320, AR 405, AR 350, AR 450. (Total 60 hours)

**Major requirements for Art Education Certification (BA/BS):** AR 100, AR 114, AR 120, AR 224, AR 232, AR 242, AR 301, AR 310, AR 331, AR 490, PY 275, ED 100, ED 260, ED 311, ED 300,

ED 322, ED 335, ED 337, ED 307, ED 447, ED 305/405, ED 191, ED 352, ED 420, ED 491. (Total 75 hours)

**Major requirement for Visual Art (BA/BS):** AR 114, AR 212, AR 232, AR 301, AR 310, AR 330, AR 405, AR 410, AR 490, the following courses in one media area: AR 120 or AR 224 or AR 331; AR 320 or AR 332 or AR 334 or AR 345, AR 350, plus 9 hours AR electives from the following (6 of which must be upper division in different media areas): AR 112, AR 120, AR 224, AR 242, AR 315, AR 316, AR 320, AR 331, AR 332, AR 334, AR 337, AR 344, AR 345. (Total 45 hours)

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

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

**AR 100. Drawing I - 3 hours.** A course for the general student with little or no background in art. Basic principles of drawing using various media. Student may be exempt from this class by showing a recent portfolio of work to the art faculty. \$5.00 lab fee. Fall. Spring.

**AR 112. Computer Assisted Art – 3 hours.** Introduction to digital image production techniques. Exploration of computer graphic software packages with application in art and designs. \$10 lab fee. Fall.

**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. \$10 lab fee. Fall even years.

**AR 120. Photography I – 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. \$50.00 lab fee. Fall. Spring.

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

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

**AR 224. Ceramics I - 3 hours.** A beginning course in clay as a creative medium and attention to the techniques and principles involved in creating functional and sculptural work. Hand-building will be emphasized. \$30.00 lab fee. Fall. Spring.

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

**AR 235. Graphic Design I – 3 hours.** Basic introduction to the computer as a visual tool for the graphic designer/artist. Design, layout, and typography using the microcomputer and illustration software. Technical issues relating to electronic imaging and printing. Prerequisite: Declared major in Art. \$50 lab fee. Fall even years.

**AR 242. Fibers – 3 hours.** Traditional papermaking techniques, weaving, macramé, and fiber sculpture. Required for all art education majors. \$50 fee. Spring odd years.

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

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

**AR 315. Illustration I – 3 hours.** Techniques and media used in the production of drawings for commercial purposes. \$5 fee. Fall.

**AR 316. Printmaking – 3 hours.** This course is designed to acquaint the student to the historical origins and development of printmaking methods; monoprints, relief, and screen printing. Prerequisite: AR 100. \$50 fee. Spring even years.

**AR 320. Photography II – 3 hours.** Introduction to approaches and techniques of digital imaging with specific emphasis on the use of Adobe Photoshop. The course explores the technical and aesthetic potential of digital photography in both graphic design and fine art. Students must have a digital camera. \$25 fee. Prerequisite: AR120. Fall.

**AR 330. Figure Drawing – 3 hours.** Continued experience in drawing, emphasizing work from the model. Prerequisite: AR 100 or 212. \$50.00 lab fee. Spring.

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

**AR 332. Sculpture II – 3 hours.** A problem-solving studio course in sculpture design focusing on self portraiture, the figure and abstraction. Some lecture periods. Prerequisite: AR 232. \$35 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. \$50.00 lab fee. Prerequisite: AR 224. Spring.

**AR 335. Graphic Design II – 3 hours.** Advanced techniques using paint software and illustration software with emphasis on merging programs to combine images. Prerequisite: AR 235 with a grade of "C" or better. \$50 fee. Spring even years.

**AR 337. Animation – 3 hours.** A studio course in computer animation using a variety of software programs and techniques with an emphasis on creative output. Prerequisite: Art major and AR 112. \$20 lab fee. Spring odd years.

**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. Painting II – 3 hours.** Further problems in a variety of painting techniques. Prerequisite: AR 331. Spring odd years.

**AR 350. Advanced Studio – 3 hours.** Independent study in Ceramics 3, Painting 3, Photography 3, Drawing 3, Sculpture 3 or

Graphic Design 3. May be repeated in different media areas. Permission of the instructor. Arranged.

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

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

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

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

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

## ATHLETIC TRAINING MAJOR

**Mission:** The Missouri Valley College Athletic Training program is committed to providing personalized and diverse classroom experiences and clinical opportunities designed to prepare Athletic Training students for careers as certified athletic trainers. Embedded throughout the curriculum, students are challenged to develop intellectually and become professionally engaged so that they may master the skills and knowledge necessary to become effective and successful practitioners eligible to sit for the Board of Certification (BOC) examination.

### **Learning Outcomes:**

- **Domain 1. Injury Prevention:** the entry-level certified athletic trainer must possess an understanding of risk management and injury prevention and must demonstrate the necessary skills to plan and implement prevention strategies.
- **Domain 2. Clinical Evaluation and Diagnosis:** the entry-level certified athletic trainer must possess the ability clinically to examine and diagnose a patient for the purpose of identifying (a) common acquired or congenital risk factors that would predispose the patient to injury and (b) musculoskeletal orthopedic injuries to determine proper care, including the referral of the patient to other health care providers when appropriate.
- **Domain 3. Immediate Care of Injuries and Illnesses:** the entry-level certified athletic trainer must recognize, assess, and treat patients with acute injuries and illnesses and must provide appropriate medical referral.
- **Domain 4. Treatment, Rehabilitation, and Reconditioning:** the entry-level certified athletic trainer must plan, implement,

document, and evaluate the efficacy of therapeutic exercise programs for the rehabilitation and reconditioning of injuries and illnesses.

- **Domain 5. Organization and Administration:** the entry-level certified athletic trainer must possess the knowledge and skills to develop, administer, and manage a health care facility and associated venues that provide health care to athletes and others involved in physical activity.
- **Domain 6. Professional Responsibility:** the entry-level certified athletic trainer must possess the knowledge and skills to understand professional responsibilities and avenues of professional development to promote athletic training as a professional discipline.

#### **Program Goals:**

- 1) To provide and retain a dedicated, diverse faculty that is well qualified to teach, model, and guide students through the process of becoming an Athletic Trainer.
- 2) To prepare students to become members of a responsible citizenry through liberal learning, critical thinking, and academic excellence.
- 3) To provide a baccalaureate education that prepares the student for a career in athletic training or graduate study.
- 4) 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.
- 5) To instill the values of education as a lifelong process of discovery and enlightenment.
- 6) To promote professionalism through student membership in the National Athletic Trainer's Association (NATA), attendance, and active participation at educational conferences and symposiums.
- 7) To provide educational opportunities with a variety of health care professionals in traditional and emerging athletic training employment settings.
- 8) Promote civic engagement through community service and career development.
- 9) Encourage active participation on athletic training committees and endeavors at the local, state, district, and national levels.

#### **Athletic Training Major**

The Missouri Valley College Athletic Training Education Program is accredited by the Commission on Accreditation of Athletic Training Education (CAATE) through the 2011-12 academic year. Athletic Training Students who successfully complete both the academic and clinical requirements of the Missouri Valley College Athletic Training Education Program will earn a Bachelor's of Science in Athletic Training and are eligible to sit for the BOC® exam to become a Certified Athletic Trainer.

#### **Admissions Requirements**

The admission requirements listed below are for individuals who enroll at Missouri Valley College with the intention of completing their entire Athletic Training Education at Missouri Valley College to become eligible to sit for the BOC Exam. If you are considering transferring to Missouri Valley College to complete your Athletic Training Education examine our Transfer Policy.

The Missouri Valley College Athletic Training Education Program has a limited number of available openings each academic year. This number may vary each year depending on clinical sites, instructors, transfers, and graduation rates. Therefore, the Missouri Valley College Athletic Training Education Program is a competitive entry program. Meeting the entry requirements and applying does not guarantee admission into the Missouri Valley College Athletic Training Education Program.

*The current application and admission requirements for the Missouri Valley College ATEP:*

- A minimum of 30 completed college credit hours by the time the prospective Athletic Training Student would begin the Athletic Training Education Program (during the fall semester).
- Complete the Athletic Training Education Program Application Form.
- Minimum of 75 observation hours within the Missouri Valley College Athletic Training facilities completed by the application deadline (February 15<sup>th</sup>).
- Minimum 2.75 cumulative college GPA.
- Official transcripts (if currently not enrolled at Missouri Valley College).
- Completion of the Missouri Valley College ATEP prerequisite courses by the time the prospective Athletic Training Student would begin the Athletic Training Education Program (during the fall semester). A minimum of a "C" in each of the Missouri Valley College ATEP prerequisite courses is required to enter the Missouri Valley College Athletic Training Education Program.

Missouri Valley College ATEP prerequisite courses:

- AL 130 – Introduction to Athletic Training 3 Credit Hours
- AL 230 – Techniques of Taping 2 Credit Hours
- BI 104 – Principles of Biology and Lab 4 Credit Hours
- BI 275 – Human Anatomy and Physiology I 4 Credit Hours
- HL 140 – Medical Terminology 1 Credit Hour
- MA 200 – Statistics 3 Credit Hours
- PE 233 – First Aid and CPR 2 Credit Hours
- PY 100 – Principles of Psychology 3 Credit Hours

24 Total Credit Hours

**ALL MATERIALS MUST BE SUBMITTED TO THE SCHOOL OF NURSING AND HEALTH SCIENCES ADMINISTRATIVE ASSISTANT BY FEBRUARY 15<sup>TH</sup>**

*If February 15<sup>th</sup> occurs on a weekend, the deadline will be Monday following the weekend*

#### **Athletic Training Education Program Selection Process**

Once the admission deadline has passed the selection process will begin. The selection process is described below and will be conducted on all prospective Athletic Training Students who have applied to the Missouri Valley College ATEP.

- On-site interviews will be scheduled and conducted with the selection committee. Only those with a current cumulative minimum GPA of 2.5 (or those who have a mathematical ability to achieve a cumulative GPA of 2.75 at the end of the spring semester) will be invited for interviews.
- Selection will be based on the following criteria:
  - Academic Performance (GPA of Prerequisite Courses) 20%

- Academic Performance (Cumulative GPA) 15%
- Applicant Reference Forms
  - Certified/Licensed Athletic Trainer 10%
  - Professor/Instructor 10%
  - Other – Not Family 10%
- Formal Interview 30%
- Application Essay 5%
- After the on-site interview, applicant scores are placed into the above formula and a percentile is computed. It is this final percentile in which individuals are ranked and selected from. If an individual's final score is below the 50<sup>th</sup> percentile s/he may not be offered a position within the Missouri Valley College ATEP regardless of space availability.
- Individuals will be notified no later than April 1<sup>st</sup> of their admission status (accepted, wait listed, or declined).
  - Those individuals who are accepted must officially accept or decline their position.
  - If an accepted individual declines their position, an individual on the wait list (who meets the criteria) may be offered the available position.
  - If an accepted individual fails to meet the entry-requirements after the conclusion of the spring semester, an individual on the "wait list" (who meets the criteria) may be offered the available position OR the accepted individual may be given the opportunity during the summer semester to meet the entry-requirements (as determined by the Program Director).
  - If an individual is declined admission into the Missouri Valley ATEP s/he will not be offered a position regardless of availability.
- You have the right to appeal a selection committee decision (see Selection Appeals Process).
- You **will not** be allowed to begin the Missouri Valley College ATEP if you are on academic or clinical probation (see Retention & Academic-Clinical Probation Policy).
- If accepted, you must complete and provide the documentation described on and in accordance with the *Annual Forms and Documentation Policy*.

#### **Retention & Academic / Clinical Probation Policy**

In order for an Athletic Training Student to remain in good standing within the Missouri Valley College Athletic Training Education Program, s/he must satisfy all program requirements as outlined in ATEP Handbook.

**Major requirements:** AL 130, AL 201, AL 202, AL 230, AL 303, AL 304, AL 333, AL 335, AL 340, AL 355, AL 358, AL 360, AL 405, AL 406, AL 450, AL 480, BI 275, BI 285, BI 350, EX 307, EX 320, EX 334, EX 335, EX 385, EX 400, HE 140, HE 260, MA 200, NU 150, NU 435, PE 221, PE 233, PY 100. (Total 91 hours.)

**Major Assessment:** Seniors are required to take the in-house Athletic Training Assessment exam during their Senior Seminar course. 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 the opportunity to observe the MVC athletic training staff in the athletic training facility. This course is a prerequisite for application to the MVC athletic training education program. Fall. Course Lab fee: \$10.00

**AL 201. Clinical I - 1 hour.** The first in a series of clinical based courses in which athletic training students will observe and provide health care under the direct supervision of an ACI or CI. The athletic training student performs 3, 5-week clinical rotations (minimum of 50 hours) during the semester in a variety of health care settings including but not limited to: collegiate athletics, high school athletics, general medical and clinical based. Athletic training students will complete the assigned athletic training education competencies. This course requires the students' attendance at in-service training sessions which begin approximately 2 weeks before the official start of classes. Prerequisite: Admission to the Athletic Training Education Program. Fall. Course lab fee: \$25

**AL 202. Clinical II - 1 hour.** The second in a series of clinically based courses in which athletic training students observe and provide health care under the direct supervision of an ACI or CI. The athletic training student performs 3, 5-week clinical rotations (minimum of 50 hours) during the semester in a variety of health care settings including but not limited to: collegiate athletics, high school athletics, general medical and clinical based. Athletic training students will complete the assigned athletic training education competencies. Prerequisites: Admission to the Athletic Training Education Program. Spring.

**AL 230. Techniques of Taping - 2 hours.** This course is designed to teach the student a variety of taping, wrapping, padding, and bracing techniques for the various musculoskeletal injuries that occur to the physically active. Spring. Course Lab fee: \$75.00

**AL 303. Clinical III - 2 hours.** The third in a series of clinically based courses in which athletic training students observe and provide health care under the direct supervision of an ACI or CI. The athletic training student performs two clinical rotations (7 weeks and 8 weeks) during the semester for a minimum of 100 hours in a variety of health care settings including but not limited to: collegiate athletics, high school athletics, general medical, clinic-based, and orthopedic surgery. Athletic training students will complete the assigned athletic training education competencies. This course requires the students' attendance at in-service training sessions which begin approximately 2 weeks before the official start of classes. Prerequisite: Admission to the Athletic Training Education Program. Fall. Course lab fee: \$25

**AL 304. Clinical IV- 2 hours.** The fourth in a series of clinically based courses in which athletic training students observe and provide health care under the direct supervision of an ACI or CI. The athletic training student performs two clinical rotations (7 weeks and 8 weeks) during the semester for a minimum of 100 hours in a variety of health care settings including but not limited to: collegiate athletics, high school athletics, general medical, clinic-based, and orthopedic surgery. Athletic training students will complete the assigned athletic training education competencies. Prerequisite: Admission to the Athletic Training Program. 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 as well as proper documentation techniques. 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 to the Athletic Training Program. Fall

**AL 335. Upper 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 upper-extremity injuries and conditions as well as proper documentation techniques. 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 to the Athletic Training Program. Spring.

**AL 340. Athletic Training – Practical Applications - 2 hours.** This course will present the theoretical basis and practical skill application in the areas of: splinting, pre-event preparation, ambulatory aids, wound management, emergency preparedness, equipment fitting and removal and environmental issues. Prerequisite: Admission into the Athletic Training Program. Course Lab fee: \$20.00. Fall.

**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: Admission to 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. Skills will be developed for improving ROM, strength, endurance, agility, power, and proprioception providing the student with the tools to develop and design comprehensive rehabilitation programs for both surgical and non-surgical injuries. Information will be presented in both a lecture and laboratory format. Prerequisite: Admission to the Athletic Training Education Program. Spring.

**AL 360. Athletic Training Practicum III – General Medical Conditions - 2 hours.** This course will increase the student's ability to utilize and recognize general medical conditions that may affect the physically active population. Prerequisite: Admission to the Athletic Training Program. Fall.

**AL 405. Clinical V - 3 hours.** The fifth in a series of clinically based courses in which athletic training students observe and provide health care under the direct supervision of an ACI or CI. The athletic training student performs one clinical rotation during the semester for a minimum of 150 hours. The athletic training

student is encouraged to take a leadership role while performing injury evaluations, designing and implementing rehabilitation programs, providing treatments, and preventing injuries to the athletes/patients in their charge. Athletic training students will complete the assigned athletic training education competencies. This course requires the students' attendance at in-service training sessions which begin approximately 2 weeks before the official start of classes. Prerequisites: Admission to the Athletic Training Education Program. Course lab fee: \$25. Fall.

**AL 406. Clinical VI - 3 hours.** The sixth and final clinically based course in which athletic training students observe and provide health care under the direct supervision of an ACI or CI. The athletic training student performs one clinical rotation during the semester for a minimum of 150 hours. The athletic training student is encouraged to take a leadership role while performing injury evaluations, designing and implementing rehabilitation programs, providing treatments, and preventing injuries to the athlete/patients in their charge. Athletic training students will complete the assigned athletic training education competencies. Prerequisite: Admission to the Athletic Training Education Program. 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. Additionally, students will learn about resume preparation, application for employment, and professional development. Special emphasis will be placed on state licensure and legal issues associated with the practice of Athletic Training. 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. Students will review and conduct an independent research project as they prepare for the BOC® exam. The senior assessment will be conducted during this course. Prerequisite: Final semester in the athletic training program. Spring.

## BIOLOGY MAJOR

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

### **Learning Outcomes:**

- Develop an appreciation for living organisms and biological processes
- Engage in current thinking, discoveries, and methodologies in biology
- Develop analytical and critical thinking skills
- Develop scientific writing and communication skills
- Understand the scientific method and process
- Recognize the importance of natural selection and evolution as foundations of biology as a science
- Understand prokaryotic and eukaryotic cell biology
- Understand ecological concepts and quantitative analysis of data

- Understand Mendelian and molecular genetics
- Understand the chemical foundations of biology
- Recognize the relationship between morphology and function
- Identify flora and fauna using field guides and dichotomous keys
- Understand the purpose of environmental policy and how it guides conservation efforts
- Understand the phylogeny, ecology, and life histories of various floral and faunal groups
- Understand the ecological consequences of symbiotic relationships and how they apply to the conservation, management, and survival of different species
- Be able to perform standard field techniques used to examine different living organisms
- Understand the purpose, development, and implementation of conservation practices
- Understand the role that genetics plays in modern conservation methods
- Develop an original wildlife management plan using current management practices

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

**Learning Outcomes:**

- Develop an appreciation for living organisms and biological processes
- Engage in current thinking, discoveries, and methodologies in biology
- Develop analytical and critical thinking skills
- Develop scientific writing and communication skills
- Understand the scientific method and process
- Understand natural selection and evolution
- Understand prokaryotic and eukaryotic cell biology
- Understand ecological concepts and quantitative analysis of data
- Understand concepts of Mendelian and molecular genetics
- Understand animal and plant phylogeny and morphology
- Understand concepts in the chemical foundations of biology
- Explore general concepts in biology, chemistry, and physics in depth

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

**Learning Outcomes:**

- Develop an appreciation for living organisms and biological processes
- Engage in current thinking, discoveries, and methodologies in biology
- Develop analytical and critical thinking skills
- Develop scientific writing and communication skills
- Understand the scientific method and process
- Understand natural selection and evolution
- Understand prokaryotic and eukaryotic cell biology

- Understand ecological concepts and quantitative analysis of data
- Understand concepts of Mendelian and molecular genetics
- Understand animal and plant phylogeny and morphology
- Understand concepts in the chemical foundations of biology
- Explore general concepts in biology, chemistry, and physics in depth
- Understand human form and function for the eleven human systems
- Understand changes of normal mechanical, physical, and biochemical functions as a result of disease or some abnormal syndrome
- Understand the structure, properties, composition, reactions, and preparation of carbon-based compounds
- Understand the chemical processes in living organisms

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

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

**General Biology Concentration requirements:** Biology core courses; CH 331, BI 316, BI 425, 1 course from: CH 332, CH 300 or CH 451. 1 course from BI 413, BI 415 or BI 376/476. 1 course from BI 350 or BI 430. 3 courses from BI 255 or BI 275, BI 300, BI 306, BI 305, BI 376 or BI 476, BI 403, BI 310.

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

**Pre-Medical / Pre-Veterinary Concentration requirements:** Biology core courses; BI 275, BI 285, BI 350, PH 315, CH 331, CH 332, CH 451, and BI 401 (must take twice or students may substitute one with BI 413 or BI 376/476 for a total of 6 credits). The following courses are recommended, but not required: NU 270, PY 100, SC 100, HU 125 or HU 126, PH 365, and MA 190.

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

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

**Major assessment:**

**Conservation Concentration Major Assessment:** All seniors completing a biology major with a conservation concentration must complete Conservation Biology Seminar (BI-420).

**General Biology Concentration Major Assessment:** All seniors completing a biology major with a general biology concentration must take the GRE biology subject test.

**Pre-Med/Pre-Vet Concentration Major Assessment:** All seniors completing a biology major with a pre-med/pre-vet concentration must take the MCAT or VCAT.

**BI 104. Principles of Biology - 4 hours.** Concepts and principles common to the living world; protoplasmic and cellular



nature of living things; metabolism, its biochemical and biophysical foundation; heredity; evolution; ecological relationships. Three lectures, one lab per week. \$25.00 lab fee. Fall. Spring.

**BI 130. Plants and People - 3 hours.** Overview of plant cellular and macroscopic structure, function, evolution and diversity leading into technological applications of plants. Technologies used in agricultural production of food, fiber, fuel and medicine will be covered. Ecological and social issues raised by agricultural technologies will also be discussed. 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. \$25 lab fee. Spring.

**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. \$50 lab fee. Fall odd years.

**BI 215. General Zoology – 4 hours.** A study of the form and function, characteristics, and evolutionary development of the different phyla in the Kingdom Animalia. Three lectures, two laboratories per week. Prerequisite: BI 104. \$50 lab fee. Fall even years.

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

**BI 255. Principles of 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. Three lectures, two laboratories per week. Prerequisite: "C" or better in BI 104. CH 111 is recommended, but not required. \$50 lab fee. Fall.

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

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

**BI 300. Ichthyology – 4 hours.** Natural history of the fishes, including taxonomy, biology, ecology, and evolution with an emphasis on local species. Three lectures and one 3-hour lab per week. \$50 lab fee. Prerequisites: BI 104 and BI 212 or BI 215. Fall even years.

**BI 305. Ornithology – 4 hours.** Biology of birds with an emphasis on field identification of local avian species as well as anatomy, physiology, ecology, evolution, and behavior of birds in general. Three lectures and one 3-hour lab per week. \$50 lab

fee. Prerequisites: BI 104 and BI 212 or BI 215. Spring even years.

**BI 306. Herpetology – 4 hours.** Natural history of the amphibians and reptiles, including ecology, biology, evolution, and anatomy with an emphasis on local species. Three lectures and one 3-hour lab per week. \$50 lab fee. Prerequisites: BI 104 and BI 212 or BI 215. Spring odd years.

**BI 310. Mammalogy – 4 hours.** (Lab BI 309) In lecture, students will be introduced to the diversity of mammals and be exposed to the taxonomy, form and function, distribution, natural history ecology, conservation and economic importance of mammals with emphasis put on Missouri and regional species. In Laboratory, students will be introduced to approximately 72 representative species of mammals that are located in Missouri and the region and will be expected to master the techniques and processes used in taxonomy and systematic for identifying mammals from laboratory and field collections. \$50 lab fee. Prerequisites: BI 104 and BI 212 or BI 215. Spring even 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 micro-organisms; the handling, culture and identification of bacteria. Three lectures, two laboratories per week. \$50 lab fee. Prerequisite: BI 104. BI 250 and CH 111 are recommended, but not required. Fall.

**BI 323. Genetics - 4 hours.** Principles of genetics, examined at the molecular, cellular, organism and population levels of organization. Laboratory work demonstrates Mendelian inheritance and the cytological basis of genetics. Three lectures, two labs per week. \$30 lab fee. Prerequisite: BI 104, MA 200. Spring.

**BI 332. Ecology - 4 hours.** Relationships of living organisms to their environment; analysis of structure and succession of natural communities; analysis of population control mechanisms; current problems in ecology. Three lectures, one three hour lab per week. \$50 lab fee. Prerequisite: BI 104, MA 200, junior/senior standing, or permission from instructor. Spring

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

**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 350. Pathophysiology – 3 hours.** This course provides an in-depth study of human pathological processes and their effects on homeostasis. Emphasis is on interrelationships among organ systems in deviations from homeostasis. Upon completion, students should be able to demonstrate a detailed knowledge of pathophysiology. Course topics include the etiology, physical signs and symptoms, prognosis, and complications of commonly occurring diseases and their management. Prerequisites: BI 104, BI 255 or BI 275. Spring.

**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. \$30 lab fee. Prerequisite: BI 104. Fall odd years.

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

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

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

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

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

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

## **BUSINESS MAJORS:**

**Hospitality & Tourism Major**

**Finance Major**

**Management Major – Administration**

**Management Major – Small Business Development**

**Management Major – Sports Management**

**Marketing Major**

**Hospitality & Tourism Mission:** The Hospitality & Tourism program's mission is to develop young industry professionals capable of contributing to the sustainability of local communities through the development of tourism. We promote the use of local

products and encourage local talent. A guiding principle of the program is to offer students practical, real-world industry experience and the chance to learn from industry professionals through unique and exciting internships.

### **Learning Outcomes:**

- Understand how food choices influence our health and discuss how culture and ethnicity affect our food choices
- Understand world nutrition problems and possible solutions
- Demonstrate knowledge of the organization of a professional kitchen
- Calculate labor costs as a percentage of sales and perform a payroll analysis
- Explain why labor costs are crucial to the foodservice industry and discuss factors that influence labor costs, and how to manage those factors
- To define the nature, functions, and importance of presentational speaking in the business and professional settings
- Demonstrate ability to manage production and service personnel
- Demonstrate event planning and menu design skills
- Craft business strategy, reasoning carefully about strategic options, using what-if analysis to evaluate action alternatives, and making strategic decisions
- Demonstrate proficiency in the business core of accounting, economics, finance, business law, marketing, and quantitative analysis

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

### **Learning Outcomes:**

- To construct three basic financial statements: income statement, balance sheet, statement of cash flows, and from these to calculate financial ratios: profitability, liquidity, debt (leverage), and asset utilization (efficiency) ratios.
- To calculate present value, future value, time value of money, payment schedules, and interest rate returns for debt instruments.
- To calculate equity prices using stock valuation models and determine optimum composition of acquiring capital.
- To measure risk quantitatively by utilizing internal rates of return, net present values, and payback period methods.
- To understand the structure of financial markets and exchanges, and IPO's
- To recognize statutory regulations concerning financial market activities.
- To list various financial instruments and show their appropriate use and features.
- To identify five core financial principles and explain each.
- To demonstrate knowledge of real estate and evaluate a real estate holding as a financial asset.
- To demonstrate proficiency in the business core of accounting, economics, marketing, business law, management, and quantitative analysis.

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

### **Learning Outcomes:**

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

**Management - Small Business Development Concentration**

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

**Learning Outcomes:**

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

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

**Learning Outcomes:**

- The student will demonstrate the processes of management: planning, organizing, staffing, leading, and controlling

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

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

**Learning Outcomes:**

- To analyze the marketplace, including an overview, strategy development, and a marketing plan
- To master the concepts of value creation by product, branding, positioning, and strategic pricing methods
- To create an advertising plan to demonstrate an understanding of advertising concepts
- To describe the process of location and market selection
- To demonstrate an understanding of tools, methodology, and skills in performing research and particularly on marketing research problems
- To define and apply consumer concepts and theories
- To appreciate and demonstrate an understanding of the size and ubiquity of the global market
- To demonstrate proficiency in selling techniques
- To complete a research project; select and implement design, and collect and interpret data
- Demonstrate proficiency in the business core of accounting, economics, finance, business law, management, and quantitative analysis

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

**BUSINESS CORE** - Required courses for all Accounting, 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).

**Hospitality & Tourism Major requirements:** Business core courses; HT 100, HT 105, HT 200, HT 210, HT 249 or 449, HT 301, HT 305, HT 310, HT 315, HT 410, BA 312, BA 401, BA 412, BA 422, BA 442. (71 hours).

**Finance Major requirements:** Business core courses; MA 185, BA 302, BA 322, BA 324, BA 350, BA 360, BA 372, BA 392, BA 442, EC 355, EC 450 and 3 hour AC, BA or EC upper division elective. (Total 60 hours).

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

**Management Major with Small Business Development concentration:** Business core courses; AC 230, BA 242, BA 312, BA 322, BA 352, BA 362, BA 382, BA 412 or EN 327, NP 221, SP 325, SP 420, BA 442. (Total 60 hours).

**Management Major with Sports Management Concentration requirements:** Business core courses; BA 302, BA 312, BA 322, BA 382, BA 412 or EN 327, BA 422, BA 442, NP 221, PE 100, PE 233, PE 300, PE 333, PE 336, EX 401. (Total 63 hours).

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

**Associate of Arts Degree in Small Business Management requirements:**

Students must successfully complete the General Education Core Requirements for the Bachelor of Arts degree list on page 16-17 in the catalog. Plus the following 24 credit hours of coursework: AC210, AC 220, BA 212, BA 232, BA 242, BA 282, EC 206, EC 216. (Total 72 hours)

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

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

**BA 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. Prerequisite: EN 160. 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. Prerequisite: EN 160. 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. Prerequisite: BA 282. 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. Spring.

**BA 322. Principles of Finance I - 3 hours.** Survey of the finance function and its environment with special attention paid to using the financial reports of a firm as management tools for the effective use of financial resources. Particular attention is paid to the use and control of current assets, at the time value of money and the development and control of capital assets. Prerequisites: MA 160 or higher, AC 220. Fall. Spring.

**BA 324. Principles of Finance II - 3 hours.** Special attention is paid to capital markets and the capital management process including investor returns, capital instruments, mergers and issues of international finance. Prerequisites: MA 160 or higher, AC 220 and BA 322. 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. Fall. 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. Spring.

**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. *WI* Prerequisite: Senior standing; permission of instructor. \$40 course fee. 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 – 3 hours.** Senior level honors symposium on timely business issues related to entrepreneurs and executive leadership. Of special interest will be guest presentations, successful role models from the world of business. Prerequisites: Business Division Senior, 3.0 or higher grade point average. Fall.

## CHEMISTRY

Missouri Valley College does not offer a Chemistry major, but offers chemistry courses required for other major areas through the Division of Math/Science.

**Minor requirements:** CH 111, CH 112, CH 331, CH 332 and CH 300 or 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. \$25.00 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.

## CLASSICS

Classical Humanities and Latin comprise the Classics curriculum offered at Missouri Valley College. These two minors offer students the opportunity to study the languages and literatures of ancient Greece and Rome. For more information of the Latin minor see the Latin section in this catalog.

**Classical Humanities Minor requirements:** 9 hours from: CL 210, CL 215, CL 220, CL 225, LN 100, GK 100; 9 hours from: CL 300, CL 315, CL 325, HS 305, HS 306. (Total 18 hours)

**CL 210. Greek Civilization – 3 hours.** This course offers students the opportunity to explore life in the ancient Greek world between the Persian Wars and the conquests of Alexander the Great. The class will follow the life experiences of Greek men and women from birth through their education, marriage, parenthood and old age. Fall odd years.

**CL 215. The Greek Humanities – 3 hours.** This class provides the student with an introduction to the great historical figures of the Greek world and their influence upon the development of Greek culture. Authors and artists will be studied within their historical context and with a view towards understanding their contributions to western culture. Fall odd years.

**CL 220. Roman Civilization – 3 hours.** This course offers students the opportunity to explore life in the ancient Roman world between the conquests of Julius Caesar and the foundation of the Roman Empire. The class will follow the life experiences of Roman men and women from birth through their education, marriage, parenthood and old age. Fall even years.

**CL 225. The Roman Humanities – 3 hours.** This class provides the student with an introduction to the great historical figures of the Roman world and their influence upon the development of Roman culture. Authors and artists will be studied within their historical context and with a view towards understanding their contributions to western culture. Spring even years.

**CL 300. Classical Mythology – 3 hours.** This course offers an examination of the use and interpretation of Greek and Roman myth in classical literature. Emphasis is placed upon ancient authors' use of myth as allegory, interpreting and commenting upon their own lives and societies. Fall even years.

**CL 315. Classical Drama – 3 hours.** This course traces the history and development of ancient drama from the Greek tragedians to the plays of Seneca. Emphasis will be placed upon the production of plays in the classical era, the cultural significance of theatre, and the important themes explored by the ancient playwrights. Spring odd years.

**CL 325. Greek and Roman Epic – 3 hours.** This course provides an introduction to the three great epic poems of the classical era: The Iliad and Odyssey of Homer and Vergil's Aeneid. Both authors will be placed in their proper historical context and their works will be studied with an emphasis upon uncovering the thematic and artistic importance of each epic. Spring even year.

## COMPUTER INFORMATION SYSTEMS MAJOR

**Computer Information Systems mission:** The mission of the Missouri Valley College Computer Information Systems (CIS) program is to assist students in acquiring the skills, knowledge, and experience necessary to become successful in careers or graduate study involving the information sciences. The CIS curriculum emphasizes best practices in the field as well as practical skills that allow students to remain productive in an ever-changing technological environment. The CIS program strives to incorporate the most current technologies and techniques available to provide students with the expertise to meet the demands of academic and business standards.

### **Learning Outcomes:**

- Students will achieve a basic understanding of computer components, programs, programming languages, careers, networking, and fields of study in the computing world.
- Students will demonstrate the development of computer programs by utilizing structured programming techniques including data validation, error trapping, and the development of test cases to ensure a reliable and accurate program.
- Students will demonstrate the ability to develop computer programs by utilizing procedural and object oriented programming techniques and using languages such as C and Visual Basic.
- Students will demonstrate the utilization of modeling techniques such as Unified Modeling Language, Data Flow Diagrams, and Wainer-Orr diagrams to develop a blueprint of the program to be developed.
- Students will be able to discuss and utilize the phases of the system development cycle and Object-Oriented Design to determine program requirements and perform program design.
- Students will also be able to discuss and perform file normalization in the development of a database to meet the user's requirements.
- Students will be able to design and construct a functional and usable website that adequately fills the requirements for the site's purpose.
- Students will understand and be able to utilize the functionality of geospatial database systems.
- Students will develop a structured analytical approach to developing computer programs.



- Students will develop a knowledge of business, the importance of statistical analysis, and accounting techniques in the development of business-based computer systems

**Major requirements:** CS 110, CS 120, CS170, CS 250, CS 305, CS 320, CS 350, CS 370, CS 380, CS 410 or CS 450, AC 210, AC 220, BA 212, BA 232, EN 327 or BA 412, SP 325, MA 185 or MA 190, MA 200 or BA 302, 6 hours upper division CS elective. (Total 60-62 hours.)

**Graphic Information Systems minor requirements:** CS 120, CS 150, CS 380, CS 390, CS 401, CS upper division elective. (Total 18 hours.)

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

A student in the Computer Information Systems degree program shall complete all CS coded courses within 7 years of enrollment in the program. If the student for whatever reason does not complete the CS graduation requirements within that time frame the student must repeat any courses that has exceeded the 7 year time limit.

**CS 110. Introduction to Computer Information Systems - 3 hours.** An overview of computer information systems. This survey course introduces computer hardware, software, procedures and systems and human resources and explores their integration and application in business and other segments of society. The fundamentals of computer problem solving and programming in a higher level programming language are discussed. It prepares business majors and others to be intelligent users of computers and to understand the basics of successful computer information systems, programs, procedures, data, people, hardware, programming and applications in society. Prerequisite: MA 145 or above. Fall.

**CS 119. Computer Applications - 3 hours.** Non-technical introductory courses for the general student to have "hands-on" experience with the personal computer. Students will learn keyboarding and mouse operation skills as well as the basic commands of Windows 2000, and how to perform word processing, spreadsheet, and data base operations using MICROSOFT OFFICE. Fall. Spring.

**CS 120. Introduction to Programming – 3 hours.** This class is designed as an introductory programming class for users with little or no programming background. Its approach is object-oriented and data-driven. It introduces sound programming techniques through hands-on exercises. It offers real-world MIS and business-related examples to help prepare individuals for their first job. Users learn how to plan, program, and debug computer applications using modern programming techniques. Prerequisite: MA 145 or above. Fall.

**CS 150. Introduction to Geographic Information Systems – 3 hours.** The purpose of this course is to provide students with an introduction to geographic information systems (GIS). The course includes both information and conceptual knowledge that underlie GIS and step-by-step tutorials for using the ArcGIS Desktop GIS package. GIS provides an extension to information systems that attaches graphic features from the surface of the world maps to database records. Students will have an opportunity to apply their knowledge through hands-on experience using ArcGIS. Spring.

**CS 170. Procedural Programming - 3 hours.** An introduction to computer programming in a business environment. Emphasis on the fundamentals of structured program design development, testing, implementation, and documentation. Discussion and application of top-down design strategies and structured programming techniques for designing and developing problem solutions. Coverage of language syntax, data and file structures, input and output devices, report generation, input editing, table processing and sequential file creation and access. Prerequisite: CS 110, CS 120, MA 165. Spring.

**CS 250. Systems Analysis and Design - 3 hours.** Overview of the systems development life cycle. Emphasis on current system documentation, through the use of both classical and structured tools/techniques for describing process flows, data flows, data structures, file design, input and output designs and program specifications. Discussion of the informative gathering and reporting activities and of the transition from analysis to design. Prerequisite: CS 110, CS 120, MA 165 or above. Fall.

**CS 305. 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 and HTML coding. Design concepts and do's and don'ts will be discussed. Emphasis will be on the focus group, or the customer of the site and the implications to the site design. Prerequisites: CS 110, MA 165 or above. Spring.

**CS 320. Data Communications - 3 hours.** The course will provide the CIS student with an understanding of the technology of Telecommunications and its interaction with the computer and the computer user. It will explore areas such as Telephone, Microwave, Satellite transmission and above all Data Communications. Prerequisite: CS 110, MA 165 or above, Junior/Senior standing. Fall.

**CS 149/249/349/449. Special Topics - 1-3 hours.** Individual or group study under supervision of 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 390. Advanced Geographic Information Systems – 3 hours.** An advanced geographic information science course with emphasis on development of a semester long, real-world GIS project using state of the art tools and techniques. Additional emphasis will also be placed on project management including goal setting, timelines and production scheduling. Prerequisite: CS 150. Fall even years.

**CS 401. Internship in Information Processing - 1-6 hours.**

Open to CIS majors who have demonstrated superior ability in the Information Processing field and wish to explore practical applications of the academic program in the professional environment. The internship is under the supervision of college personnel and a representative of the participating company, institution, or organization. Prerequisite: Permission of the supervising instructor and approval by the division dean. Arranged.

**CS 410. Applied Software Development Project - 3 hours.**

Application of computer programming and system development concepts, principles and practices in a comprehensive system development project. A team approach is used to analyze, design, document and develop realistic systems of moderate complexity. Use of project management methods, project scheduling and control techniques, formal presentations and group dynamics in the solution of information systems problems. Development of a database to support the system. Prerequisites: CS 370, CS 380, MA 190. Spring even years.

**CS 420. Visual C++ - 3 hours.** An in-depth study of Visual C++ programming. Students will learn the syntax and write programs using a relational database. Prerequisites: CS 350, CS 370, MA 190, MA 200. Spring odd years.

**CS 430. Advanced 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. Spring.

**CS 445. Project Management – 3 hours..** A course utilizing the models and tools currently available to improve productivity and quality in the development process. Topics explored in this area include Cost Estimation Techniques, Risk Assessment, Prototyping, and Life Cycle Modeling. MA 185 or higher, MA 200 or BA 302, Junior/Senior standing. Spring even years.

**CS 450. Internet Programming – 3 hours.** Internet programming using Visual Basic. Students program modules to collect data through internet interfaces and store in relational databases, process those databases and report back to the internet interfaces. Prerequisites: CS 250, CS 270, MA 190, MA 200. Fall.

**CS 376/476. Independent Study - 1-3 hours.** Reading or research at a greater depth than is permitted in a normal class. Prerequisite: Permission of the instructor, division dean and Chief Academic Officer.

**Criminal Justice mission:** The purpose of the Bachelor's degree in Criminal Justice is to develop in students a comprehensive knowledge of the criminal justice systems and the laws pertaining to them. Students will learn to apply theory to practice to prepare for a career in the criminal justice systems.

**Learning Outcomes:**

- Demonstrate an adequate concept of the criminal justice system, its major sub-systems, and its relation to each government level
- Demonstrate an understanding of the theories that define deviance and have affected the laws and policies aimed at its control
- Show an understanding of the problems facing the criminal justice system, an awareness of individual rights, and an understanding of the U.S. Constitutional provisions applicable to the criminal justice system
- Show an understanding of the proper procedures for criminal investigation and the subsequent actions necessary for court proceedings
- Demonstrate knowledge concerning the collection of crime data and research in the criminal justice area, exhibiting written and oral skills in analysis and synthesis as a result of this research
- Exhibit an understanding of the American philosophies of punishment within the social structure
- Demonstrate a sense of professionalism and an awareness of self-commitment and ethical values

**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.

## CRIMINAL JUSTICE MAJOR

**CJ 220. Introduction to Corrections (formerly 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 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. *WI*  
Prerequisites: CJ 100, SC 316, Senior Standing. Course fee \$25.00. 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 MAJOR

**Dance mission:** The Missouri Valley College Dance program is committed to developing the full potential of students through creative and intellectual inquiry and giving students opportunities to develop their performance, choreography, and teaching skills.

### **Learning Outcomes:**

- Demonstrate the ability to use safe dance practices as a dancer, performer, choreographer, and teacher
- Demonstrate the ability clearly to articulate, verbally and in writing, their purposes as artists
- Demonstrate the ability clearly to portray the intention of their work as a performer and choreographer
- Demonstrate the ability to critique choreography effectively
- Demonstrate an understanding of dance in historical and social contexts

**Major requirements:** DN 115, DN 250, DN 300, DN 301, DN 485, MU 105 or MU 250, EX 334; Technique – 12 hours from: DN 100, DN 120, DN 130, DN 140, DN 200, DN 220, DN 230, DN 240, DN 330, DN 340; Performance – 4 hours from: DN 299, DN 499; Elective – 6 hours from: DN 350, DN 376/476; DN 349/449. (Total 43 hours)

**Minor requirements:** 22 hours of Dance courses, including 10 hours of technique, 9 hours of non-dance technique courses and 3 hours of dance electives. 9 of the 22 hours must be upper division.

**Major Assessment:** Student must successfully complete a senior project in dance under the supervision of dance instructor.

**DN 100. Jazz I - 2 hours.** This course will explore the various styles of jazz dance from its roots in African dance to contemporary jazz. The course has a strong emphasis on proper alignment, technique, style, rhythm and creative expression. Students are expected to enter this class with a previous knowledge of dance. May be repeated for a maximum of 4 hours. Fall odd years.

**DN 102. Dance Appreciation – 3 hours.** This course will explore what dance is and why people dance from a cultural and historical perspective. The course will include reading, video viewing, lectures, discussions and participation in dance experiences. Spring.

**DN 105. Introduction to Dance Technique – 2 hours.** Introduction to dance will cover basic ballet, modern and jazz technique. This course is recommended for then novice dancer, admirers of dance and athletes. It will focus on basic anatomy and alignment that is necessary for all three styles of dance while increasing students balance, strength, coordination and flexibility. May be repeated for a maximum of 4 hours. Fall. Spring.

**DN 115. Conditioning for Dancers – 3 hours.** This course is designed to give students alternative ways to condition the body through a whole-body approach. They will gain basic knowledge on anatomy, discover how eating and sleeping affects the body and explore a variety of somatic practices like Yoga, Pilates, and Laban/Bartenieff Fundamentals. This course will also look at dance injuries and the importance of strength and flexibility. 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 even years.

**DN 130. Modern I - 2 hours.** This course will explore modern dance technique through various styles, including but not limited to Graham, Horton, and Release techniques. Students will learn the principles of modern dance vocabulary and sequences with an emphasis on placement, weight, and control, while developing flexibility, strength, musicality, and performance skills. Students are expected to enter this class with a previous knowledge of dance. May be repeated for a maximum of 4 hours. Fall even years.

**DN 140. Ballet I - 2 hours.** This course will focus on classical ballet technique. Students will learn classical ballet vocabulary, placement, and sequences, while developing flexibility, strength, musicality, and basic performance skills. Students are expected to enter this class with a previous knowledge of dance. May be repeated for a maximum of 4 hours. Fall odd years.

**DN 200. Jazz II - 2 hours.** This course 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 odd years.

**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. May be repeated for a maximum of 4 hours. Prerequisite: DN 120. Spring even years.

**DN 230. Modern Dance II - 2 hours.** This 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 even years.

**DN 240. Ballet II - 2 hours.** This course is 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 and introduce contemporary ballet vocabulary. Prerequisite: DN 140. May be repeated for a maximum of 4 hours. Spring odd years.

**DN 250. Dance Improvisation - 3 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. Prerequisite: Sophomore level. Fall even years.

**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. \$20 course fee. 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 301. History of Dance - 3 hours.** An in-depth course covering the history of dance as a fundamental human cultural expression. The course explores the relationship of dance to religion, gender, politics, other art forms, and its place in world events and civilizations. Spring odd years.

**DN 330. Modern Dance III - 2 hours.** This course will continue the cerebral and physical understanding of movement principals within modern dance including initiation of the center, spatial awareness and precision, dynamic control, rhythmic awareness and accuracy, correct alignment, and movement efficiency while increasing flexibility, strength, balance, memory, coordination and artistry. Prerequisite: DN 230. Fall odd years.

**DN 340. Ballet III - 2 hours.** This course will continue the study and practice of classical and contemporary ballet technique and terminology while focusing on increasing flexibility, strength, endurance, balance, memory, coordination, proper alignment, posture and artistry. May be repeated for a maximum of 4 hours. Prerequisite: DN 240. Fall 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 401. Dance Internship - 1-3 hours.** Students will work in a professional dance environment. Prerequisite: Permission of department. May be repeated for a maximum of 6 credit hours.

**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. **WI** Prerequisites: 18 hours towards completion of the dance minor, senior standing, and permission of instructor. Arranged. Fall or Spring.

## ECONOMICS MAJOR

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

### **Learning Outcomes:**

- State the laws of supply and demand, draw rudimentary supply and demand graphs, and calculate consumer surplus and supplier surplus
- Interpret both graphically and verbally a production possibilities curve containing a consumer good and a capital good
- Calculate price elasticity of demand, cross price elasticity of demand, and income elasticity of demand
- Calculate marginal and average revenues and costs of production, and identify maximum profit levels
- List four types of market structures, and list their basic characteristics
- Differentiate between positive and normative economic statements
- Define inflation, deflation, disinflation, and causes leading to each
- Identify types of unemployment and calculate unemployment rates
- Identify the components of GDP, GDI, and CPI, and calculate each; articulate the circular flow of resources between GDP and GDI
- Understand the structure of the Federal Reserve System and the underlying mechanics of monetary and fiscal policies
- Identify and discuss current and historical theories of international trade
- Demonstrate proficiency in the business core of accounting, finance, business law, economics, marketing, and quantitative analysis

**Major requirements** include the basic Business Core of the following: AC 210, AC 220, EC 206, EC 216, BA 212, BA 232, BA 282, CS 119, or 3 hours of computer science above that level. The Economic major also requires EC 355, EC 375, EC 385, EC 435, EC 450, EC 455, BA 302, BA 322, BA 324, MA 185, BA 442, or EC 485, plus 3 hours of electives in Accounting, Business Administration, or Economics at the 300 level or above. Required or elective hours taken for one Business Division major, concentration, or minor cannot be used to satisfy another Business Division major, concentration or minor. (Total 60 hours)

**Minor requirements:** EC 206, EC 216, EC 375, EC 385, plus two elective courses in Economics numbered at the 300 level or above. (Total 18 hours)

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

**EC 206. Principles of Macroeconomics - 3 hours.** Fundamentals of economics; emphasizing 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: EN 160, MA 160 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 150 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. 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

**Elementary Education Mission:** The Missouri Valley College Teacher Education program is committed to providing educational and field experience opportunities designed to prepare students for successful careers in the teaching profession. The preparation of students will be accomplished through formal classroom instruction and a variety of clinical experiences in accordance with the standards set forth by the Missouri Department of Elementary and Secondary Education (MoDESE).

### **Learning Outcomes:**

- Possess a firm basis in content knowledge (the academic content which they are prepared to teach)
- Understand professional knowledge (the knowledge and skills, based on current and well accepted practices of teaching)
- Understand the professional skills required to maintain a public or private school classroom
- Understand how to teach with the intent that children and adolescents will learn effectively at all levels of instruction
- Be well grounded in the MoSTEP Standards in order to address student achievement as assessed by the Missouri Assessment Program (MAP) immediately upon entry into the profession.

**Middle School Education Mission:** The mission of the Middle School Education program within the Missouri Valley College Division of Education is to provide educational and field experience opportunities designed to prepare students for successful careers in middle-level teaching.

### **Learning Outcomes:**

- Display a firm basis in the content knowledge area which they are prepared to teach: mathematics, science, communications arts, or social studies.
- Exhibit professional knowledge and skills required to instruct a middle school classroom (grades 5 through 9).
- Demonstrate knowledge of strategies used in teaching reading and writing across (or within) the middle school curriculum.
- Show application of the eleven DESE MoSTEP standards during education coursework and field experiences.

## TEACHER EDUCATION PROGRAMS

Students may prepare themselves for elementary (1-6), middle school (5-9), and secondary (9-12) teacher education programs. The student interested in elementary education must pursue a degree with a major in elementary education and complete an area of concentration or certification. Students interested in middle school education must pursue a degree with a major in middle school education and complete a certification area. 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 supersedes 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 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-9); Cross Categorical Special Education (K-12); Social Studies (9-12); Speech/Theatre (9-12); Early Childhood; Early Childhood Special Education, Middle School (5-9), Music Education/Choral (K-12) and Music Education/Instrumental (K-12).

## 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. M.V.C. and accumulative overall grade point average of 2.75 and a minimum ACT score of 20
4. "C" or better in EN 160, SP 100, and ED 100
5. Completed application submitted to the Education office by October 15 for the fall semester and March 1 for the spring semester
6. Submission of a writing sample; and completion of remediation program if necessary
7. Proof of current CPR certification.

See the teacher education handbook for specific information.

## Advisement

Students planning to teach at the elementary and middle school 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 baccalaureate 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.

### 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: PY 270, ED 265, ED 268, ED 292, ED 360, ED 362, ED 365, ED 366, ED 367, ED 352/353, 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 270, ED 273, ED 370, ED 371, ED 392, and ED 369.**

### 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 270, ED 273, ED 292, ED 365, ED 369, ED 372, ED 392.**

**Major requirements for all elementary education certification (grades 1-6) include: ED 100, ED 190, EC 206, MA 210, PE 221, ED 245, ED 250, ED 260, ED 290, ED 205/305/405, ED 307, ED 311, ED 320, ED 330, ED 331, ED 332, ED 333, ED 334, ED 335, ED 350, ED 415, ED 490, Plus area of certification or concentration:**

### Areas of Certification:

1. Early Childhood: ED 262, ED 270, ED 273, ED 292, ED 370, ED 371, ED 369, ED 392, PE 240.
2. Early Childhood Special Education: PE 240, ED 262, ED 270, ED 273, ED 365, ED 372, ED 392, ED 369.
3. Cross Categorical Special Education (K-12) : PY 270, ED 265, ED 268, ED 292, ED 360, ED 365, ED 366, ED 362, ED 367, ED 352/353, ED 495.

**Area of Concentration: 21 hours in any major subject area.**

**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.

#### **Middle School Education Major**

**Major requirements for all middle school certifications (grades 5-9) include:** ED 100, ED 192, ED 260, PY 270, ED 205/305/405, ED 307, ED 322, ED 335, ED 351, ED 380, ED 381, ED 382, ED 451-454, ED 415, ED 492, plus area of certification:

1. Mathematics: ED 451, MA 165, MA 190, MA 210, MA 200, MA 250, MA 380.
2. Science: CH 111, BI 104, PH 109, ED 454.  
Choose: BI 210 or B 215; PH 122 or PH 305; PH 105 or BI 322.
3. Language Arts: ED 320, EN 326, EN 400, EN 350, ED 453  
Choose 3 courses from: EN 200, EN 201, EN 220, EN 225, EN 230, EN 235, EN 310, EN 380.
4. Social Science: PS 100, PS 230, EC 206, ED 452.  
Choose 1 course from: HS 104, HS 105, HS 327, HS 328 HS 355, HS 412.  
Choose 1 course from: HS 115, HS 116, HS 303, HS 304, HS 315, HS 410.  
Choose 1 course from: PY 100, SC 100, PY 322, PY 331, PY 335, PY 341, SC 321, SC 326, SC 340, SC 375.  
Choose 1 course from: GE 250 or ED 250.

**Major assessment:** Middle School Education majors must pass the PRAXIS II examination in the certification area.

#### **Physical Education Major**

The department offers a baccalaureate 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.**

### **SECONDARY EDUCATION CERTIFICATIONS**

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  
Music/Choral  
Music/Instrumental

**Certification requirements include:** ED 100, ED 191, ED 260, ED 300, ED 311, ED 322, ED 335, PY 270, ED 205/305/405, ED 307, ED 352, ED 415, ED 491 and Techniques of Teaching in Major field (ED 441 through 449).

**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.

**Health Certification (K-12):** BI 255, AD 100, EX 245, PY 245 or PY 345, PY 341, PE 322, EX 359, PE 340.

**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 30 hours of classroom observation. Must be taken concurrently with ED 205. Prerequisites: "C" or better in ED 100 and 2.0 G.P.A. Fall. Spring.

**ED 191. Secondary Practicum I - 1 hour.** An observation in a secondary classroom. This is accomplished under the supervision of the College instructor. Class meets in weekly seminar and requires 30 hours of classroom observation. Must be taken concurrently with ED 205. Prerequisites: "C" or better in ED 100 and 2.0 G.P.A. Fall. Spring.

**ED 192. Middle School Practicum I - 1 hour.** An observation in a secondary classroom. This is accomplished under the supervision of the College instructor. Class meets in weekly seminar and requires 30 hours of classroom observation. Must be taken concurrently with ED 205. Prerequisites: "C" or better in ED 100 and 2.0 G.P.A. Fall. Spring.

**ED 205. Beginning Portfolio Development – 1 hour.** The pre-service teacher's portfolios is a developmental record. It will seek to capture the individual's capabilities over time. The portfolio should reveal growth and performance in areas such as planning, instruction, teaching strategies, classroom management, community service, self-reflection, cross cultural experiences, and professional activities under a variety of conditions. Fall. Spring.

**ED 245. Art, Music, and Movement for Elementary Teacher - 3 hours.** Explores and analyzes theory and practical application for an elementary fine arts and physical activity program. Includes planning, recommended activities, teaching, evaluative techniques, and class organization. \$15 fee. Prerequisite: ED 100. Fall. Spring.

**ED 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 - 3 hours.** Exploration of the theories, skills, and programming necessary for the successful transition of exceptional individuals from school to adulthood. Prerequisites: ED 100; ED 260, ED 265. Spring.

**ED 270. Intro to Early Childhood and Early Childhood Special Education - 3 hours.** Introduction to development theories of learning, educational models, legal regulation and family perspectives related to EC/ECSE. Spring.

**ED 273. Language Acquisition and Development - 2 hours.** Introduction to speech and language development within the broader process of communication. Anatomy and physiology of speech, theories and stages of language development will be presented and related to the language environment of the young child. Prerequisite: ED 100. Spring odd years.

**ED 290. Reading Practicum - 2 hours.** An observation course conducted in the reading lab. This is accomplished under the supervision of the college instructor. Class meets in seminars and requires 35 hours of laboratory observation. Prerequisites: "A" in ED 100 and ED 190/191. Fall. Spring.

**ED 292. Cross Categorical Special Education Practicum - 1 hour.** Seminar with readings and field experiences in education setting for children with LD, MH, BD and physical/other health impaired. Prerequisites: ED 100, ED 265. Fall. Spring.

## **THE FOLLOWING COURSES REQUIRE ADMISSION INTO THE TEACHER EDUCATION PROGRAM.**

**ED 300. Instructional Methodology - 3 hours.** This course is 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. Prerequisite: ED 100. Fall. Spring.

**ED 305. Intermediate Portfolio Development - 1 hour.** The pre-service teacher's portfolios is a developmental record. It will seek to capture the individual's capabilities over time. The portfolio should reveal growth and performance in areas such as planning, instruction, teaching strategies, classroom management, community service, self-reflection, cross cultural

experiences, and professional activities under a variety of conditions. Must be taken concurrently with ED 350/352. Fall. Spring.

**ED 307. Classroom Organization & 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 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. Methods of Teaching Elementary Mathematics - 3 hours.** Arithmetic processes; attention to methods of teaching arithmetic in the elementary schools. To be taken concurrently with ED 350. Prerequisite: Acceptance into clinical program. Fall. Spring.

**ED 331. Teaching Reading in the Elementary Schools - 3 hours.** Objectives and techniques of teaching reading in the elementary school; word recognition, comprehension, and motivation strategies; review of current innovations and critical issues. To be taken concurrently with ED 350. Prerequisite: Acceptance into clinical program. Fall. Spring.

**ED 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. Prerequisite: Acceptance into clinical 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. \$20.00 fee. Prerequisite: Acceptance into clinical program. Fall. Spring.

**ED 334. Diagnosis and Remediation of Reading Difficulties - 3 hours.** Exploration of formal and informal assessments of reading ability; analysis of strategies to correct weaknesses in reading ability. Fall. Spring.

**ED 335. 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. Fall. Spring.

**ED 337. Methods of Teaching elementary Art – 3 hours.** Current methods and materials for the teaching of art in the elementary grades; theory and experience with elementary school art projects. Prerequisite: ED 100. Fall. Spring.

**ED 149/249/349/449. Special Problems in Education - 1-3 hours.** Special projects undertaken by the student with a special interest in education. Prerequisites: Permission of instructor, ED 100. Fall. Spring.

**ED 350. Elementary Clinical Experience - 4 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. To be taken concurrently with ED 305. Prerequisite: Acceptance into the clinical program. \$100 fee. Fall. Spring.

**ED 351. Middle School 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 a clear, constructive and personalized interaction between the student, mentor and college supervisor. Provides a basis for reflection and decision making. Two days per week – 4 hour block. To be taken concurrently with ED 305. Prerequisite: Acceptance into the clinical program. \$100 fee. Fall. Spring.

**ED 352/353. Secondary Clinical Experience/Special Education 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 – 4 hour block. To be taken concurrently with ED 305. Prerequisite: Acceptance into the clinical 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 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 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 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. 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: ED100, ED 265, Spring

**ED 369. Early Childhood Organization – 1 hour.** This course provides content, approaches, methods and methods and materials appropriate for young children as presented in interdisciplinary or experience course work. Approaches in organizing artifacts and how language arts, science, mathematics, social studies and the creative arts are adapted to the skills and needs of children. Course materials are organized into an electronic portfolio. Prerequisite: Ed 100. Fall. Spring.

**ED 370. Screening, Diagnosis, and Prescription in Early Childhood - 3 hours.** This course focuses on issues and procedures of assessing young children. Screening, standardized tests, observation and informal assessment will be emphasized. Curriculum-based assessment programs with resulting individualized programming will be analyzed. Prerequisite: ED 260. Fall even years.

**ED 371. Curriculum Methods in Early Childhood - 3 hours.** This course focuses on developing and presenting a curriculum for young children that is comprehensive and developmentally appropriate. It includes methods of integrating the social, physical, cognitive, and language into a curriculum based on play, creativity, and problem solving. Prerequisite: ED 260. Spring even years.

**ED 372. Curriculum Methods in Early Childhood Special Education - 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 260, ED 265. Fall odd years.

**ED 376/476. Independent Study - 1-3 hours.** Reading or research at a greater depth than in a normal class. Permission of the instructor, division dean and the 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 transescent child will be achieved. Results in a developed knowledge base related to the physical, cognitive and psychosocial development of the transescent child by the student of the course. Fall. Spring.

**ED 381. Teaching Writing/Reading in the Middle School - 3 hours.** This course will explore the interdisciplinary approach in education, particularly in writing across the curriculum. It will

concentrate on approaches and strategies to enhance reading and writing in the middle grades. Fall.

**ED 382. Middle School Curriculum – 2 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. Early Childhood Practicum – 3 hours.** A practicum with infants and toddlers at a child care facility, a preschool classroom, and a kindergarten classroom. The practicum consists of 30 hours in each setting for each hour of credit. Prerequisites: ED 100, ED 260. Fall. Spring.

### **STUDENTS MAY NOT ENROLL IN 400 LEVEL EDUCATION CLASSES UNTIL ADMITTED INTO THE PROFESSIONAL TEACHER EDUCATION PROGRAM AND PASSING SCORE ON PRAXIS.**

**ED 405. Advanced Portfolio Development – 1 hour.** The pre-service teacher's portfolios is a developmental record. It will seek to capture the individual's capabilities over time. The portfolio should reveal growth and performance in areas such as planning, instruction, teaching strategies, classroom management, community service, self-reflection, cross cultural experiences, and professional activities under a variety of conditions. Fall. Spring.

**ED 415. Student Teaching Seminar – 1 hour.** This seminar provides discourse on student teaching expectations as well as giving student teachers the opportunity to exchange information with each other on proceedings and progress in student teacher growth. This class is taken concurrently with student teaching. The class meets before and after student teaching as well as once a month during students teaching. Fall. Spring.

**ED 441-449. 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. Fall. Spring.

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 447 Techniques of Teaching Art  
ED 448 Techniques of Teaching Music/Choral  
ED 449 Techniques of Teaching Music/Instrumental

**ED 451-454. Techniques of Teaching in Major Field in Middle School - 2 hours.** Part of the student teaching block for students seeking middle school certification. Necessary for teacher certification. Develops knowledge and skills in planning, presentation and evaluation of teaching/learning effectiveness. Prerequisite: Admission to Student Teaching Program. Fall. Spring.

ED 451 Techniques of Teaching Mathematics in Middle School  
ED 452 Techniques of Teaching Social Studies in Middle School  
ED 453 Techniques of Teaching Language Arts in Middle School  
ED 454 Techniques of Teaching Science in Middle School

**ED 490. Student Teaching in Elementary Schools - 6-12 hours.** Observation of procedures and techniques of elementary school instruction; supervised teaching in an elementary school.

\$200 fee required. Prerequisite: Admission to Student Teaching Program and completion of all Professional Education 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 492. Student Teaching in Middle Schools – 6-12 hours.** Observation of procedures and techniques of middle school instruction; supervised teaching in a middle 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**

**English Mission:** Fostering lifelong intellectual inquiry and creativity by discovering the joys of imaginative literature

### **Learning Outcomes:**

- Describe major literary movements
- Explicate literature
- Know authors of diverse backgrounds
- Write logical arguments, professional prose, and creative works
- Understand the development of the English language from its beginnings to the present

**Major requirements:** EN 220, EN 225, EN 230, EN 235, EN 326, EN 345, EN 350, EN 360, EN 485, 15 hours of upper division English electives, at least 9 hours of which must be from a period course: (EN 371, EN 372, EN 381, EN 383, EN 380, EN 385, EN 391, CL 300, CL 315, CL 325), at least 3 hours must be tools of writing and research (EN 310, EN 327, EN 400) and at least 3 hours of which must be from a major figure course (EN 425, EN 429 or EN 431). EN 130 and 160 do not apply toward the English major; however, all English majors must achieve a grade of "C" or better in these courses. ALL COURSES 200 OR ABOVE REQUIRE EN 160 AS A PREREQUISITE. (Total 42 hours)

**Minor requirements:** EN 220, EN 225, EN 230, EN 235, EN 326, 1 of EN 371, EN 372, EN 381, EN 383, EN 380, EN 385, EN 391 CL 300, CL 315, or CL 325, 1 of EN 425, EN 429 or EN 431. (Total 21 hours)

**Major assessment:** Senior English Majors will refine one of the following, which was started in earlier English coursework: a scholarly paper that examines a topic in American, English or world literature; a collection of original short stories; a collection of original poems; or a novella. The drafts will be refined in conjunction with EN 485, Senior Thesis. Majors must also take the ETS (Educational Testing Service) English examination and are responsible for scheduling, taking, and paying for the exam. English Secondary Education Certification candidates should refer to

the Teacher Education Handbook for other major assessment requirements.

**EN 130. Rhetoric and Composition - 3 hours.** An introduction to college writing and the basic forms of the essay. EN 130 teaches students to read and think critically, to write logical, well-developed academic essays, and to write in a variety of rhetorical situations. Students draft and revise essays that are collected in a portfolio. EN 130 students also compose a researched argumentative essay according to MLA guidelines. C or higher required. 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. C or higher required. Prerequisite: C or better in EN 130. Fall. Spring.

**ALL COURSES 200 OR ABOVE REQUIRE EN 160 AS A PREREQUISITE. Two literature survey courses are not to be taken in the same semester.**

**EN 200. World Literature I - 3 hours.** An investigation of the literature of diverse cultures from antiquity to the Renaissance. Fall. Spring.

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

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

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

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

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

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

**EN 315. Young Adult Literature – 3 hours.** Reading intensive study of Young Adult Literature with major emphasis on current trends, significant authors, and major themes. This course will include workshops on current trends in motivating and preparing young and reluctant young readers to explore the world of literature created specifically for them. Fall even years.

**EN 326. Advanced Techniques of Composition - 3 hours.** Intensive training in generating correct, clear, and forceful prose with an awareness of a specific audience. Must be taken during the sophomore or junior year. *WI* 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 345. Literary Criticism. 3 hours.** This course is a survey of the major methods of literary criticism of the twentieth and early twenty-first centuries, beginning with Formalism and most likely including (but not restricted to) psycho-analytical criticism, Marxist criticism, deconstruction, reader-response criticism, feminist and gender criticism, new historicism, and post-colonial criticism. It focuses on how these methodologies can be used to open up literary works in new and creative ways, but rather than encouraging students to pick one or another approach, it enables them to arrive at their own way of approaching literature. Spring even years.

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

**EN 360. Linguistics - 3 hours.** Overview of the history of the English language from its beginnings to the present day, including grammatical changes, usage, semantics, lexicography, dialect geography, and word origins. Fall odd years.

**EN 371 Nineteenth-Century British Literature—3 hours** This course offers a broad examination of British literature from the beginnings of Romanticism through Victoria's reign to the emergence of Aestheticism. Fall odd years.

**EN 372. Medieval and Renaissance Literature – 3 hours.** This course offers a broad examination of British medieval and Renaissance literature. It will cover the major genres and major authors, such as the Pearl Poet, Scottish Chaucerians, Sir Thomas Malory, Christopher Marlowe, Edmund Spenser, John Donne, George Herbert, and Ben Johnson. Spring even years.

**EN 380. Ethnic American Literature – 3 hours.** Investigation of the ethnic diversity of American literature in its cultural context, with a focus on texts of the nineteenth and twentieth centuries. In studying a variety of ethnic American voices, students become aware of social and political issues as well as commonalities of the American experience. Texts and authors will vary with the instructor but may include Hispanic, African-American, Asian-American, Jewish-American, and Native-American literature, among others. Spring odd years.

**EN 381 Milton and the Age of Reason – 3 hours.** Investigation of major literary developments from the Protectorate to the end of the eighteenth century, including such writers as John Milton, John Dryden, Aphra Behn, Jonathan Swift, Alexander Pope, Frances Burney, William Blake, Mary Wollstonecraft, and Jane Austen. Fall even years.

**EN 383. American Romantic Literature – 3 hours.** Investigation of prose and poetry of the Romantic Period in American Literature, 1830-1865, including such writers as Cooper, Fuller, Poe, Hawthorne, Melville, Emerson, Thoreau, Stowe, Douglass, Whitman, and Dickinson. Fall even years.

**EN 385. American Realism and Naturalism – 3 hours.** Investigation of prose and poetry of American Realism and Naturalism, about 1865-1914, including such writers as Twain,

Howells, James, Jewett, Freeman, Crane, Norris, Dreiser, and Watson. Fall odd years.

**EN 391. Twentieth- and Twenty-First Century Literature – 3 hours.** Investigation of American or British literature of the twentieth and twenty-first century. Spring odd years.

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

**EN 400. Creative Writing - 3 hours.** Exposure to writing traditional and non-traditional forms of literature combined with analysis of established writings. Prerequisite: Any literature course numbered 200 or higher. Spring odd years.

**EN 425. Chaucer - 3 hours.** Investigation of Chaucer's major works within their historical and religious contexts. Spring odd years.

**EN 429. Shakespeare - 3 hours.** Intensive study of selected dramatic and poetic works by William Shakespeare. The focus of the class might be on period (early, middle, or late), genre (tragedies, histories, comedies, romances) or theme. Particular emphasis will be laid upon the performance of Shakespeare's plays, historically and today, on stage and screen. Fall odd years.

**EN 431. Major American Authors – 3 hours.** Detailed reading and analysis of the works of one to four significant American authors in their cultural context. These authors, whose merit has been well established, may excel in fiction poetry, essays, drama, or any combination of those genres. Authors selected for the course will vary according to the instructor. They include, but are not limited to, Nathaniel Hawthorne, Edgar Allan Poe, Herman Melville, Emily Dickinson, Mark Twain, T. S. Eliot, Ernest Hemingway, William Faulkner, Eudora Welty, and Flannery O'Connor. May be repeated with different authors for up to six credit hours. Spring even years.

**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/chair and Chief Academic Officer.

**EN 485. Senior Thesis- 3 hours.**

Students may write a substantial research paper on a literary topic, or a substantial creative project. The creative project may be a collection of poems, a collection of short stories, a dramatic script, a novella, or a substantial creative non-fiction project. The thesis will include a reflective introduction that explains the student's critical methodology or the student's choice of a model poet, author, or script writer. Prerequisites: EN 326, EN 345, Senior English major. For a creative thesis students must have taken an advanced course that fits their genre. Prerequisite for poetry, fiction, and creative non-fiction, EN 400 or MC 370. Prerequisite for a dramatic script, TH 270, EN 310, or MC 375. \$30 course fee. Fall.

## ENGLISH AS A SECOND LANGUAGE

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 021. 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 022. 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 023. 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 024. 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 031. Expository Writing - 3 hours.** Reinforces the language skills and improves written expression through the investigation of grammar and rhetoric. Fall.

**ES 032. Communication Skills - 3 hours.** Improves listening and reading comprehension and reinforces oral expression. Fall.

**ES 033. Conversational English - 3 hours.** Develops conversational fluency for a variety of situations. Addresses cross-cultural issues and explores American customs and cultures. Spring.

**ES 034. Advanced Reading - 3 hours.** Improves reading skills through investigation of texts relevant to the academic environment. Spring.

**ES 035. Advanced Writing - 3 hours.** Trains students to produce more effective documents, including the research paper. Spring.

## EXERCISE SCIENCE MAJOR

**Exercise Science Mission:** The mission of the Exercise Science program at Missouri Valley College is to develop entry-level professionals who can assess, interpret, prescribe, intervene, and manage health and fitness in individuals across the life span and promote positive lifestyle changes through basic interventions and referrals. The program is also designed to prepare students for appropriate professional organization certification exams and for post-graduate study in Exercise Science or related disciplines.

**Learning Outcomes:**

- Graduates shall understand the underlying anatomical, physiological, and biomechanical concepts and principles relating to Exercise Science for both the enhancement of long-term health and well-being and for enhancing performance in the competitive athlete.
- Graduates shall be able to explain and implement psychological and sociological concepts and principles relating to human movement.
- Graduates shall be able to demonstrate basic concepts and principles relating to motor behavior in order to know how humans best learn motor skills and how to teach motor skills to others.
- Graduates shall be able to develop, implement, and evaluate programs for developing physical fitness.
- Graduates shall understand the injury process and the role of fitness and exercise in the treatment, management, and prevention of injury and illness.
- Graduates shall understand the concepts of risk management, organization, and administration of health and fitness programs.
- Graduates shall demonstrate proficiency in interpreting data and communicating by doing oral presentations in classes or the community.
- Graduates shall demonstrate proficiency in interpreting data and communicating by writing laboratory reports, research papers, research summaries, and case studies.
- Graduates shall be able to modify and adapt exercise programming to meet the needs of diverse clients.
- Graduates shall be able to modify and adapt physical training to maximize performance in diverse athletic environments.
- Graduates shall demonstrate the ability to work effectively with individuals from diverse cultures and backgrounds.
- Graduates shall demonstrate the ability to work effectively with individuals varying in age and health status.
- Graduates shall demonstrate an adequate level of personal physical fitness.
- Graduates shall understand the importance of becoming members of professional organizations and attending conferences when possible.

**Major requirements:** BI 255 or BI275, EX 245, EX 307, EX 230, EX 310, EX 320, EX 334, EX 335, EX 359, EX 385, EX 400, EX 401, NP 432, MA 200, PE 104, PE 221, PE 233, PE 240, PE 333, PE 336, NP 223 or PE 239. (Total 56 hours)

**Minor Requirements:** BI255 or BI275, EX245, PE240 and 3 of the Following: EX230, EX307, EX334, EX335, or EX385.

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

**EX 230. Prevention and Treatment of Athletic Injuries. 3 hours.** Techniques, theories and principles connected with the prevention and treatment of athletic injuries. Conditioning and taping techniques will be taught. Prerequisite: "C" or better in BI 255 or BI275. Fall.

**EX 245. Personal Health - 2 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. Prerequisite: PE 221 or sophomore status. Fall.

**EX 307. Theory and Techniques of Coaching Weight Training – 3 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 BI275. Spring.

**EX 310. Sports Law – 3 hours.** Legal principles associated with physical activity professions. Emphasis on practical application of legal issues in risk management, safety procedures, negligence, liability, contracts, and professional ethics, as well as recognition and minimization of legal risk during physical activity. Spring.

**EX 320. Health and Fitness Testing – 3 hours.** Explores the scientific and theoretical basis for graded exercise testing and prescription writing. Introduces the procedures, methods, and technical skills involved in the evaluation of human subjects. Includes a three-hour lecture and a two-hour laboratory. Prerequisites: BI 255 or BI275 and MA 200. Spring.

**EX 334. Kinesiology - 3 hours.** Human movement with emphasis on anatomical and mechanical analysis. A study of osteology, arthrology and myology as it relates to physical education and teaching. **WI** Prerequisite: "C" or better in BI 255 or BI275, 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 BI275, CH 111 recommended. Fall.

**EX 359. Community Health - 2 hours.** A detailed study of health in the community representing the intersection of many disciplines and sectors with ecology, environmental health, public health, school health, occupational health, social and recreational services, and self care. The course offers a synthesis of the perspectives and content of these spheres of health action. Lecture and outside class projects are used. Spring.

**EX 385. Human Nutrition - 3 hours.** Application of nutrition fundamentals essential to health from a physiological point of view: nutrient requirements, food sources and adequate diet selection. Prerequisite: "C" or better in BI or BI275, CH 111 recommended. Fall.

**EX 400. Health Promotion and Exercise Prescription – 2 hours.** Explores current health promotion trends and programs designed to facilitate behavioral and lifestyle change through exercise and nutritional prescription. Emphasizes the development, implementation, and evaluation of health promotion programs. Prerequisite: C or better in EX 320. Fall.

**EX 401. Health Promotion Internship - 3 hours.** This course is designed to allow the student to apply skills & knowledge in a practical setting off campus. Each is credit equivalent to 50 hours of work in the off campus setting. Prerequisite: Senior, EX 400, permission of instructor.

## FINANCE MAJOR

See Business Majors

## FOREIGN LANGUAGE

Missouri Valley College does not offer majors in foreign language, but does offer course work in Greek, 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.

#### GREEK

**GK 100. Elementary Greek I – 3 hours.** This course provides the student with an introduction to the Greek language and culture with the goal of building basic competency in reading and translation. Topics include basic syntax, vocabulary and translation techniques. Spring.

#### LATIN

**LN 100. Elementary Latin - 3 hours.** This course provides the student with an introduction to the Latin language and culture with the goal of building basic competency in reading and translation. Topics include basic syntax, vocabulary and translation techniques. Fall.

**LN 200. Elementary Latin II – 3 hours.** This course provides the student with an introduction to the Latin language with the goal of building basic competency in reading and translation. Topics include advanced syntax, vocabulary and translation techniques. 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 350, CJ 300, OR CJ 360. (Total 19 hours.)

## GENERAL STUDIES

**GS 010. College Reading and Writing - 3 hours.** Students will improve their college-level vocabulary, comprehension, and critical reading skills by employing a variety of reading strategies. Through studying grammar, incorporating precise vocabulary, and employing a variety of writing strategies, students will also learn to discover and to develop theses that are supported with illustrative material, which lead to solid conclusions in both the reading and writing process. Students must earn a C or better before taking EN 130. Fall. Spring.

**GS 110. Library Resources - 1 hour.** Course will acquaint students with the different sources of information in the library. Students will learn the basic features of reference materials in order to prepare for work in their majors. Students will also learn to develop strategies to locate information on a given topic. The course is designed especially for freshmen and sophomore students. On cycle.

**GS 150. Freshman Seminar: 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. Course fee \$75.00. 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. Fee \$25.00. Fall. Spring.

## HEALTH

**HE 140. Introduction to Medical Terminology – 1 hour.** This course introduces the skills and knowledge needed to develop an understanding of the language of medicine and health care. This course will increase the student's ability to utilize and recognize medical terminology through the use of medical conditions. Word pronunciation, spelling, and basic documentation are also emphasized through the use of classroom interaction and electronic resources. Fall. Spring.

**HE 260. Principles of Pharmacology – 2 hours.** This course introduces the underlying principles of pharmacology and provides a perspective of the historical, regulatory (FDA) and industrial aspects of pharmacology. This course addresses the basic principles of drug administration, absorption and pharmacology dynamics as they relate to prescription and over-the-counter medications as well as performance-enhancing and recreational substances. Prerequisite: Admission to the Athletic Training or Nursing Programs or permission of instructor. Fall.

## HISTORY MAJOR

**History Mission:** The History program is an integral part of the College's mission of providing a liberal arts education that focuses on scholarship, critical thinking, and academic excellence. The History program prepares students to become responsible members of the citizenry and provides skills needed for jobs and professions of the twenty-first century. The History program also provides important historical perspectives and underpinnings for other fields of study. By learning about historical circumstances,

choices, actions, and events, students place their own experience in a historic context and learn to analyze the choices they face. History is a demanding discipline that sharpens reading, writing, and critical thinking skills, and it also exposes students to a wide range of cultural, economic, political, and social issues, ideas, and actors. Knowledge of History allows one to exercise intelligently the values of compassion, diversity, social responsibility, integrity, and accountability.

**Learning Outcomes:**

- Students will become historically aware through exposure to factual material and the interpretation of historical facts and processes by scholars.
- Students will observe and analyze broad historical trends and their significances.
- Students will master historical knowledge about people, events, nations, ideas, and circumstances around the globe and throughout time.
- Students will develop an appreciation for the exercise of intellectual inquiry and analysis.

**Major requirements:** HS 104, HS 105, HS 115, HS 116, HS 360, HS 460 and 15 credit hours in upper division history courses; other suggested courses include: SP 100, PS 100, PS 230, PY 100, PL 100, SC 100, RE 100 or appropriate substitutes. (Total 31 hours)

**Minor requirements:** HS 104, HS 105, HS 115, HS 116, HS 360, and 6 hours of upper division history courses. (Total 21 hours)

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

**HS 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 302. Medieval History - 3 hours.** An in-depth study of political, social, economic and cultural history of Europe from the 6th century to the fall of Eastern Roman Empire in 1453. Prerequisite: HS 115 or permission of instructor. Spring odd years.

**HS 303. Renaissance and Reformation Europe - 3 hours.** A history of Europe from the fourteenth to the eighteenth centuries with emphasis on the Italian Renaissance, the Protestant Reformations, and the Wars of Religion. Prerequisite: HS 115 or permission of instructor. Fall even years.

**HS 304. Europe Since 1789 - 3 hours.** A history of modern Europe from the French Revolution to the present with emphasis on political developments. Prerequisite: HS 116 or permission of instructor. Spring even years.

**HS 305. Ancient Greece – 3 hours.** An in-depth study of the social, military and political history of Greece from the bronze age to the conquests of Alexander the Great. Prerequisite: HS 115 or permission of instructor. Fall even years.

**HS 306. Ancient Rome – 3 hours.** An in-depth study of the social, military and political history of Rome from the founding of the city to the fall of the empire in the west. Prerequisite HS 115 or permission of instructor. Fall odd years.

**HS 315. History of East Asia - 3 hours.** A history of China, Japan, and Southeast Asia from ancient times to the modern period. Prerequisite: HS 115 or 116. On cycle.

**HS 321. History of England - 3 hours.** A history of England from the Anglo-Saxon era to the present, with emphasis on political, social, and economic developments, the development of the British Empire, and England's role in Europe since World War II. Prerequisites: HS 115, HS 116. Spring even years.

**HS 327. U.S. History, 1929-1945 - 3 hours.** A study of the United States from the Great Depression to the end of World War II. Prerequisite: HS 105 or 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 330. The Vietnam War and American Society – 3 hours.** This course is a study of the Vietnam War, American involvement in and responsibility for that war, and the impact of this experience on American culture, economy, politics, and society. This in an intensive reading, writing, and discussion course. Prerequisite: HS 105. Spring odd years.

**HS 332. Issues in World History – 3 hours.** This course will cover either African, Middle Eastern, Russian, or Central and Eastern European history, current issues and relationships among regions. Prerequisites: HS 115, HS 116. Fall odd years.

**HS 149/249/349/449. Special Topics in History - 1-3 hours.** Discussion, interpretation and focus on topics of special 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. Fall odd years.

**HS 412. American Constitutional History - 3 hours.** Constitutional origins, theories, amendments, and interpretations, with special reference to sectional interests and party politics. Prerequisite: PS 100 and Junior/Senior in HS or PS. This course will count as a Political Science/Public Administration elective. Fall odd years.

**HS 420. Intellectual History - 3 hours.** Intellectual history is the study of ideas and knowledge and the impact of these on cultural, economic, political, and social change. The specific course topics will be decided by the instructor. This is an intensive reading, writing, and discussion course. Prerequisites: HS 115, HS 116, HS 104, HS 105. Fall even years.

**HS 460. Senior Thesis - 1 hour.** This course requires completion of a directed research paper and the successful public presentation of the paper. Required of all majors. 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.

## HONORS

**HN 100. Introduction to the Honors Program - 1 hour.** This course teaches students approaches to critical reading and writing in preparation for Honors Seminars. Prerequisite: Admission to the Honors Program. Fall.

**HN 190. Honors Humanities I: The Ancient World to the Baroque Age - 3 hours.** The first course in the Honors sequence intensively examines the arts in Western civilization in the ancient world through the Baroque period using primary texts (may include Homer, Sophocles, St. Augustine, Dante, Machiavelli, More, Milton.) Focus will be on art, architecture, and literature; includes discussion of social conditions and philosophy. **WI** Prerequisite: HN 100. Spring.

**HN 290. Revolutions in Scientific Thought - 3 hours.** The second course in the Honors sequence emphasizes scientific revolutions that occurred 1600 to the present through primary texts (may include Bacon, Hobbes, Galilei, Pascal, Copernicus, Newton, Locke, Descartes, and Darwin). **WI** Prerequisite, HN 190.

**HN 291. Honors Humanities II: The Age of Reason to the Modern Era - 3 hours.** The third course in the Honors sequence intensively examines the arts in Western civilization in the Age of Reason through the modern era using primary texts (may include Rousseau, Wollstonecraft, Goethe, Blake, Wordsworth, Emerson, Ibsen, Marx, Nietzsche, Woolf, Faulkner, Wiesel, and Beckett). Focus will be on art, architecture, and literature; includes discussion of social conditions and philosophy. **WI** Prerequisites: HN 190, HN 290. Spring.

**HN 390. The Self, Human Nature, Freedom, and Society - 3 hours.** The fourth course in the Honors sequence analyzes primary texts in psychology, sociology, and political science (may include Auguste Comte, John Stuart Mill, Alexis de Tocqueville, Thomas Paine, William James, Sigmund Freud, and Carl Jung). **WI** Prerequisites: HN 190, HN 290, HN 291. Fall.

**HN 400. Independent Research - 1 hour.** Students work individually with a faculty member in their major to develop and write a thesis proposal for HN 485. Prerequisites: HN 190, HN 290, HN 291, HN 390. Spring.

**HN 485. Honors Thesis - 1 hour.** Taken in conjunction with the Senior Seminar/Thesis in their major. Honors students produce a publishable quality piece of writing that they also formally present to the campus community. **WI** Prerequisites: HN 190, HN 290, HN 291, HN 390, HN 400. Fall.

**HN 490. Philosophy and Ethics - 3 hours.** The culminating course in the Honors sequence analyzes primary texts in philosophy from ancient through modern times using primary texts (may include Aristotle, Plato, Aquinas, Kant, and Hume.) **WI** Prerequisites: HN 190, HN 290, HN 291, HN 390. Spring.

## HOSPITALITY AND TOURISM MAJOR

See Business Majors for major requirements.

**HT 100. Introduction to Hospitality & Tourism Management - 3 hours.** The course provides a broad overview of the hospitality and tourism industry. Discussions will include the economics and psychology of tourism, sustainable tourism development, the role of politics and government in tourism, ecotourism, and the future of the industry. We will overview various industry segments and explore career opportunities available in the field. Fall. Spring.

**HT 105. Nutrition - 3 hours.** This course is designed to practically address nutritional concerns throughout various life stages. Overview of how food choices and alcohol consumption influence health and the connection between diet and disease. Students will learn the function of various nutrients, the importance of variety and moderation, and the role of water, vitamins, minerals, and supplements. Causes of the obesity trend, the concept of energy balance, proper weight management, and eating disorders will be examined. Societal causes of under-nutrition, the benefits of consuming fresh foods produced locally, and safety of the food supply will be discussed. Prerequisite: HT 100.

**HT 200. Sanitation Management - 3 hours.** Students will study the ServSafe Essentials textbook produced by the National Restaurant Association Educational Foundation and the final exam will be the ServSafe National Food Handler's Certification Exam. Passing the exam will result in the students' being awarded a National Food Managers Certificate in Food Handlers Safety. Prerequisite: HT 100.

**HT 210. Culinary Fundamentals - 3 hours.** During this course, students will be introduced to culinary fundamentals in both a classroom and lab setting. Proper sanitation management will be reviewed. Students will be introduced to standardizing and factoring recipes using the Book of Yields. Culinary terms, food cookery methods, and identification of meats, herbs, spices, sauces, etc. will be learned in the classroom. Cutlery techniques and food cookery methods will be practiced in the lab. Students will be instructed on proper purchasing and inventory management. Prerequisite: HT 100.

**HT 249/449. Special Topics – 3 hours.** This course is designed to make students aware of current topics of interest and trends in the hospitality and tourism industry. Current newspaper, journal, magazine, and web articles will be read and discussed. Students will form opinions on various topics and articulate those opinions. A semester-long team project will culminate in power point presentations by each team. Prerequisite: HT 100.

**HT 301. Food, Beverage, and Labor Cost Management – 3 hours.** This course is designed to prepare students to manage food, beverage, and labor costs in foodservice operations. Proper beverage control and dram shop liability is examined. Students will learn to analyze labor costs and the factors that influence labor costs. The class will also address total quality management, feasibility studies and property management, and menu pricing and control. Prerequisite: HT 100.

**HT 302. Hospitality Sales – 3 hours.** Basic selling techniques, including product and customer research, sales presentations, follow-up procedures relating specifically to the tourism industry including food and beverage, lodging and travel and special events marketing and sales. Campus taping and recording facilities are used to preserve and evaluate student presentations. This course will serve as a substitute for BA 352 for marketing majors. Prerequisites: BA 232. Fall even years.

**HT 303. Quality Service Management – 3 hours.** This course examines the philosophies and delivery methods involved with anticipating, meeting and assessing the needs and expectations of the hospitality industry's internal and external stakeholders. Students will gain an understanding of the skills and attitudes necessary to meet diverse customer expectations. Students will also be introduced to assessment methods used within the industry.

**HT 304. Hospitality Law – 3 hours.** This course is designed to provide students with a general understanding of legal concepts as they relate to the hospitality and tourism industry. This course will give specific attention to human resources, liability and contract law relating to the hospitality and tourism fields.

**HT 305. Professional Development – 1hour.** The first half of this course is designed to prepare students for the job interview process. The second half focuses on industry-specific writing, such as job descriptions, catering proposals, and employee reviews. Prerequisite: Junior or senior standing, HT 100.

**HT 307. Hospitality Operations Management – 3 hours.** This course is designed to provide students with an understanding of hotel and resort operations including departmental responsibilities, operation and interdependence in the lodging industry. The course will analyze fundamental concepts in hotel and resort operations management which include methodologies, techniques, and tools applied in managerial decision making. It considers modeling and linear programming, event scheduling based on network analysis, and queuing theory. Prerequisites: BA 220, BA 302, MA 185. This class will be accepted as a substitute for BA 432 for Management majors. Spring even years.

**HT 310. Strategic Revenue Management – 3 hours.** This course is designed to introduce students to strategic revenue management and prepare them to develop, implement, and evaluate the strategic management process. Prerequisite: HT 100.

**HT 315. Commercial Food Production Management – 5 hours.** This course is designed to allow student to apply concepts and skills learned in prior courses by involving them in a management experience in a hospitality situation. Students will divide into teams that will plan and execute dinners that are open to the public. They will identify and apply the skills necessary to plan and execute events in a commercial food hospitality setting. Each management team will be in charge of one dinner and the rest of the class will be the employees. The first part of the course will be dedicated to reviewing applicable concepts and planning and the second half of the course will be dedicated to event execution. Course fee \$150.00. Prerequisite: HT 100.

**HT 410. Capstone / Case Studies – 3 hours.** This course is designed to make students aware of current topics of interest and trends in the hospitality and tourism industry. Current newspaper, journal, magazine, and web articles will be read and discussed. Students will form opinions on various topics and articulate those opinions. Fictional cases will be presented and students will research the key issues involved in the cases and write research-supported cases analyses. A semester-long team project will culminate in power point presentations by each team.

## 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.

**HU 126. Humanities II - 3 hours.** A survey of the arts in Western civilization 1600 to the present day. Focus will be on music, art, architecture, and literature; including some discussion of social conditions and philosophy. Spring.

## 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. Special Topics courses cannot be used as part of the Interdisciplinary Studies Major. 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, 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.

## LATIN MINOR

Latin and Classical Humanities comprise the Classics curriculum offered at Missouri Valley College. These two minors offer students the opportunity to study the languages and literatures of ancient Greece and Rome. For more information on the Classical Humanities minor see the Classics section in this catalog.

**Minor requirements:** LN 100, LN 200 plus 12 hour of upper division Latin courses.

**LN 100. Elementary Latin I- 3 hours.** This course provides the student with an introduction to the Latin language with the goal of building basic competency in reading and translation. Topics include basic syntax, vocabulary and translation techniques. Fall.

**LN 200. Elementary Latin II – 3 hours.** This course provides the student with an introduction to the Latin language with the goal of building basic competency in reading and translation. Topics include advanced syntax, vocabulary and translation techniques. Spring.

**LN 300. Latin Poetry – 3 hours.** Translation and analysis of the principal Latin poets. Authors include: Plautus, Catullus, Vergil, Horace, Ovid, and Juvenal. Course may be repeated with a change of authors. Spring.

**LN 325. Latin Prose – 3 hours.** Translation and analysis of the principal Latin prose authors. Authors include: Cicero, Caesar, Sallust, Livy, Tacitus and Seneca. Course may be repeated with a change of authors. Fall.

**LN 349. Special Topics in Latin – 3 hours.** Translation and analysis of the special readings designed to address a special theme or topic. On cycle.

## LIBERAL ARTS MAJOR (Associate of Arts Degree)

Students must successfully complete the General Education Core Requirements for the Bachelor of Arts degree list on page 16-17 in this catalog. Plus an additional 3 hour mathematics course above what is required for the B.A. student and an additional 4 hour science course above what is required for the B.A. student. Plus an additional 7 hours of elective credit. A maximum of 3 hours of applied music and/or PE activity may be used as part of the 64 hour requirement of the Associate of Arts degree.

## MANAGEMENT MAJOR & CONCENTRATIONS

See Business majors.

## MARKETING MAJOR

See Business majors.

## MASS COMMUNICATION MAJOR

**Mass Communication – Broadcast Concentration Mission:** Provide hands-on personal training in television and radio production, newsgathering, broadcast writing, and advertising. Prepare students for jobs in broadcast media and production.

### **Learning Outcomes:**

- Write broadcast style news copy in the active voice for television and radio.
- Properly script a television reader, VO, VOSOT, and PACKAGE for television and radio.
- Write and produce public service announcements, commercials, and promotional announcements.
- Operate a broadcast-quality video camera.
- Select and use the correct microphones for television and radio.

- Edit projects using digital audio and video editing systems.
- Understand and use journalistic ethics.

### **Mass Communication – Journalism Concentration Mission:**

To provide hands-on personal training in the field of Mass Communication, preparing students for positions in the world of work, concerning areas of print and broadcast.

### **Learning Outcomes:**

- Understanding and applying press rights and responsibilities.
- Use of skills in newsgathering, reporting, and related areas.
- Knowledge and awareness of the history and significance of mass media in society.
- Acquiring experience in design and use of technology and equipment.
- Gaining hands-on experience, and participating in management and professional assessment.

### **Mass Communication – Print Concentration Mission:**

To provide hands-on personal training in the field of Mass Communication, preparing students for positions in the world of work, with an emphasis in print for newspaper, web, and other publications.

### **Learning Outcomes:**

- Understanding and applying press rights and responsibilities.
- Use of skills in newsgathering, reporting, and related areas.
- Knowledge and awareness of the history and significance of mass media in society.
- Acquiring experience in design and use of technology and equipment.
- Gaining hands-on experience, and participating in management and professional assessment.

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

**MASS COMMUNICATION CORE:** MC 150, MC 201, MC 205, MC 210, MC 290 and MC 485. (Total 18 hours.)

**Print Concentration:** Mass Communication core, MC 225, MC 310, MC 315, MC 370, MC 392, MC 400, MC 403, and 3 hours MC upper division elective. (Total 42 hours.)

**Broadcast Concentration:** Mass Communication core, MC 230, MC 275, MC 330, MC 380, MC 390, MC 391, MC 400, MC 401 or MC 402. (Total 42 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 42 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 310, MC 330, MC 370, MC 390, MC 391, or MC 392. (Total 24 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 Media & Culture - 3 hours.** Overview of the history and influence of mass media in America. THIS COURSE IS A PREREQUISITE FOR ALL MC COURSES. Fall. Spring.

**MC 201. Electronic Publishing I: Yearbook - 3 hours.** Introduction to desktop and digital publishing. Yearbook production will employ Adobe Photoshop and QuarkXPress. Emphasis on magazine-style writing and photography in accordance with accepted journalistic practice established by The Associated Press Stylebook and Libel Manual. Techniques of picture selection and cropping, typography, layout and graphic design. Theories of staffing will be discussed and put into practice. Students are required to produce Sabiduria. \$5.00 fee. Prerequisites: EN 160, MC 150. Spring.

**MC 205. Introduction to Broadcasting - 3 hours.** Introduction to Adobe Audition and Avid software for radio and television respectively, techniques, procedures, and hardware. Basics of radio and television script formats and writing. Students enrolled are required to produce KMVC-FM, KMVC-TV Channel 10, and KMVC – Web programming. \$5.00 lab fee. 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 in accordance with accepted journalistic practice established by The Associated Press Stylebook and Libel Manual. Students enrolled will be required to help produce The Delta. **WI** Prerequisites: EN 160. Fall.

**MC 225. Photojournalism - 3 hours.** Introduction to newspaper and magazine photojournalism and visual thinking. Emphasis will be on camera techniques and digital photography, and use of Adobe Photoshop. Students are required to have 35 mm or digital camera and to submit photographs to The Delta and Sabiduria. Prerequisite: MC 210. \$20 fee. Spring.

**MC 230. Radio Production - 3 hours.** Hands-on application of techniques introduced in MC 205 in an operational radio environment. Emphasis on audio production using Adobe Audition and developing on-air announcing and off-air production skills. Students enrolled are required to produce KMVC-FM and KMVC-Web programming. \$5.00 fee. Prerequisite: MC 205. Fall.

**MC 275. Television Production - 3 hours.** Hands-on application of techniques introduced in MC 205 in an operational television environment. Emphasis on television and video production using Avid and on developing on-air and off-camera skills for scheduled KMVC-TV Channel 10 telecasts. Students enrolled are required to produce KMVC-TV Channel 10 and MVC-Web programming. \$5.00 fee. Prerequisite: MC 205. Fall.

**MC 290. Electronic Publishing II: Newspaper - 3 hours.** Introduction to desktop and digital publishing in newspaper publishing. Newspaper production will employ Adobe Photoshop and QuarkXPress. Emphasis on reporting news and sports, writing features and commentary, selling and designing advertising, and news photography in accordance with accepted journalistic practice established by The Associated Press Stylebook and Libel Manual. Techniques of photograph processing, printing and downloading; picture selection and cropping, typography, layout and graphic design. Theories of staffing will be discussed and put into practice. Students are required to produce The Delta. **WI** \$5.00 fee. Prerequisites: EN 160 and MC 210. Fall

**MC 310. Advanced News Reporting - 3 hours.** Advanced instruction and experience in reporting and writing news stories, editorials and features in accordance with accepted journalistic practice established by The Associated Press Stylebook and Libel Manual. Students enrolled will be required to help produce The Delta. **WI** Prerequisite: MC 210. Spring.

**MC 315. Copy Editing - 3 hours.** Instruction and experience in editing, rewriting copy, and headline writing in accordance with accepted journalistic practice established by The Associated Press Stylebook and Libel Manual. Introduction to QuarkXPress, Adobe Photoshop, layout, and design. Students enrolled are required to produce The Delta. Prerequisites: EN 160, MC 210. Fall.

**MC 330. News Reporting for Broadcast - 3 hours.** Advanced instruction and experience in writing and producing news stories, editorials, and features specific to radio and television broadcasts. Student enrolled are required to produce KMVC-FM, KMVC-TV Channel 10 and KMVC-Web news. **WI** Prerequisites: EN 160 or EN 326, MC 205, MC 210. Fall.

**MC 350. Fall Sports Reporting – 3 hours.** Hands-on application of sports coverage to prepare Mass Communication majors for commercial radio, television, Web, and print outlets. Students enrolled are required to: Produce, direct, provide football play-by-play, color commentary, as well as for other fall sports remotes on KMVC-FM. Produce and direct sports features and special presentations on KMVC-FM and KMVC-TV Channel 10. Provide staff and commentators for 90-plus KMVC Webcasts produced in conjunction with the athletic department, to write sports news, features, and commentary and lay out sports pages in The Delta. Prerequisites: MC 205, MC 210. Fall.

**MC 355. Spring Sports Reporting – 3 hours.** Hands-on application of sports coverage to prepare Mass Communication majors for commercial radio, television, Web, and print outlets. Students enrolled are required to: Produce, direct, provide basketball play-by-play, color commentary, as well as for other spring sports remotes on KMVC-FM. Produce and direct sports features and special presentations on KMVC-FM and KMVC-TV Channel 10. Provide staff and commentators for 90-plus KMVC Webcasts produced in conjunction with Athletic Department To write sports news, features, and commentary and lay out sports pages in The Delta. Prerequisites: MC 350. Spring.

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

**MC 370. Freelance Writing - 3 hours.** Introduction to researching and writing for the following freelance markets: regional, nostalgia, interview, feature, filler, seasonal, how-to, children's fiction and non-fiction, and inspirational in accordance with accepted journalistic practice established by The Associated Press Stylebook and Libel Manual. Emphasis on writing for different audiences, format, submission and query practices, copyright and libel laws. Attention given to book publishing and photography. Students are required to submit their work to commercial publications. Strongly recommended for English majors; required for Public Relations majors. Prerequisites: EN 160 or MC 150 or PR 250. Fall odd years.

**MC 375. Digital Film Production – 3 hours.** Advanced application of techniques introduced in MC 275 to create advanced digital documentaries, full-length television programs, or films using Avid. Production from concept and story writing through scriptwriting; directing, and videography; communicating through camera, lighting, sound, and editing. Students enrolled are required to produce KMVC-TV Channel 10 and KMVC-Web programming. Prerequisite: MC 275. Spring odd years.

**MC 380. Writing for Broadcast – 3 hours.** Concentrates on writing for scripts for the electronic media. Students enrolled are required to produce scripts for KMVC-FM, KMVC-TV Channel 10, and KMVC-Web as preparation for commercial broadcast internship and careers. Students enrolled are required to produce KMVC-FM, KMVC-TV Channel 10, or KMVC-Web programming. Required for Broadcast Concentration. **SL WI** Prerequisite: MC 330. Spring.

**MC 385. Social Networking – 3 hours.** A study on social media history and its impact on society. Course will overview current social networks, and examine these networks as communication tools to discover how to use these tools for branding self and businesses. Spring odd.

**MC 390. Advanced Television Production – 3 hours.** Advanced application of techniques introduced in MC 275 in an operational television environment. Emphasis on advanced television and video production using Avid and on developing on-air and off-camera skills for scheduled KMVC-TV Channel 10 telecasts. Students enrolled are required to produce KMVC-TV Channel 10 and KMVC-Web programming. **SL** Prerequisite: MC 275. Spring.

**MC 391. Advanced Radio Production – 3 hours.** Advanced application of techniques introduced in MC 230 in an operational radio environment, with emphasis on expanding audio production using Adobe Audition, and developing on-air announcing and off-air production skills. Students enrolled are required to produce KMVC-FM and KMVC-Web programming. Prerequisite: MC 230. Spring.

**MC 392. Electronic Publishing IV: Newspaper - 3 hours.** Introduction to desktop and digital publishing in newspaper publishing. Newspaper production will employ Adobe Photoshop and QuarkXPress. Emphasis on reporting news and sports, writing features and commentary, selling and designing advertising, and news photography in accordance with accepted journalistic practice established by The Associated Press Stylebook and Libel Manual. Techniques of photograph processing, printing, and downloading; picture selection and cropping; typography; layout and graphic design. Theories of staffing will be discussed and put into practice. Students are required to produce The Delta. **WI** \$5.00 fee. Prerequisites: MC 290. Spring.

**MC 395. Practicum – 3-6 hours.** Practical experience in senior editorial and management positions of the Delta, Sabiduria, KMVC-FM, and KMVC-TV. With the permission of the project instructor, student editors or managers can take two practicums in the same media project or in two different media projects. Prerequisites: MC 301 or MC 390 or MC 391 or MC 392.

**MC 400. Media Law and Ethics - 3 hours.** Defines the legal boundaries within which professional communicators must operate and raises important ethical issues that relate to media careers. Topics discussed in this course will include First Amendment privileges, libel, slander, moral and ethical theories and theorists, legal and ethical principles in mass media, and copyright laws. Prerequisites: MC 150 or PR 250, MC 205, MC 210 or permission of instructor. Fall.

**MC 401. Internship: Radio – 3 or 6 hours.** Problem-solving techniques applied to the daily management of the middle-market radio station. Prerequisite: Permission of instructor, division dean, and Chief Academic Officer.

**MC 402. Internship: Television – 3 or 6 hours.** Application of course work in a commercial television station. Students enrolled will write a self-evaluative narration of the internship. Prerequisites: Permission of instructor, division dean, and Chief Academic Officer.

**MC 403. Internship: Print – 3 or 6 hours.** Application of course work in a commercial publication. Students enrolled will write a self-evaluative narration of the internship. Prerequisites: Permission of instructor, division dean, and Chief Academic Officer.

**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.

**MC 485. Senior Portfolio – 3 hours.** Preparation of student portfolio for senior assessment and employment interviews. Portfolio content will coincide with majors' respective tracks: Print Concentration, Broadcast Concentration, or Journalism Concentration: from The Delta, Sabiduria, freelance commercial newspaper and magazine clips, and print internships; or from KMVC-FM, KMVC-TV, and KMVC-Web, commercial broadcast employment, and broadcast internships. Each portfolio will contain a professional resume and cover letter, self-evaluative narrations of portfolio contents, and an internship report. In-house assessment test covering national and world events, copy editing, The Associated Press Stylebook and Libel Manual will be administered. Required of Mass Communication majors; strong suggested for Mass Communication minors. Prerequisite: Senior Mass Communication major. Fall.

## MATHEMATICS MAJOR

**Mathematics Mission:** The mission of the Mathematics program at Missouri Valley College is to provide students with an understanding of mathematics, the ability to communicate mathematically, the skills to apply mathematics, and the necessary mathematical preparation for enriching their future endeavors.

### Learning Outcomes:

- Students will demonstrate the ability to use symbolic, graphical, numerical, and written representations of mathematical ideas.
- Students will demonstrate the ability to read, write, listen to, and communicate an understanding of mathematics.
- Students will use mathematical reasoning to solve problems, and a generalized process to solve problems written in words.
- Students will demonstrate the ability to use mathematics in everyday life.
- Students will use basic mathematical skills as well as appropriate technology to enhance mathematical thinking and understanding, solve mathematical problems, and judge the reasonableness of the results.

**Major requirements:** MA 190, MA 240, MA 250, MA 315, MA 360, MA 485, and 15 hours of MA from MA 330, MA 340, MA 350, MA 380, MA 420, MA 430, MA 349/449. A minimum of 9 hours of Math electives must be taken on the MVC campus. (Total 38 hours)

**Minor requirements:** MA 190, MA 240, and at least 4 MA courses numbered above 240. (Total 22 hours)

**Major assessment:** All seniors completing a mathematics major must take a comprehensive examination and complete Senior Seminar (MA 485), which includes the preparation of a research paper.

**Placement of first year math courses (MA 099 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 099. Developmental Mathematics – 1 hour.** This eight-week course is intended for students who need assistance and review of basic arithmetic skills, basic pre-algebra skills and elementary algebra and geometry skills. Instruction is based on assessments of student's needs and includes reinforcement of basic arithmetic skills with whole numbers, integers, fractions, decimals, and percents. In addition, students will review and reinforce basic algebra concepts/skills in the areas of evaluating algebraic expressions, basic operations with algebraic expressions including factoring, solving equations in one and two variables, graphing of linear equations, solving problems written in words, and using geometric formulas to solve problems. 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. Prerequisite: MA 099 or placement. 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. Prerequisite: MA 145 or equivalent. 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. Prerequisite: MA 145 or equivalent. 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. Prerequisite: "C" or better in MA 145 or equivalent. 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. Prerequisite: "C" or better in MA 165 or equivalent. 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 statements 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 210. Math for Elementary Teachers – 3 hours.** An introduction to problem solving strategies, sets, whole numbers and their operations and properties, number theory, numeration systems, and the historical significance and applications of these topics in the K-9 mathematics curriculum. Prerequisite: MA 150 or MA 160 or MA 165 with a minimum grade of C and admittance into the teacher education program. Fall. Spring.

**MA 240. Analytic Geometry and Calculus II - 5 hours.** Continuation of MA 190, includes applications of the definite integral, inverse functions, techniques of integration, parametric equations, infinite sequences and series. Prerequisite: MA 190. Spring.

**MA 250. Introduction to Mathematical Reasoning – 3 hours.** An introduction to the roles of inductive and deductive reasoning in mathematical proof and problem solving and to themes common to all branches of higher mathematics. Topics will include set theory, symbolic logic, and elementary combinatorics, and may include topics in elementary number theory or other elements of discrete mathematics. Special emphasis is given to improving the students' ability to construct, explain, and justify mathematical arguments. **WI** 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 three dimensions, vector calculus, and the higher dimensional analogs of the Fundamental Theorem of Calculus. Prerequisite: MA 240. Fall.

**MA 330. Probability and Statistics - 3 hours.** A calculus-based examination of probability, discrete and continuous random variables, sampling theory, confidence intervals, and hypothesis testing. Prerequisite: MA 200, MA 240, MA 250. Spring odd years.

**MA 340. Ordinary Differential Equations - 3 hours.** Elementary theory and methods of solving basic problems in ordinary differential equations with various applications. Purchase of an approved calculator required. Prerequisite: MA 315. Fall odd years.

**MA 149/249/349/449. Special Topics in Mathematics - 1-3 hours.** Special topic study of mathematics. Prerequisite: Permission of instructor. A maximum of 6 hours credit may be taken.

**MA 350. Numerical Analysis - 3 hours.** For the mathematics major, pre-engineering student or future mathematics teacher who needs understanding of underlying principles in numerical analysis. Includes: Finite differences and interpolation, numerical differentiation and integration, solving algebraic and transcendental equations, computations with matrices, the method of least squares, and numerical solutions of ordinary differential equations. Solutions of problems using computer. Prerequisite: MA 250, MA 315. Spring even years.

**MA 360. Linear Algebra - 3 hours.** Vector spaces, linear independence, bases, matrices, determinants, and the applications of the concepts to systems of linear equations. Purchase of an approved calculator required. Prerequisite: MA 250. Spring.

**MA 380. Foundations of Geometry - 3 hours.** Topics include the axiomatic development of different geometries (finite, euclidean, non-euclidean) from a modern viewpoint, transformation geometry, constructions, measurements, and the history of important developments in this rich subject. Emphasis will be placed on logical developments, with proof writing, and on activity-based tools up to and including the use of technology. Prerequisite: MA 190, MA 250. Fall odd years.

**MA 420. Modern Abstract Algebra - 3 hours.** Abstract algebraic systems through the familiar systems of natural numbers, integers, rational numbers and real numbers. Systems are then generalized to groups, rings and fields by postulates which imitate the properties of the familiar systems. Algebraic structures are investigated in detail. Prerequisite: MA 240, MA 250. Fall even years.

**MA 430. Real Variables - 3 hours.** Topics include the topological structure of the real number line, functions, limits, continuity, differentiability, integration, the Mean Value Theorem, infinite series, uniform convergence. Prerequisite: MA 250, MA 315. Spring odd years.

**MA 376/476. Independent Study - 1-3 hours.** Reading or research at a greater depth than in a normal class. Permission of the instructor, division dean and 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

**Minor requirements:** 18 hours of Military Science courses taken in consultation with ROTC faculty.

**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 MAJOR

**Music Mission:** The Missouri Valley College Music program is committed to developing the full potential of students by providing a personalized, hands-on learning environment that fosters an appreciation and understanding of music; that encourages musical creativity and artistic expression; that provides a variety of musical opportunities; and that offers an integrated curriculum which prepares students for teaching, graduate school, or careers in music.

### **Learning Outcomes**

- Students will have a solid grounding in music history, music literature, and music theory.
- Students will have a solid understanding of the collaborative process.
- Students will demonstrate the ability to use critical ideas, interpretations, and judgments orally and in writing.
- Students will develop an understanding of aesthetic qualities.
- Students will demonstrate the ability to apply proper technical skills in their music.

**Major requirements for Music Major:** MU 110, MU 111 OR MU 147 (2 hrs), Applied lessons (4 hrs), Ensemble work (4 hrs), MU 250, MU 251, MU 252, MU 253, MU 320, MU 321, MU 370, MU 371, MU 350, MU 351, 5 elective upper division hrs. *Music majors are required to participate in a music ensemble every semester. (Total: 40 hours)*

**Major requirements for Music Education Major: Grades K-12 certifications:**

**Choral certification:** MU 110, MU 111 OR MU 147 (2 hrs), Applied lessons (6 hrs), Ensemble work (6 hrs), MU 250, MU 251, MU 252, MU 253, MU 320, MU 321, MU 350, MU 352, MU 360, MU 362, MU 370, MU 371, MU 385, MU 460, MU 461.

*Music majors are required to participate in a music ensemble every semester. (Total: 48 hrs) Students must also complete the professional education courses listed in the catalog and pass a piano proficiency test.*

**Instrumental certification:** MU 110, MU 111 OR MU 147 (2 hrs), Applied lessons (6 hrs), Ensemble work (4 hrs), MU 210, MU 211, MU 212, MU 213, MU 214, MU 215, MU 250, MU 251, MU 252, MU 253, MU 320, MU 321, MU 350, MU 352, MU 370, MU 371, MU 380, MU 460, MU 462. *Music majors are required to participate in a music ensemble every semester. (Total: 48 hrs) Students must also complete the professional education courses listed in the catalog and pass a piano proficiency test.*

**Minor requirements:** MU 110, MU 111 OR MU 147 (2 hrs), MU 250, MU 251, MU 252, MU 253, MU 370 or MU 371, Applied lessons (2 hrs), Ensemble work (2 hrs), 5 elective upper division hrs. (Total: 22 hrs)

**MU 101. Music Appreciation. – 3 hours.** Survey course of music from 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.

**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. Class Piano I – 1 hour.** This is the first of a two-part beginning level course in piano. Topics may include, but are not limited to: major and minor scales/key signatures, harmonization of diatonic melodies, transposition, simple open score reading and elementary piano/vocal music. Fall

**MU 111. Class Piano II – 1 hour.** This is the second of a two-part beginning level course in piano. Topics may include, but are not limited to: major and minor scales/key signatures, harmonization of diatonic melodies, transposition, simple open score reading, and elementary piano/vocal music. Prereq: MU 110. Spring.

**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. \$20 lab fee. Permission of instructor. Fall. Spring.

**MU 145/245/345/445. Applied Instrument (band) – 1 hour.**

**MU 146/246/346/446. Applied Instrument (strings) – 1 hour.**

**MU 147/247/347/447. Applied Piano – 1 hour.**

These courses promote 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. \$20 lab fee. Permission of instructor. Fall Spring.

**MU 170/470. MVC Concert Choir. – 1 hour.** A choral ensemble open to all interested singers. The group studies and performs a variety of music, including foreign language, sacred, contemporary, and other great standards in choral literature). \$20 garment fee. Fall. Spring.



**MU174/474. MVC Show Choir, "Valley Connection" - 1 hour.** A choreographed choir with repertoire consisting of contemporary music in the Show-Pop style. The group performs numerous times each year on campus, in the MVC area, and on tour. Auditions are required and are held in the fall of each year. Selected members are expected to make a commitment for the school year. \$20 garment fee. **SL** Fall. Spring.

**MU 178/478. MVC Concert Band – 1 hour.** Open to any instrumentalist with performing ability on a band instrument. The band performs original band literature and transcriptions of many famous works at frequent appearances. Fall. Spring.

**MU 181/481. MVC Drumline – 1 hour.** Appears at all home football games and playoff games. Eight week study of cadences and fundamentals of playing percussion instruments. \$20 garment fee. Fall.

**MU 182/482. MVC Jazz Band – 1 hour.** Study and performance of traditional and progressive jazz-rock music. Fall. Spring.

**MU 210. String Techniques – 1 hour.** A laboratory course in the fundamental of playing and teaching stringed instruments. Fall Even years.

**MU 211. Woodwind Techniques I – 1 hour.** A laboratory course in the fundamentals of playing and teaching the clarinet and the saxophone. Spring Even years.

**MU 212. Woodwind Techniques II – 1 hour.** A laboratory course in the fundamentals of playing and teaching the oboe, the bassoon, and the flute. Spring Odd years.

**MU 213. Brass Techniques I – 1 hour.** A laboratory course in the fundamentals of playing and teaching the trumpet and French horn. Spring Even years.

**MU 214. Brass Techniques II – 1 hour.** A laboratory course in the fundamentals of playing and teaching the trombone, baritone, and tuba. Spring Odd years.

**MU 215. Percussion Techniques – 1 hour.** A laboratory course in the fundamentals of playing and teaching percussion instruments. \$60 course fee. Fall Odd years.

**MU 250. 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/key signatures, diatonic triads, cadences, keyboard harmony, and part-writing. Must take MU 252 concurrently. Prereq: MU 105 or permission of instructor. Fall

**MU 251. Music Theory II – 3 hours.** Continuation of MU 250. Students will deal with more sophisticated harmonic practices including modulation, non-harmonic tones, augmented chords, etc. Some compositional techniques will be explored as well. Must take MU 253 concurrently. Prereq: MU 250. Spring

**MU 252. Aural Training I – 1 hour.** This course focuses on musicianship and consists primarily of sight-singing, dictation of melody and dictation of harmonic progressions. This course is synchronized with and reinforces the content of Music Theory I, which is a co-requisite for this course. Fall.

**MU 253. Aural Training II – 1 hour.** This course is a continuation of MU 252. It is a course that focuses on musicianship and consists primarily of sight-singing, dictation of melody and dictation of harmonic progressions. This course is synchronized with and reinforces the content of Music Theory II which is a co-requisite for this course. Prereq: MU 252. Spring.

**MU 320. Music Theory III – 3 hours.** Continuation of the materials and organization of music: modality, modulation, seventh chords, chromatic harmony, contrapuntal procedures, and form along with continuation of the development of aural skills applied to sight singing and aural perception. Prereq: MU 251. Fall.

**MU 321. Music Theory IV – 3 hours.** Analytical and compositional methods of twentieth and twenty-first century music along with development of aural skills for twentieth century music. Prereq: MU 320. Spring.

**MU 350. Conducting I – 2 hours.** This course is designed to give students experience in ensemble leadership. Emphasis will be placed on conducting techniques in both instrumental and vocal ensembles. Includes baton technique and basic score preparation. MU 251. Fall even 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. Prereq: MU 321. Spring Even years.

**MU 352. Conducting II – 2 hours.** Advanced techniques of conducting instrumental and vocal ensembles, development of visual/aural discrimination skills for diagnosing and correcting problems in performance: and selection of appropriate methods. Prereq: MU 350. Spring Even years.

**MU 360. Choral Techniques – 2 hours.** An examination of the pedagogy and techniques appropriate to the instruction of students in choral ensembles. Practical aspects of score preparation and rehearsal will be emphasized, and basic choral repertoire will be explored. Fall Even years.

**MU 362. Choral Literature – 2 hours.** An examination of literature appropriate to the instruction of 7-12 vocal music. The course is designed to present a broad survey of standard and new choral literature with an emphasis on choral concert programming. Selected music for solo, ensemble, and choral settings will be examined. Spring Even years.

**MU 370. Music History I – 3 hours.** Music history to 1800: Early history of music including the Medieval, Renaissance, Baroque, and Classic eras. Fall Odd years.

**MU 371. Music History II – 3 hours.** Music History 1800 to present: Music of Beethoven, the Romantic era, and the twentieth century. Prereq: MU 370. Spring Odd years.

**MU 380. Instrumental Arranging – 2 hours.** Characteristic of instruments normally found in band and orchestra. Short writing projects for instrumental choirs, full band and orchestra. Prereq: MU 321. Fall Odd years.

**MU 385. Choral Arranging – 2 hours.** A study of the necessary skills for arranging music for choral ensembles in various styles of accompanied and unaccompanied music. MU 321. Spring Odd years.

**MU 460. Methods for Teaching Elementary School Music - 2 hours.** Methods, materials and techniques for teaching music in the elementary school. Topics include, but are not limited to formulating appropriate lesson plans, the use of available published resources and planning for multiple outcomes in the lesson. Fall.

**MU 461. Methods for Teaching Mid/Secondary School Vocal/Choral Music – 2 hours.** Methods, materials and techniques for teaching vocal/choral music in grades 7-12. Fall.

**MU 462. Methods for Teaching Mid/Secondary School Instrumental Music – 2 hours.** Methods, materials and techniques for teaching instrumental music, grades 7-12. Fall.

**MU 149/249/349/449. Special Topics in Music. 1-3 hours.** A study of selected topic for which there is no regular course offering. Special Topics courses will appear in the published term schedule, and may be repeated as long as the topic is different.

**MU 376/476. Independent Study. 1-3 hours.** Reading or research at a greater depth than in a normal class. Permission of the instructor, division chair and the CAO required.

## NONPROFIT MANAGEMENT MAJOR

**Nonprofit Agency Management Mission:** The Nonprofit Agency Management Program's mission is to guide students to succeed by creating a personalized, diverse learning environment that both engages and empowers students to accept stewardship of their personal communities and our global society through the development and management of nonprofit organizations.

### **Learning Outcomes:**

- **Board/Committee Development:** An understanding of the purpose and role of the Board of Directors in a nonprofit organization, of the dynamics between an organization's staff and its volunteer directors, and of staff support strategies.
- **Community Outreach/Marketing and Public Relations:** An understanding of the role of community outreach and marketing strategies in building public awareness of the mission and messages of nonprofit organizations.
- **Diversity Awareness:** An understanding of professional practice and interaction skills in culturally diverse settings, enabling the student to navigate encounters, dilemmas, and challenges in such settings.
- **Ethics and Values:** An understanding of the importance of personal and organizational ethical standards, accountability structures, and a code of conduct for an organization devoted to public service.
- **Fundraising Principles & Practices:** An understanding of the variety of fundraising strategies and methods used to support the mission of an organization, including grants, major gifts, planned gifts, annual funds, and special events.
- **Historical & Philosophical Foundations:** An understanding of the unique character and role of nonprofit organizations within American society, and an understanding of the historical and social forces that influenced the sector's development.
- **Information Management & Technology:** Basic computer and technology literacy, and an understanding of the benefits and responsibilities associated with technology at a modern nonprofit organization.
- **Nonprofit Accounting & Financial Management:** An understanding of basic nonprofit accounting, budget development, audits, and the monitoring of fiscal operations.
- **Nonprofit Management:** An understanding of the central importance of mission orientation, and also of general nonprofit management knowledge, including public policy processes, human resource procedures, and strategic planning.

- **Program Planning, Implementation and Evaluation:** The ability to assess needs within a population, ascertain the feasibility of a program, calculate the appropriate resources and staffing necessary, implement a program, and then evaluate and improve the program to maximize resources and increase program quality and inclusiveness.
- **Risk Management and Legal Issues:** A working knowledge of risk management, crisis management, and the basic laws and regulations under which nonprofits operate.

**Major core requirements:** AC100, AC210, BA232, EN327 OR BA412, NP 100, NP 105, NP120, NP 221, NP 308, NP 325, NP 464, NP 420, NP 401, NP 432, NP 485.

**Human Services Concentration:** Major core, SC 100, NP 140/240/340 (3 hours minimum), NP 440(2 hours minimum), NP 320/420 (1 hour minimum) Total 57-63 hours.

**Recreation Administration Concentration:** Major core, NP 309, PE 239, PE 221, PE 233 (Total 58-64 hours)

**Minor requirements:** NP 105, NP120, NP140, NP240, NP 308, NP 325, NP 420, NP 432.

**Certified Nonprofit Professional certification:** All minor requirements and NP 401 for 6 credit hours.

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

**Membership in the nationally recognized Nonprofit Leadership Alliance is also available through both the major and minor.**

**The Nonprofit Leadership Alliance offers certification as a Certified Nonprofit Professional. Students are expected to attend non-credit activities and seminars sponsored by the AMERICAN HUMANICSTUDENT ASSOCIATION. A lab fee is required each semester. Interested students should contact NPAM faculty or the Division Chair for application forms and procedures related to Nonprofit Leadership Alliance, American Humanics Student Association and the certification process.**

**NP 100. Personal Growth and Interpersonal Relations – 3 hours.** Course focuses on understanding and improving communications and listening skills and interpersonal relationships with others. Identification of values and goals to improve self-concept. Fall. Spring.

**NP 105. Introduction to Nonprofit Agency Management – 3 hours.** This course will present an introduction to the fundamental concepts, theories and political perspectives in the area of Nonprofit Agency Management. **SL** Fall

**NP120, Introduction to Human Services and Recreation Administration – 3 hours.** The purpose of this course is to provide students with an introduction to human services, social work and recreation administration professions. An overview of social service work will include discussion of the following areas: health care, children and family services, substance abuse, schools, mental health, the elderly, developmental disabilities, criminal justice, and the workplace. Additionally, this course will address the nature, philosophy, and function of nonprofit recreational faculties. This course will also include a practicum experience in the nonprofit human service/recreation environments. **SL** Spring

**NP 140/240/340. Humanics - 1 hour.** The Humanics class involves the study and experience of the co-curricular program at MVC. The class works as a non-profit organization to identify community based needs and responses as an organization. Students are expected to attend regular meetings and work on projects the student association agrees to conduct. May not be taken concurrently with NP440. **SL** Fall. Spring.

**NP 221. Leadership and Group Dynamics - 3 hours.** We will examine the ways in which the principles of group dynamics can be used to understand leadership. We will look at the interaction among group structure, leadership and decision making as they relate to performance. Class discussions will emphasize critical thinking and personal involvement in the group process. Fall. Spring.

**NP 308. Volunteer Movement - 3 hours.** This course is intended to prepare students to assume roles as volunteer program leaders and managers, and to improve their skills in working with volunteer organizations and agencies. The fundamental design of the course is based on learning through critical thought in and about leadership and management roles with volunteers. Prerequisites: NP 100, NP120. Fall Odd.

**NP 309. Community and Commercial Recreation – 3 hours.** Policies essential to efficient and effective program operation , administrative operations, public relations, and recreation will be studied. This course will compare and contrast the non-profit and commercial settings for recreation including: membership organizations, private clubs, college unions, and recreation and park opportunities, and endeavors in a profit making structure. The course is expected to cover program content, leadership, facilities, organizational structure, and how to operate and compete in community and commercial recreation. Prerequisites: NP 120, NP 221. Fall Even.

**NP 320/420. AHMI - American Humanics Management Institute - 1 hour.** This course is a national course offering for junior/senior students in the Nonprofit Leadership Alliance (formerly known as American Humanics) program across the nation. Topics are presented by nonprofit agency and corporate leadership with student interaction. Course may be repeated for a maximum of 2 hours. Course fee varies by location to cover registration and transportation costs. Prerequisite: Permission of instructor. Winter Intersession.

**NP 325. Legal Aspects of Human Service Agency Management – 3 hours.** Examines law and its applications in the management of nonprofit organizations. Prerequisites: NP 105, NP 120, NP 221, BA 232, AC 100, AC 210. Spring.

**NP 321/421. MPRA Conference - 1 hour.** State sponsored annual conference for recreation practitioners in Missouri. This four day conference addresses issues pertaining to the profession in general with some specific programmatic material. Students will be able to interact with some of the most successful professionals in their field. New and contemporary issues are discussed. Registration and transportation fees are required. Prerequisite: permission of instructor. Spring odd.

**NP 149/249/349/449. Special Topics - 1 hour.** Study of unique situations, conditions and circumstances that occur in agency work. American Humanics Co-curricular involvement. Arranged.

**NP 464. Program Development - 3 hours.** This course is designed to facilitate understanding and application of the recreation program process for leisure delivery systems including an introduction to activity plans, program design, delivery and evaluation. **WI** Prerequisites: AC 100, AC210, BA 232, EN 327 OR

BA 412, NP 105, NP 120, NP 309, 325, NP420, NP 432, RA/PE239, Senior. Fall.

**NP 401. Internship – 6-12 hours.** The student spends 300 to 600 hours learning management practice in a nonprofit agency/recreational agency under the direction of a professional. Prerequisite: Senior completed all major requirements. Permission of instructor, division dean, and Chief Academic Officer. Spring.

**NP 430. Fundraising and Resource Development – 3 hours.** This course addresses the theory and practice of philanthropy, resource acquisition methods through ethical fundraising and earned income approaches for nonprofit organizations. Prerequisites: NP 105, NP 120, NP 221, NP 308. Spring Even.

**NP 432. Administration of a Nonprofit Agency – 3 hours.** This course will address the principles and techniques of managing a nonprofit agency. It will include approaches to planning, organization, directing, controlling, staff selection and development, and the budgeting and financial administration process in an organization. Fall. Prerequisites: NP 105, NP 221, NP 120. Fall Odd.

**NP 440. Humanics Executive Board – 2 hours.** The Humanics class involves the study and experience of the American Humanics Student Association co-curricular community service programs at MVC. The student organization works as a non-profit organization to identify community based need and responses as an organization. Students are expected to attend regular meetings and work on class/student association projects. Students must serve on the Student Association Executive Board. Students may repeat this class for credit one time. Prerequisites: 3 semesters of Humanics credit. May not be taken concurrently with NP140-340. **SL** Fall. Spring.

**NP 376/476. Independent Study - 1-3 hours.** Reading or research at a greater depth than in a normal class. Permission of the instructor, division dean and Chief Academic Officer.

**NP 485. Senior Seminar - 3 hours.** For graduating seniors to reflect on their accomplishments and to plan ahead in a supportive group setting. Prerequisites: NP 105, NP 221, NP 308, NP 325, AC 100, AC 210, NP 432, EN 327 or BA 412. Senior. Fall.

## NURSING MAJOR

**Nursing Mission:** The Philosophy of the Nursing program is consistent with the mission and goals of Missouri Valley College. Together, it is recognized that learning is a lifelong process and necessary for continued personal and professional development. Missouri Valley College appreciates that professional nursing is a dynamic discipline composed of a vital balance between science and art dedicated to the maintenance and promotion of health in diverse populations. The mission of the nursing program is to prepare students for generalist professional nursing roles at the baccalaureate level through a combination of didactic education, clinical practice, and research utilization.

### **Learning Outcomes:**

- Articulate that a solid base in liberal education provides the cornerstone for the practice and education of nurses, with emphasis on critical thinking, creativity, aesthetic appreciation, lifelong learning, and healthy living.
- Provide safe, competent care to diverse clients, including individuals, families, communities, and populations.

- Demonstrate knowledge and skills in leadership, quality improvement, and patient safety necessary to provide high quality healthcare.
- Analyze current evidence for translation into cost-effective professional nursing practice.
- Demonstrate knowledge and skills in information management and patient care technology - critical in the delivery of quality patient care.
- Utilize and develop healthcare policies, including those, financial and regulatory, which directly and indirectly influence the nature and functioning of the healthcare system and thereby are important considerations in professional nursing.
- Communicate and collaborate effectively among healthcare professionals to promote delivery of high quality and safe patient care.
- Utilize appropriate resources for health promotion and disease prevention at the individual and population level necessary to improve individual and population health.
- Demonstrate professionalism and the inherent values of responsibility, altruism, autonomy, human dignity, integrity, cultural humility, and social justice which are fundamental to the discipline of nursing.

**Major requirements:** NU 110, NU 150, NU 210, NU 230, NU 270, NU 280, NU 310, NU 312, NU 320, NU 322, NU 332, NU 340, NU 342, NU 350, NU 352, NU 410, NU 420, NU 425, NU 430, NU 435, NU 440, NU 450, NU 480, BI 104, BI 285, PL150, CH 111, BI 320, PY 100, PY 225, BI 350, EX 385, HL 260 and MA200.

**NU 110. Introduction to Nursing - 3 hours.** This introductory course is designed to provide the student with content essential for implementing the professional nursing role. Communication theory, interpersonal relationships, and therapeutic communication, nursing process, theoretical foundations related to the role of the professional nurse are included in this course. Fall.

**NU 150. Health Assessment - 3 hours.** This course provides the pre-nursing student with the opportunity to gain knowledge and practice the skills related to performing a complete nursing assessment of pediatric, adult, and geriatric patients. Prerequisite: Admission into the nursing program or permission of instructor. Course fee \$150. Fall.

**NU 210. Culture in Healthcare – 1 hour.** Current trends and research related to cultural sensitivity and humility in healthcare practices are evaluated. Some frequently noted differences in healthcare preferences related to culture are illustrated, and methods of individualizing healthcare needs related to cultural preferences are emphasized. This course is designed to be beneficial to any student anticipating work in a health-related field. Prerequisite: Admission into the nursing program or permission of instructor. Fall.

**NU 230. Fundamentals of Nursing Practice - 3 hours.** This course focuses on application of therapeutic interventions and technologies to provide direct care in selected nursing situations. Students learn basic patient care processes and progress to utilization of critical thinking to develop individualized patient care decisions. Prerequisite: Admission into the nursing program or permission of instructor. Fall.

**NU 270. Pharmacology - 3 hours.** This course focuses on pharmacologic principles, specific considerations for drug administration, and the pathophysiologic basis for drug therapy. Students are introduced to drug classifications, prototypes, and client assessments that need to be made prior to, during, and after drug therapy. Prerequisite: Admission into the nursing program or permission of instructor. Fall.

**NU 280. Medication Administration - 2 hours.** This course provides the information for skills necessary in the administration and calculation of medication therapies. Prerequisite: MA 150 or higher. Admission into the nursing program or permission of instructor. Course fee \$20. Fall.

**NU 310. Mental Health Nursing - 3 hours.** A course focused on promotion, maintenance, and restoration of the mental health of individuals and families. Emphasis is placed on communication, therapeutic nursing, intervention, and other variables affecting mental health and psychopathology. Prerequisite: Admission into the nursing program or permission of instructor. Spring.

**NU 312. Mental Health Nursing Clinical - 1 hour.** A clinical learning experience with an emphasis on the area of mental health. This course must be taken in conjunction with NU 310. Prerequisite: Admission into the nursing program or permission of instructor. Course fee \$50. Spring.

**NU 320. Adult Health Nursing - 3 hours.** This course provides theoretical concepts for students to understand essential information related to nursing care of adults across the spectrum from essential wellness to critical care needs or long-term conditions. This course must be taken in conjunction with NU 322. Prerequisite: Admission into the nursing program or permission of instructor. Fall.

**NU 322. Adult Health Nursing Clinical - 3 hours.** A clinical learning experience with an emphasis on the areas of adult health. This course must be taken in conjunction with NU 320. Prerequisite: Admission into the nursing program or permission of instructor. Course fee \$150. Fall.

**NU 332. Pediatric Nursing Clinical – 2 hours.** A clinical course providing the opportunity to utilize nursing process and critical thinking skills in the provision of professional nursing care to the pediatric population. This course must be taken in conjunction with NU 330. Prerequisite: Admission into the nursing program or permission of instructor. Course fee \$100. Spring.

**NU 340. Nursing of Families - 4 hours.** This course provides the opportunity to utilize the nursing process and critical thinking skills as it relates to the maternal-newborn dyad in addition to pediatric populations and families. Focus is on nursing interventions that promote, maintain, and restore the health of well and high-risk maternal/newborn and pediatric clients. Prerequisite: Admission into the nursing program or permission of instructor. Fall.

**NU 342. Obstetric & Women's Health Clinical - 2 hours.** This clinical course provides the opportunity to utilize the nursing process and critical thinking skills as it relates to gender related health issues before and during the antepartal, intrapartal, and postpartal phases of childbirth. Prerequisite: Admission into the nursing education program or permission of instructor. Course fee \$100. Fall.

**NU 350. Community and Public Health Nursing – 3 hours.** This course explores the role of the professional nurse within the context of the community. The promotion and restoration of health, prevention of disease, and the provision of nursing care to individuals and families are emphasized. Must be taken concurrently with NU 352. Prerequisite: Admission into the nursing program or permission of instructor. Spring.

**NU 352. Community and Public Health Nursing Clinical – 2 hours.** A clinical learning experience with an emphasis on the areas of community and public health. This course must be taken in conjunction with NU 350. Prerequisite: Admission into the nursing program or permission of instructor. Course fee \$100. Spring.

**NU 410. Nursing Management & Law – 3 hours.** Nursing practice in an evolving health care system is addressed as well as the implications of a managed care environment on healthcare delivery. The role of the nurse as leader and manager of a healthcare team is examined using concepts and theories of organization, management, leadership, change, decision making, and group process. Findings of current research related to nursing management and leadership are discussed. Historical, political, economic, social, and cultural factors that affect healthcare delivery within an organization are considered. The basic doctrines and principles foundational for providing legally sound nursing practice are examined. Prerequisite: Admission into the nursing program or permission of instructor. Fall.

**NU 420. Professional Collaboration in Nursing Practice – 2 hours.** Examines communication skills critical to the practice of nursing, including theoretical principles and applications. Includes analysis of helping relationships with clients, as well as professional networking, negotiation, and conflict resolution in interdisciplinary health care settings. Prerequisite: Admission into the nursing program or permission of instructor. Spring.

**NU 425 Nursing Informatics – 2 hours.** This course introduces nursing informatics as an integration of nursing, computer and information sciences for the support of nursing practice. It will acquaint practicing nurses with the effective utilization of technology and its applications throughout all aspects of health delivery. Several current technologies will be discussed; emphasis will be placed on the development and utilization of the electronic health record. Prerequisite: Admission into the nursing program or permission of instructor. Spring.

**NU 430. Nursing Research I – 3 hours.** The history of nursing research, terminology, and steps in the research process are explored. Research as a basis for evaluation of outcomes of health promotion and healthcare interventions including therapeutic nursing interventions is emphasized. Research questions relevant to clinical practice are identified. Interpretation of research for use in nursing practice is emphasized. The role of theory and ethical issues involved in the conduct of research is addressed. Students will select a research project and begin the preliminary process to conducting research. Prerequisite: Admission into the nursing program or permission of instructor. Fall.

**NU 435. Nursing Research II: Evidence Base Practice – 2 hours.** In this course, concepts of evidence-based practice are applied to selected clinical situations. Care of the aging person and patient safety issues are included. Clinical application exercises are designed to translate research to practice. Prerequisite: NU 430 or instructor permission. Spring.

**NU 440. Gerontologic Issues in Nursing – 1 hour.** This course is designed for emphasis on normal aging processes, health promotion, disease prevention, and management of acute and chronic health problems in the older adult. Prerequisite: Admission into the nursing program or permission of instructor. Fall.

**NU 450 Adult Health II – 3 hours.** This course is designed to be taken the semester prior to graduation for all nursing major students. It includes a review of material covered in Adult Health Nursing I, and more advanced development of critical thinking skills associated with the care of medical/surgical clients. Students will develop prioritization skills while discussing care of more critically ill clients. Prerequisites: Senior standing in the nursing program. Spring.

**NU 480. Senior Seminar in Nursing – 6 hours.** A capstone seminar summarizing the didactic and clinical components of the nursing education program as well as current trend and issues in nursing. This course is designed to have three components: a didactic portion for the development of a professional portfolio and discussion of clinical experiences, a capstone clinical experience and a senior practicum experience with the student paired with a nurse to complete 90 clinical hours of practical experience in a work setting. Prerequisite: Final semester in the nursing program. Spring.

## PHILOSOPHY

**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. Spring.

**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. Spring.

**PL 125. Philosophical Ethics – 3 hours.** This course provides an introductory examination of moral philosophy. Classical and contemporary expressions of major approaches to ethical theory are presented and evaluated in relation to contemporary events and current ethical issues. Fall. Spring.

**PL 150. Biomedical Ethics – 3 hours.** A consideration of the ethical implications of modern medical research and practice across many healthcare disciplines. Topics include professional versus universal ethics, and rights of patients, genetic engineering, truth and information in medicine, the concept of mental illness, experimentation on human subjects and public health policy. Spring.

**PL 215. Nature, Values, and Public Policy – 3 hours.** This course examines human responses to, and moral responsibility for, the natural world. Early sections of the course examine the roots of environmental crisis and ethical frameworks for responding to that crisis. It then moves on to apply ethical analysis to a range of issues relating to the natural world and public policy, including sustainability, wilderness preservation, overpopulation, climate change, urbanization, and technology. Fall odd years.

**PL 225. Ethics of War and Peace – 3 hours.** This course provides an introductory examination of the ethics of war and peace. Through engagement with both classic and contemporary resources, this course examines the ethical and legal foundations of war and peace, and canvasses a range of moral issues in war, including war crimes, military necessity, terrorism and torture, and humanitarian obligations. Spring odd years.

## PHYSICAL EDUCATION MAJOR

### Physical Education Mission:

The Teacher Education program prepares physical educators who have knowledge, skills, and commitment necessary to prepare students to improve in all areas of physical development. As physical educators, we help students understand the importance of fitness and give them opportunities to participate in activities that contribute to improving overall fitness. The physical education curriculum engages student learning, while focusing directly on movement, fitness, lifetime activities, and sportsmanship.

### Learning Outcomes:

- Understand physical education content and disciplinary concepts related to the development of a physically educated person.
- Understand how individuals learn and develop, and provide opportunities that support their physical, cognitive, social, and emotional development.
- Use an understanding of individual and group motivation and behavior to create a safe learning environment that encourages positive social interaction, active engagement in learning, and self-motivation.
- Plan and implement a variety of developmentally appropriate instructional strategies to develop physically educated individuals, based on state and national standards.
- Demonstrate application of the eleven DESE MoSTEP standards during education coursework and field experiences.

**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 40 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, two courses from the following: PE 300, PE 311, PE 312. One course from PE 309 or 310, two courses from PE 101-144, BI 255. (Total 41 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; four courses from PE 101-144; BI

**255. (Total 49 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 (\$35.00 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 131-144. Varsity Sports - 1 hour**

- 131 Football - men
- 132 Baseball - men
- 133 Track & Field - men/women
- 134 Cross Country - men/women
- 135 Basketball - men/women
- 136 Soccer - men/women
- 137 Volleyball - men/women
- 138 Softball - women
- 139 Wrestling - men/women
- 140 Rodeo - men/women
- 141 Cheerleading - men/women
- 142 Dance Squad - 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. Course fee: \$20.00. 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 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. Fall.

**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 study of some aspect of health or physical education of particular interest to the student. Prerequisite: Senior standing. Arranged.

## PHYSICAL SCIENCE

**PH 105. Environmental Science - 3 hours.** Broad coverage of the environmental problems which exist on the earth today and a study of the ecological principles and approaches for the solution of these problems. Fall. Spring.

**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 odd years.

**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, stars 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. Lab fee \$25. 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

**Political Science/Public Administration Mission:** The degree program in Political Science/Public Administration attempts to develop the ability to see a variety of perspectives, to analyze, synthesize and evaluate information through a process which allows a sequence of courses which systematically moves students through a learning progression and ends with an opportunity for the students to demonstrate their mastery of the theoretical base as well as understanding the complexities of the areas of study. This is a fundamental behavioral teaching objective and is demonstrably consistent with the pronounced goals of the Social Science Division and Missouri Valley College.

### **Learning Outcomes:**

- Each student admitted to the program will demonstrate general expository writing with correct grammar, punctuation, and spelling.
- The program provides sequential learning, i.e., it requires that students continually utilize and build upon concepts, information, and skills they have learned in other courses and fields.
- All political science majors should acquire the knowledge and skills necessary to read and comprehend contemporary

political analyses and to develop their critical and analytical capacity.

- All political majors should gain familiarity with the different assumptions, methods, and analytical procedures/approaches used by political scientists and by cognate disciplines.
- All political science/public administration majors not only have the opportunity to observe but be given the actual experience in at least one if not several kinds of "real life" political situations off campus.
- All public administration majors must be able to define and interpret the roles of the public administrator as: a generalist who can apply a liberal arts perspective to assessment of needs and the implementation of programs; a politician who understands that administration is central to and inseparable from the political process; a manager whose skills include sensitivity to people as well as the ability to manage budgets and organizations; a leader who knows how to resolve conflicts, use power effectively, and apply ethical values to programs and policies.
- A "capstone experience" at the end of the senior year should require students to integrate knowledge from the totality of their program.

**Major requirements:** PS 100, 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

**Psychology Mission:** The Psychology program at Missouri Valley College encourages students to develop an understanding of the complexities regarding human behavior while studying how

to facilitate change. Psychology is the scientific study of theories, tools, and methods used to describe, explain, predict, and/or influence behavior and mental processes. The Psychology program strives to balance theoretical and practical dimensions by providing the opportunity for more specialized experiences through classroom instruction, research, independent studies, and internships. The Psychology program promotes basic understanding of human principles, not only to psychology majors, but also to the general student population at Missouri Valley College.

### Learning Outcomes:

- Demonstrate familiarity with major concepts, theoretical perspectives, empirical findings, and historical trends in psychology
- Understand and apply basic research methods, including research design, data analysis, and interpretation
- Respect and use critical and creative thinking, skeptical inquiry, and the scientific approach
- Understand and apply psychological principles to personal, social, and organizational issues
- Weigh evidence, tolerate ambiguity, act ethically, and reflect other values underpinning psychology
- Recognize, understand, and respect the complexity of sociocultural and international diversity
- Show insight into one's own and others' behavior and mental processes and apply effective strategies for self-management and self-improvement

**Major requirements:** PY100, PY 225, PY 230, PY 310, PY 345, PY 385, PY 485, MA 200, SC 316, 18 hours of PY electives of which 12 hours must be upper division. (Total 46 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 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.** An overview of human growth and development from conception to death. Theoretical explanations and research examining physical, biological, cognitive, and social changes. Prerequisite: PY 100. Fall. Spring.

**PY 230. History of Psychology - 3 hours.** Antecedents of psychology in philosophy and science prior to 1860; emergence and development as a distinct discipline since that date. Prerequisite: PY 100. Spring.

**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. Strongly recommended for Alcohol & Drug Studies majors. Prerequisite: PY 100. Spring odd years.

**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 odd years.

**PY 270. Child and Adolescent Psychology - 3 hours.** Human growth and development from conception through young adult. Students will study traits, learning, intelligence, and social and emotional growth, personality and adjustment. Prerequisite: PY 100. Fall. Spring.

**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. Strongly recommended for psychology majors. Prerequisites: PY 100 or SC 100, Sophomore. Spring odd years.

**PY 310. Experimental Psychology - 4 hours.** Course will consist of a 3-hour lecture and 1-hour lab per week. Lecture session will include behavioral science methodology, research design, measurement, and data collection in psychological studies. Laboratory experience in designing and conducting psychological experiments. Prerequisites: PY 100. 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 odd years.

**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 odd years.

**PY 335. Cognitive Psychology – 3 hours.** Course in the theoretical interpretations, research methods, and empirical findings regarding mental processes; thinking, intelligence, problem-solving, reasoning, language, learning, sensation and perception. (Formerly titled Psychology of Learning) Prerequisites: PY 100. Fall odd years.

**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. Fall even years.

**PY 342. Health Psychology – 3 hours.** This class provides an overview of the field of health psychology, one of the specialty areas of the discipline of psychology. Health psychology focuses on the roles of behavior and lifestyle, stress and coping, and psychosocial factors on health, illness, and chronic disease. Students will learn the history of health psychology, major theories in the field, and learn methods of applying health psychology knowledge to promote health and prevent diseases. Particular attention will be given to the reading and discussion of leading research in health psychology. Prerequisites: PY 100, PY 225. Fall even years.

**PY 345. Abnormal Psychology - 3 hours.** Begins with a systematic study of positive mental health. Survey of mental disorders of childhood and adulthood with a focus on the diathesis-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 350. Forensic Psychology – 3 hours.** This course introduces the students to the field of forensic psychology and the ways psychology and the law interacts; the psychology of police and policing, corrections, probation and parole, victim services, addiction services, family services and the full range of activities related to law enforcement and the evaluation and treatment of offenders. Strongly recommended for Alcohol & Drug Studies majors. Prerequisite: PY 100. Spring even years.

**PY 358. Addictions – 3 hours.** This course will provide: (1) an overview of the major substances of abuse; (2) a review of the various psychological approaches to understanding substance use, abuse, and addiction as informed by the cognitive-behavioral, psychodynamic, and behavioral traditions; (3) an in-depth exploration of the major forms of addiction treatment; and (4) an application of this knowledge to the non-substance or behavioral addictions such as pathological gambling and addictive sexuality. Prerequisites: PY 100, PY 345. Spring odd years.

**PY 365. Psychological Measurements - 3 hours.** Focuses on the assessment of individuals by using psychometric instruments. Included the theory, design, administration, interpretation and ethical use of psychological testing. Prerequisite: PY 100. Spring even years.

**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. Prerequisites: 2<sup>nd</sup> semester Juniors and Seniors only and permission of instructor. Spring even years.

**PY 385. Ethics in Psychology – 3 hours.** This course provide general and specific guidance for ethical conduct in the science and practice of psychology. Topics covered include legal issues, clinical welfare, professional competencies, supervision, personal wellness, and issues in practicing psychological research with human and animal subjects. Prerequisite: PY 100. Fall.

**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 460. Theory and Practice of Counseling – 3 hours.** Basic concepts, client/therapist relationship, and introduction to the therapeutic process, techniques and procedure of the major approaches to individual and group counseling. Strongly recommended for psychology majors. Prerequisite: PY 100. Fall even years.

**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. **WI** Prerequisites: SC 316, MA 200, Psychology major, Senior standing. Course fee \$25. Fall. Spring.

## PUBLIC RELATIONS MAJOR

**Public Relations Mission:** Provide hands-on personal training in the field of Public Relations, preparing students for positions in the world of work.

### **Learning Outcomes:**

- Students will be able to communicate effectively with their audiences.
- Students will act professionally in their practice.
- Students will be scholars of the Public Relations process.
- Students will be able to apply ethical-centered values as they contribute to society.

**Major requirements:** PR 150, PR 250, PR 350, PR 450, PR 401, SP 405, SP 415, PR 485, MC 210, MC310, MC 400, EN 327, BA 212, BA 232, BA 332, AR112. (Total 48 hours)

**Minor requirements:** PR 150, PR 250, PR 350, PR450 SP 405, MC 210, BA 232. (Total 21 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. Fall.

**PR 250. Writing Effective Public Relations Proposals – 3 hours.** Course provides an introduction to public relations techniques applicable to communication, especially the written requirements. Emphasis on writing and completing simulated public relations campaigns and introduction to various forms of writing in PR from the memo to the proposal, from the backgrounder to the white paper, from the press release to the speech. **WI** Prerequisite: PR 150. Spring.

**PR 350. Public Relations Case Problems – 3 hours.** Communication theory and techniques pertaining to a variety of problem/solution issues related to government, business, and social campaigns and goals. Examines internal and external communication networks as well as mediated communication theory. Study of actual cases. **SL** Prerequisite: PR 250. Fall.

**PR 401. Public Relations Internship – 3-6 hours.** Internship under supervision of college personnel and cooperating facility. All internships must be approved and finalized in the semester prior to when they begin. Prerequisite: Permission. Fall. Spring.

### **PR 450. Public Relations Campaign/Case Studies – 3 hours.**

Advanced theory and practice in developing, writing, presenting, implementing, and analyzing a variety of campaigns involving strategic planning in business, electoral, political, and organizational campaigns. Study will involve additional theories such as: leadership styles, advertising, audience analysis, conflict management, and candidate and electoral context analysis. Emphasis on direct involvement in a PR campaign whenever possible. Study of actual cases. **SL** Prerequisite: PR 350. Spring.

**PR 485. Senior Portfolio – 3 hours.** Preparation of a student portfolio for senior assessment and employment interviews. Portfolio content will include a professional resume and cover letter, self-evaluative narrations of portfolio contents, and an internship report. Portfolio student would also coordinate PR projects being administered by the PR 350 and PR 450 classes and also work with the Missouri Valley College office of Public Relations. An in-house assessment test based upon all coursework in business, speech, mass communications and public relations will be administered. Prerequisite: Graduating senior PR major.

## 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 150. Comparative Religious Ethics – 3 hours.** This course provides an introduction to religious ethical reasoning through a focus on the three "Abrahamic" religious traditions: Judaism, Christianity, and Islam. After introductory examinations of the nature of ethical reasoning within each of these traditions, the course proceeds to examine a range of issues in interpersonal ethics (friendship, sexuality, marriage & family) and social ethics (capital punishment, war, environment). The course thus provides not only a thematic introduction to three major religious traditions, but also consideration of the enduring significance of those traditions for how human beings engage responsively and responsibly with their world. Spring even years.

**RE 215. Comparative Sacred Texts – 3 hours.** The three monotheistic traditions will be studied by means of comparison and provisional topics. The idea that chosen topics take very different forms and play different roles within and between these three traditions will be reinforced. Each topic will comprise a section of the course, including, but not limited to sacrifice, creation, end of the world, texts in everyday practice, texts in prayer, meditation, authority, and community, and texts and gender. Fall.

**RE 250. Religion and American Politics – 3 hours.** This course examines the role of religion in American politics. It is concerned above all with how one ought to regard the role of religion in a polity in which reason-giving and deliberation between citizens is held as a primary civic good. The goal is to enable the student to think critically and constructively about the role of religion in the political life of a contemporary pluralist democracy. Fall even years.

## SOCIAL STUDIES EDUCATION MAJOR

**Social Studies Education Mission:** The mission of the Social Studies Education program is to produce professional educators who are able to foster social understanding and civic efficacy as well as provide a means for students to gain social literacy and competency that enable them to plot a meaningful and productive course through society.

**Learning Outcomes:**

- Demonstrate a mastery of the content area.
- Demonstrate competency in reading, conducting, and analyzing research in a manner that allows for application to everyday life.
- Identify, understand, and work to solve the challenges facing a diverse nation in an increasingly interdependent world.
- Understand cultural relativism.

**Major requirements:** American History: HS 104, HS 105 and six elective credits selected from HS 327, HS 328, HS 349/449, HS 355, HS 412. World History: HS 115, HS 116, and three elective credits selected from HS 302, HS 303, HS 304, HS 315, 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, SC 320, SC 321, SC 326. (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

**Sociology Mission:** Prepare students to contribute effectively to the enhancement of social life in U.S. society and around the world by endowing them with the appropriate intellectual and personal development skills from the perspective of sociology.

**Learning Outcomes:**

- Ability to apply the *sociological imagination* (i.e., the sociological perspective) to enable them to grasp the meaning and implications of the ongoing social change, and to recognize and fulfill their appropriate roles as responsible members of society.
- Ability to reflect seriously on the ideas and exemplary works of leading sociologists who have made great contributions to our understanding of the social world, and be guided by those legacies in making their own contributions to creating a better world.
- Ability to use the knowledge gained from studying sociology to achieve their human potentials as they live out their lives, i.e., always remaining keenly aware of *the promise of sociology*.
- Ability to realize their public responsibility as trained sociologists in promoting understanding and appreciation of the increasing diversity in the U.S. as well as globally, and the pursuit of social justice, social change, and social reform in order to make the world a better place for all.

**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 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 200. 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, Junior/Senior standing. 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, Junior/Senior standing. Spring.

**SC 340. Gender Studies - 3 hours.** This course examines gender stratification and social inequity. Topics include social definitions of gender roles, socialization, and social movements in this area. Prerequisite: 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, dysfunction, 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 COMMUNICATION MAJOR**

**Speech Mission:** The Speech Communication program's mission is to provide students with an experiential environment dedicated to improving their communication skills. The program is dedicated to exploring the impact and value of communication for individuals, organizations, and societies. This program has wide applicability and prepares students to enter careers and graduate studies in such areas as public relations, business, law, and social media.

### **Learning Outcomes:**

- Ability to think critically using good communication skills.
- Analyze effective interpersonal communication skills in different settings.
- Evaluate and demonstrate key components of management and leadership skills in business settings.
- Understand the impact of social media and apply this knowledge to business settings.
- Understand and create effective persuasive messages in media advertising and social media, using constructive presentational skills.

**Major requirements:** SP 104, SP 325, SP 405, SP 415, SP 420, NP 100, NP 221, PL 110, BA 212, BA 422, SC 340, PR 485. Total 36 hours. Must pass EN 130 and EN160 with a minimum of a "C" before taking 300-400 level major courses.

**Minor requirements:** SP 104, NP 100, NP 221, PL 110, SP 325, SP 405, SP 420. Total 21 hours. Must pass EN 130 and EN160 with a minimum of a "C" before taking 300-400 level courses.

**NOTE:** Required courses are offered on an even/odd two-year rotation schedule. Example: courses marked Spring Odd, indicate those courses offered during an odd numbered fiscal school year, i.e.: 2013-14. The spring courses (even though 2014 is an even number) are occurring in the odd-numbered fiscal year of 2013-14.

**Major assessment:** Senior Speech majors will evaluate and demonstrate knowledge of the program's objectives. They will either choose a communication project or a researched paper and submit a portfolio. The portfolios and project or paper will be prepared in conjunction with PR 485: Senior Project.

**SP 100. Public Speaking - 3 hours.** A study of the basic principles, methods and techniques of effective oral communication. Emphasis on the role of the speaker, speech, situation, and audience in various speaking situations. Fall. Spring.

**SP 104. The Speaking Voice - 3 hours.** This course is designed to introduce the student to the basic elements of voice training. Techniques covered include an introduction to and application of the International Phonetic Alphabet, effective breathing patterns, placement and resonance of the voice, standard American speech, projection, and articulation. Spring Even.

**SP 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. Offered during intersessions or summer sessions, not more than once in a 12 month cycle.

**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. Offered during intersessions or summer sessions, not more than once in a 12 month cycle.

**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. **WI** Spring Even.

**SP 405. Persuasion - 3 hours.** This course explores the theory and practice of human influence. The intent is to increase student awareness of persuasive messages in media and provide students with better consumer skills. The course will explore media motivation, theories such as the balance theory, inoculation theory, cognitive dissonance, congruity, source credibility, and message content. Prerequisite: SP100. Fall Odd.

**SP 415. Speech Writing and Criticism - 3 hours.** This course is designed to examine and evaluate famous speech manuscripts for analysis of style, effectiveness, and function of speeches. Students will examine famous speeches by various influential speakers and incorporate specific writing techniques and devices into original speeches. **WI** Prerequisite: SP100. Spring Odd.

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

**SP 420. Presentational Speaking - 3 hours.** This course studies refinement in speech composition, forms of supports, style, research, and gestures necessary in performing business presentations. Students will study and perform various styles of presentations as they relate to persuasion in the business setting with specific development of visual aids using charts, graphs, and/or PowerPoint. *WI* Prerequisite: SP 100. Fall Even.

**SP 376/476. Independent Study - 1-3 hours.** Reading or research at a greater depth than in a normal class. Prerequisite: Permission of instructor, division dean, and Chief Academic Officer. ARR.

## THEATRE MAJOR

**Degrees offered: BFA in Theatre with concentrations in Performance, Technical and Musical Theatre; BA/BS in General Theatre**

**Theatre – General Theatre Concentration Mission:** The Missouri Valley College Theatre program is committed to providing experiential opportunities and personal instruction while encouraging intellectual inquiry which will allow students to become enhanced learners, citizens, and artists.

### **Learning Outcomes:**

- Students will have a solid grounding in theatre history and literature.
- Students will have a solid understanding of script and performance analysis.
- Students will have a solid understanding of the collaborative process.
- Students will develop process and performance techniques.
- Students will develop an understanding of aesthetic qualities.

**Theatre – Musical Theatre Mission:** The Missouri Valley College Musical Theatre BFA degree program is committed to providing experiential opportunities and personal instruction while encouraging intellectual inquiry which will allow students to become enhanced learners, citizens, and musical theatre performers.

### **Learning Outcomes:**

- Students will develop advanced musical theatre skills.
- Students will have a solid grounding in theatre history and literature.
- Students will have a solid understanding of script and performance analysis.
- Students will have a solid understanding of the collaborative process.
- Students will develop process and performance techniques.
- Students will develop an understanding of aesthetic qualities.

**Theatre – Performance Mission:** The Missouri Valley College Performance BFA degree program is committed to providing experiential opportunities and personal instruction while encouraging intellectual inquiry which will allow students to become enhanced learners, citizens, and performers.

### **Learning Outcomes:**

- Students will develop advanced acting skills.
- Students will have a solid grounding in theatre history and literature.
- Students will have a solid understanding of script and performance analysis.

- Students will have a solid understanding of the collaborative process.
- Students will develop process and performance techniques.
- Students will develop an understanding of aesthetic qualities.

**Theatre – Technical Theatre Mission:** The Missouri Valley College Technical Theatre BFA-degree program is committed to providing experiential opportunities and personal instruction while encouraging intellectual inquiry which will allow students to become enhanced learners, citizens, designers, technicians, and craftspeople.

### **Learning Outcomes:**

- Students will develop advanced technical and design skills.
- Students will have a solid grounding in theatre history and literature.
- Students will have a solid understanding of script and performance analysis.
- Students will have a solid understanding of the collaborative process.
- Students will develop process and performance techniques.
- Students will develop an understanding of aesthetic qualities.

### **Major requirements for Theatre Major with Technical**

**Concentration (BFA):** Theatre Core: TH 115, TH 125, TH 211, TH 216, TH 225, TH 245 (5 hours), TH 300, TH 320, TH 350, TH 352, TH 401, TH 450. Technical: TH 112, TH 285, TH 305, TH 380, TH 406, TH 410, 12 hours of TH electives of which 6 hours must be upper division. (Total 65 hours)

### **Major requirements for Theatre Major with Performance**

**Concentration (BFA):** Theatre Core: TH 115, TH 125, TH 211, TH 216, TH 225, TH 245 (5 hours), TH 300, TH 320, TH 350, TH 352, TH 401, TH 450. Performance: SP 104, TH 120, TH 215, TH 309, TH 400, TH 415, 12 hours of TH electives of which 6 hours must be upper division. (Total 65 hours)

### **Major requirements for Theatre Major with Musical Theatre**

**Concentration (BFA):** Theatre Core: TH 115, TH 125, TH 211, TH 216, TH 225, TH 245 (4 hours), TH 300, TH 320, TH 350 or TH 352, TH 401, TH 450. Musical Theatre: SP 104, TH 330, MU 140-440 (5 hours), MU 105 or 250, MU 110, MU 111, MU 252, MU 170/174 (2 hours), 8 hours of dance (tap, jazz, ballet, or modern), 6 hours of DN, MU, TH upper division electives. (Total 65 hours)

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

SP 104, SP 205, TH 115, TH 125, TH 211, TH 216, TH 225, TH 245 (5 hrs), 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 53 hours)

**Theatre Minor requirements:** SP 104, TH 115, TH 125, TH 211, TH 300, TH 350/352; plus 3 elective hours from approved theatre courses numbered 300/400. (Total 21 hours)

**Major assessment:** Students must successfully complete a portfolio review during the senior year.

**TH 105. Theatre Appreciation - 3 hours.** Designed for the non-major. Studies of the nature of theatre, drama, and the

elements of the collaborative art of the stage productions, acting, and directing for greater appreciation of the theatre. Fall.

**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. Fall.

**TH 115. Acting I -3 hours.** This course is designed to introduce the student to techniques and concepts common to the acting of all roles. Student will gain self awareness, control, and physicalization needed for stage work. Fall.

**TH 120. Stage Movement – 3 hours.** A study of the techniques of stage movement for the actor. Analysis of basic problems with the actor's body and exercises in body alignment, breathing, and coordination for correction or improvement. Spring.

**TH 125. Stagecraft – 3 hours.** An introduction to the major fundamental aspects of technical operations and focuses rigorously on use of tools, fabrication skills, use of hardware and knowledge of materials. It also pays some attention to basic process related to the work of the scenic designer, including scene painting. Laboratory hours are required and will be arranged with instructor. Fall.

**TH 211. 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 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 and TH 211. 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. \$15 fee. Fall odd years.

**TH 217. Costume Construction – 3 hours.** A study of costume construction, fabrics and their properties, as well as pattern drafting, draping, and distressing. Students will be constructing garments in class and lab hours are required. \$15 lab fee. Spring odd years.

**TH 225. Stage and TV Make-up – 3 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 240/440. Improvisation – 1-2 hours.** Students will be trained and exposed to different improvisational acting techniques and ideas with the idea of performances throughout the semester to showcase what they are learning. Fall. Spring.

**TH 245. Theatre Practicum – 1 hour.** Supervised experience in any area of theatre production. May be repeated for a maximum of 4 hours, but no area of theatre production may be repeated for course credit. Fall. Spring.

**TH 260/460. Musical Theatre Workshop - 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 270. Playwriting – 3 hours.** Theoretical study and practical application of techniques of playwriting. Various approaches will be explored to facilitate the student playwrights in finding their own unique writing voice. **WI** Spring.

**TH 285. Theatre Graphics – 3 hours.** Students will learn various graphic works necessary for communications in the area of performing arts. The course will cover mediums as drafting (ground plans, light plots, section drawings, and elevations), figure drawing, and perspective/rendering techniques. Also, introduction to various computer programs including Vector Works and Virtual Light Lab. \$45 fee. Prerequisite: TH 112. 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 305. Stage Lighting – 3 hours.** An introduction to stage lighting, including an introduction to basic electricity, instrumentation, computer controls, color theory, and the beginnings of lighting design. Prerequisites: TH 112, TH 285. Spring.

**TH 309. Auditioning – 3 hours.** This course will acquaint the student with different approaches to auditioning. The student will be exposed to a number of monologues from different styles and periods as well as cold readings, and musical selections. The students will also receive instruction on headshots, resumes and cover letters. Fall even years.

**TH 315. Acting Workshop/Topics – 3 hours.** Advanced study and practice in acting. Topic areas may include, auditioning, period styles, dialects, stage combat, acting for the camera, and reader's theatre. Prerequisite: TH 115. May be repeated if different topic. 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. **SL** 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 18<sup>th</sup> century to present. 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 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 380. Technical Direction – 3 hours.** A study of the craft of technical direction in the theatre. Special attention is paid to engineering scenery which includes rigging. Also welding, metals, and plastics and their places in the theatre. Lab hours required and will be arranged with professor. Prerequisites: TH 125 and TH 285. Fall odd 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 – 1-3 hours.** Professional theatre experience in performance or technical production work. 6-8 week internship work is to be completed at an approved theatre. May be repeated for credit one time. Prerequisite: Permission of department.

**TH 405. Acting Theory – 3 hours.** An examination of various acting theorists, teachers, and prominent figures in the history of acting which may include but are not limited to: Thespis, Solon, Quintillian, Aaron Hill, Delsarte, Stanislavski, Strasberg, Adler, Mesiner, Spolin, Brecht, Growtoski, Suzuki, etc. Prerequisite: TH 215. Spring even years.

**TH 406. Scenic Design – 3 hours.** An introduction to the craft and process of design for the stage, including script analysis, research, sketch concepts, drafting, floor plans, renderings, and scale model construction. \$40 lab fee. Prerequisites: TH 112, TH 125, TH 285. Spring even years.

**TH 407. Scenic Painting – 3 hours.** Practicum of the techniques of painting scenery for the stage. \$50.00 fee. Prerequisites: TH 112, TH 125, TH 406. Spring odd years.

**TH 410. Advanced Light and Sound – 3 hours.** Extensive and intensive investigation of stage lighting principles, theories, and techniques leading to the production of light plots for assigned scripts. Principles and techniques for sound design and production for the theatre. Prerequisite: TH 112 or 125, TH 305. 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 445. Theatre Practicum – 1 hour.** Supervised experience in any area of theatre production. May be repeated for a maximum of 4 hours, but no area of theatre production may be repeated for course credit. Prerequisite: 3 hours of TH 245. Fall. Spring.

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



## BOARD OF TRUSTEES

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Oscar Tshibanda, Kansas City, Missouri  
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Dr. Earl J. Reeves, Chancellor Emeritus  
Mona Mikels, Executive Assistant to the President  
**Eric Sappington, Vice President of Institutional Advancement**

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Dr. Katherine M. Adams, Chair, Math/Science Division  
Dr. Marilyn Belwood, Director of Institutional Effectiveness & Planning  
Dr. Karla Bruntzel, Dean, School of Nursing & Health Sciences  
Susan Dittmer, Chair, Communications Division  
Dr. Jennifer Eimers, Chair, Languages and Humanities Division  
Dr. John Gault, Dean of Graduate Studies  
Marsha Lashley, Registrar  
Diana Malan, Chair, Fine Arts Division  
Pamela K. Reeder, Library Director  
Carol Smith, Learning Center Director  
Larry W. Stockman, Chair, Business Division  
Dr. Earl Wellborn, Dean, Education Division  
Bill Wright, Chair, Social Science Division

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**Tom D. Fifer, Vice President of Enrollment Management & Operations / Athletic Director**  
Tonia Bartel, Director of Student Accounts  
Tennille Langdon, Director of Admissions  
Charles "Buddy" Mayfield, Director of Financial Aid  
Rachel Mayfield, Campus Counselor  
Heath Morgan, Dean of Student Affairs  
Tim Schulte, Director of Maintenance  
Rev. Pam Sebastian, Campus Chaplain  
Greg Silvey, Chief Financial Officer  
Diane Weinreich, Campus Nurse

## FACULTY

#### Gerardo M. Acay, 1990

Professor, Political Science/Public Administration  
B.A., University of the Philippines; M.A., Ph.D., University of Missouri, Columbia

#### Cynthia G. Adams, 2004

Assistant Professor, Criminal Justice  
B.A., Park University; M.S. Central Missouri State University

#### Katherine, M. Adams, 2001

Associate Professor, Mathematics  
B.S., Mississippi University for Women;  
M.S., Ph.D., University of Missouri-Rolla

#### Marilyn Ahrens, 2006

Assistant Professor, Mathematics  
B.S.E., University of Central Missouri; M.S.E., University of Central Missouri

#### Daniel Allen, 2010

Instructor, Physical Education  
B.S., Missouri Valley College; M.A., Lindenwood University

#### Garry Anders, 2009

Assistant Professor, Music  
B.S. University of MO-Columbia; M.M. New Mexico State University

**Marilyn F. Belwood, 1999**

Associate Professor, Mathematics  
 A.A., Lane Community College; B.A., Southwest Missouri  
 State University; M.S., Oklahoma State University; B.F.A.,  
 University of Oregon; Ph.D., Southern Illinois University

**Tiffany Bergman, 2006**

Assistant Professor, Social Science  
 B.S., Missouri Valley College; M.A., University of Texas, San  
 Antonio

**Bruce Brock, 2000**

Instructor, Education  
 B.S., M.S., Ed. Spec., Central Missouri State University

**Karla M. Bruntzel, 2003**

Associate Professor, Athletic Training / Exercise Science  
 B.S., University of Nebraska; M.A., University of Denver;  
 Ph.D., University of Leeds, UK

**Harry Carrell, 2007**

Assistant Professor, Mass Communications  
 B.A. Fort Lewis College; M.A. Bemidji State University

**Jolene Christensen, 2008**

Instructor, Education  
 B.S. Huron University; M.A. Lindenwood University

**Steven W. Clause, 1999**

Associate Professor, Computer Information Systems  
 B.S., Missouri Valley College; M.B.A., Lindenwood  
 University

**Melvin Corlija, 2010**

Assistant Professor, Business  
 B.S., M.S., University of Missouri-Columbia; M.B.A., William  
 Woods University

**Susan J. Dittmer, 1984**

Associate Professor, Speech Communications  
 B.S., Missouri Valley College; M.A., Central Missouri State  
 University

**Tonya Eddy, 2008**

Assistant Professor, Nursing  
 B.S.N. University of Missouri-Columbia; M.S.N. University of  
 Missouri-Columbia

**Jennifer Eimers, 2008**

Assistant Professor, English  
 B.A. Grand View College; M.A. Creighton University;  
 Ph.D. University of Georgia-Athens

**Tom Dean Fifer, 1991**

Associate Professor, Physical Education  
 B.S.E., Northeast Missouri State University; M.S., University  
 of Missouri

**Kelley Fuemmeler, 2008**

Instructor, English  
 B.A., Missouri Valley College; M.A., Kansas State University

**Lyndi Fuemmeler, 2011**

Instructor, Athletic Training  
 M.A., Lindenwood University; B.S., Central Methodist  
 University

**Sierra Fultz, 2012**

Instructor, Athletic Training  
 B.A., Graceland University; M.S., Lindenwood University

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

Professor, Physics  
 B.S., Missouri Valley College; M.S., Ph.D. University of  
 Missouri, Columbia

**Linda S. Gordon, 2005**

Assistant Professor, Education  
 A.A., Cottey College; B.A., B.S., Missouri Southern State  
 College; M.Ed., William Woods University

**Loren C. Gruber, 1993**

Professor, English and Mass Communication  
 B.A., Simpson College; M.A., Western Reserve University;  
 Ph.D., University of Denver

**Drew Hawkins, 2008**

Instructor, Physical Education  
 B.A. Missouri Valley College; M. Ed. Admin. Lindenwood  
 University

**Waylon Hiler, 2008**

Assistant Professor, Biology  
 B.S. Missouri Valley College; M.S. Arkansas State University

**Bryan Hiller, 2012**

Instructor, Physical Education  
 B.S., University of Wisconsin – Oshkosh; M.E., University of  
 Minnesota

**Wade Hughes, 2008**

Associate Professor, Theatre  
 B.S. Arkansas State University; M.F.A. University of North  
 Carolina-Greensboro

**Bonnie Humphrey, 2001**

Associate Professor, Education  
 B.S., University of Missouri-Kansas City; M. Ed., Ph.D.  
 University of Missouri-Columbia

**Harold Hynick, 2008**

Assistant Professor, Theatre  
 B.A. Central College; M.F.A. University of South Dakota-  
 Vermillion

**Beverly Katz, 2009**

Assistant Professor, Business  
 B.A. University of Michigan-Ann Arbor; Juris Doctorate  
 University of Detroit

**Jeffery Kimmons, 2010**

Assistant Professor, Biology  
 B.A., Drury University; M.S., Kansas State University

**Tamara S. King, 2002**

Associate Professor, History  
 B.A., Franklin College; M.A. University of Mississippi; Ph.D.,  
 Auburn University

**Chad Lance, 2001**

Instructor, Education/Physical Education  
 B.S., Missouri Valley College; M.A., Lindenwood University

**Jennifer Livengood, 2010**

Assistant Professor, Psychology  
 B.S., Missouri Western State University; M.S. Kansas State  
 University

**Charles Ed Leslie, (1962-1979) 1987**

Associate Professor, Mathematics  
B.S., Missouri Valley College; M.S., University of Missouri-Rolla

**Wendy M. Leslie, 1998**

Associate Professor, English  
B.S., Missouri Valley College; M.A., Central Missouri State University

**Christopher Libby, 2011**

Assistant Professor, Religion & Philosophy  
M.A., University of Colorado; Ph.D., M.T.S., Emory University

**Sarah MacDonald, 2008**

Assistant Professor, Biology  
B.S. Purdue University; Ph.D. Michigan State University-East Lansing

**Michael Machholz, 1989**

Instructor, Business Administration  
B.S., Missouri Valley College, M.A., Lindenwood University

**Charles Maddi, 2012**

Instructor, Mass Communication  
B.J., University of Missouri - Columbia

**Diana S. Malan, 1983**

Associate Professor, Music and Theatre  
B.S., Missouri Valley College; M.A., Lindenwood College

**Harold E. (Gene) Marksbury, 2002**

Associate Professor, Computer Information Systems  
B.S., M.S., Texas A&M University

**Rachel Mayfield, 2008**

Assistant Professor, Psychology  
B.S. Missouri Valley College; M.A. Lindenwood University

**James McCrary**

Lecturer, Developmental Courses  
B.S., Southwest Missouri State University; M.A., University of Central Missouri

**Shawn McDaniel, 2011**

Assistant Professor, Psychology  
B.S., B.A., University of Alaska-Fairbanks; Psy.D., M.A., Forest Institute of Professional Psychology

**John L. McLean, 2001**

Professor, English  
B.A., Davidson College; M.A., Ph.D., University of North Carolina at Chapel Hill

**Debra Mills, 2001**

Associate Professor, Education  
B.S.E., Central Missouri State University; M.A., Ed. Sp., University of Missouri-Columbia

**Marilyn Milovich, 2009**

Assistant Professor, Math & Science  
B.S. Cal Poly State University; B.S. California State University-Sacramento; M.A. California State University-Sacramento

**Janie Morgan, 2008**

Assistant Professor, Dance  
B.F.A. University of Pennsylvania-Kutztown; M.F.A. Arizona State University-Tempe

**Erich Mueller, 2012**

Instructor, Mathematics  
B.S., M.S., University of Missouri - Columbia

**John Nebeck, 2011**

Associate Professor, Business  
B.A., B.S., M.S., University of Illinois-Urbana; Ph.D., Capella University

**Stephen R. Patton, 2002**

Professor, Chemistry  
B.A., Spring Arbor University; M.A., Wayne State University; Ph.D., Oakland University

**Pam Reeder, 1989**

Instructor, Education  
B.M.E., Central Methodist College; M.L.S., University of Missouri-Columbia

**Dr. David Reinheimer, 2012**

Associate Professor, English  
B.A., University of Dallas; M.A., Ph.D., University of California – Davis

**Michele Reinke, 2002**

Assistant Professor, Biology  
B.S., Missouri Valley College; M.S., University of Arkansas at Monticello

**David L. Roberts, 2001**

Assistant Professor, Mass Communication  
B.A., University of Arizona; M.A., University of Nebraska-Lincoln

**Monty J. Roe, 2005**

Instructor, Physical Education  
B.S., South Dakota State University; M.A., University of Nebraska, Kearney

**William Romine, 2012**

Assistant Professor, Chemistry  
B.A., M.A., Truman State University; Ph.D., University of Missouri - Columbia

**Jay Rozema, 2009**

Associate Professor, Theatre  
B.A. University of Arizona-Tucson; M.F.A. Florida State University

**Pam Sebastian, 2007**

Assistant Professor, Religion  
B.S., University of Utah; M.Div., Princeton Theological Seminary

**Alecia Schmidt, 2012**

Assistant Professor, Criminal Justice  
B.A., Chapman University; M.S., Boston University

**Margaret "Peggy" Sherman, 2006**

Assistant Professor, Education  
B.A., University of Central Missouri; M.A., Lindenwood University

**Milena Simic, 2005**

Assistant Professor, Business Administration  
B.A., University of Arts, Belgrade, Serbia; B.A. Mount Senario College; M.B.A., Lindenwood University

**Vladimir Simic, 2006**

Assistant Professor, Business Administration  
B.A. Mount Senario College; M.B.A., Lindenwood University

**Mary Slater, 1997**

Instructor, Humanities  
B.A., National-Louis University; M.L.S., Northern Illinois University

**Carol Smith, 2011**

Assistant Professor, Education  
B.S.E., M.S.E., University of Central Missouri; M.Ed., Boston University; Ed.D., University of Missouri-Columbia

**Dessie M. Stafford, 2004**

Associate Professor, Business Administration/Accounting  
B.A. Missouri Valley College; M.A., University of Missouri, Columbia

**Larry W. Stockman, 1988**

Associate Professor, Business Administration  
B.A., B.S., M.A., Central Missouri State University

**Teresa Taylor, 2011**

Assistant Professor, Nursing  
M.A., University of Phoenix; B.S.N., Central Methodist University 2007

**Shawn Terryberry, 2004**

Assistant Professor, Nonprofit Management  
B.A. Missouri Valley College; M.A. Lindenwood University

**Joshua T. Tetteh, 2002**

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

**David Tomchuck, 2005**

Assistant Professor, Athletic Training/ Exercise Science  
M.S. University of Nevada, Las Vegas

**Heather Troth, 2009**

Assistant Professor, Nonprofit Management  
B.A. William Jewell College; M.A. Lindenwood University

**Paul Troth, 2001**

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

**Kayla Viebrock, 2012**

Instructor, Athletic Training  
B.A., Culver-Stockton College; M.S., Emporia State University

**Carla Wade, 2012**

Assistant Professor, Nursing  
B.S., Graceland University; M.B.A./H.C.M-M.S.N., University of Phoenix

**Peter Warnock, 2009**

Assistant Professor, Anthropology  
B.A., Hope College; M.A., Texas A&M University; Ph.D., University of Missouri-Columbia

**Valerie Wedel, 2011**

Assistant Professor, Art  
B.A., Washington University; B.F.A., Columbia College; M.F.A., University of Missouri – Columbia

**Sharon Weiser, 2010**

Associate Professor, Psychology  
B.S., Missouri Western State University; M.A., University of Missouri – Kansas City; Ed.D., University of Missouri - Columbia

**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

**Allan D. Wilson, 2001**

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

**Christina Wilson, 2010**

Instructor, Business  
A.S., Moberly Area Community College; B.S., Missouri Valley College; M.B.A., Columbia College

**Charity Woodard, 2008**

Assistant Professor, Art  
B.F.A. Pittsburg State University; M.F.A. New York Academy of Art

**William Wright, 2005**

Associate Professor, Criminal Justice  
B.A., Rowan University; M.S., Fairleigh Dickinson University

**Adam Ybarra, 2010**

Instructor, Athletic Training  
B.S., Kansas State University; M.E.D., University of Missouri-Columbia

**Virginia Zank, 1997**

Consultant  
B.S., John Brown University, M.A., Central Missouri State University

**ADJUNCT FACULTY**

Chuck Appleton	Laura Jackson
Matt Arni	Lauren Jacobs
Crystal Beckham	Chad Jaecques
Cindy Beltz	Haley Jameson
James Billis	Aaron Johnson
Keith Bishop	Ken Kujawa
Robert Brainerd	Natalie Lavelock
Jonathan Bridges	Ben Lowe
Christine Carnes	Jennifer Melton
Karen Chevalier	Pamela Montgomery
Aaron Christensen	Matt Moyer
Susan Coffee	Charlotte Neville
Debbie Coleman	Shellee Peuster
Melody Davis	Brenda Randolph
Deon Duncan	Barry Rave
Nikki Fahnstock	Hannah Reeves
Charles Ferguson	Pam Riggs
Carla Fricke	Dyann Rozema
Spencer Fricke	David Sussman
Daniel Gemkow	Michael Stevens
Jessica Guire	Mike Snodgrass
Charles Guthrey	David VanHorn
Jacquelyn Guthrey	Paul Vaillancourt
Tom Hayob	Aleta Vestal
Leslie Heimsoth	Doug Wright
Denny Honnold	Luann Wymore
James Isaac	

# Missouri Valley College 2012-13 Academic Calendar

SUBJECT	START DATE	END DATE
Faculty meetings & workshops	8/15/2012	8/16/2012
Freshman Orientation	8/17/2012	8/19/2012
Fall Registration & Check-in	8/18/2012	8/19/2012
Fall Classes begin; 1st 8 & full semester (face-to-face)	8/20/2012	8/20/2012
Fall online classes begin	8/22/2012	8/22/2012
Last day to drop/add online classes	8/23/2012	8/23/2012
Last day to drop/add face-to-face classes	8/27/2012	8/27/2012
Fall Convocation	8/30/2012	8/30/2012
Last day to declare pass/fail and withdraw "W" for 1st 8-week classes	8/31/2012	8/31/2012
Last day to apply for December graduation	9/7/2012	9/7/2012
Last day to withdraw "WP"/"WF" 1st 8-week classes	9/14/2012	9/14/2012
Family Weekend	9/15/2012	9/16/2012
Last day to declare pass/fail and withdraw "W" for full semester classes	9/28/2012	9/28/2012
Fall mid-terms	10/8/2012	10/12/2012
Homecoming	10/13/2012	10/13/2012
2nd 8-week classes begin	10/15/2012	10/15/2012
Last day to drop/add 2nd 8-week classes	10/19/2012	10/19/2012
Fall Intercession & Spring 2013 registration	10/22/2012	10/26/2012
Last day to declare pass/fail and withdraw "W" for 2nd 8-week classes	10/26/2012	10/26/2012
Last day to withdraw "WP"/"WF" 2nd 8-week & full semester classes	11/9/2012	11/9/2012
Thanksgiving Break (no classes & offices closed)	11/21/2012	11/23/2012
Last day of classes	12/3/2012	12/3/2012
Final Exams	12/4/2012	12/7/2012
Official December graduation date (Ceremony in May 2013)	12/7/2012	12/7/2012
Fall grades due	12/10/2012	12/10/2012
Fall Intercession begins (online classes only)	12/10/2012	12/10/2012
Last day to drop/add fall intercession	12/11/2012	12/11/2012
Last day to withdraw "W" fall intercession	12/21/2012	12/21/2012
College offices closed for Christmas break	12/24/2012	12/26/2012
Last day to withdraw "WP"/"WF" fall intercession	12/28/2012	12/28/2012
College offices closed for New Year holiday	1/1/2013	1/1/2013
Fall intercession ends	1/4/2013	1/4/2013
Spring semester registration & check-in for commuter students	1/4/2013	1/4/2013
Fall intercession grades due	1/7/2013	1/7/2013
Spring semester registration & check-in for resident students	1/7/2013	1/7/2013
Spring classes begin; 1st 8 & full semester (face-to-face)	1/8/2013	1/8/2013
Spring online classes begin	1/10/2013	1/10/2013
Last day to drop/add online classes	1/11/2013	1/11/2013
Last day to drop/add face-to-face classes	1/15/2013	1/15/2013
Last day to withdraw "W" 1st 8-week classes	1/18/2013	1/18/2013
No classes & college offices closed for MLK holiday	1/21/2013	1/21/2013
Last day to withdraw "WP"/"WF" 1st 8-week classes	2/1/2013	2/1/2013
Last day to declare pass/fail and withdraw "W" for full semester classes	2/8/2013	2/8/2013
Last day to apply for May & Summer graduation	2/15/2013	2/15/2013
Spring Mid-terms	2/25/2013	3/1/2013
2nd 8-week classes begin	3/4/2013	3/4/2013
Last day to drop/add 2nd 8-week classes	3/8/2013	3/8/2013
Spring Break	3/11/2013	3/15/2013
Offices closed for spring break	3/14/2013	3/15/2013
Summer/Fall course registration	3/18/2013	3/22/2013
Last day to declare pass/fail & withdraw "W" 2nd 8-week classes	3/22/2013	3/22/2013
Last day to withdraw "WP"/"WF" for 2nd 8 & full semester classes	3/28/2013	3/28/2013
Good Friday - no classes & offices closed	3/29/2013	3/29/2013
Last day of classes	4/29/2013	4/29/2013
Final Exams	4/30/2013	5/3/2013

## Missouri Valley College 2012-13 Academic Calendar

Commencement (Baccalaureate/Graduation)	5/4/2013	5/4/2013
Final grades due	5/7/2013	5/7/2013
Spring Intersession classes begin (face to face only)	5/13/2013	5/13/2013
Spring Intersession last day to drop/add	5/13/2013	5/13/2013
Summer Session - Graduate classes begin (12 weeks)	5/13/2013	5/13/2013
Spring Intersession last day to declare pass/fail and withdraw "W"	5/15/2013	5/15/2013
Summer session - Graduate classes last day to drop/add	5/15/2013	5/15/2013
Spring Intersession last day to withdraw "WP"/"WF"	5/20/2013	5/20/2013
Spring Intersession ends	5/24/2013	5/24/2013
Memorial Day - Offices closed	5/28/2013	5/28/2013
Summer Session - 8-week session begins (on line only)	6/3/2013	6/3/2013
Summer Session - June 4-week session begins	6/3/2013	6/3/2013
Summer Session - 8-week session last day to drop/add	6/4/2013	6/4/2013
Summer Session - June 4-week session last day to drop/add	6/4/2013	6/4/2013
Summer Session - June 4-week session last day to declare pass/fail & withdraw "W"	6/11/2013	6/11/2013
Summer session - Graduate classes last day to withdraw "W"	6/12/2013	6/12/2013
Summer Session - June 4-week session last day to withdraw "WP"/"WF"	6/18/2013	6/18/2013
Summer Session - 8-week session last day to declare pass/fail & withdraw "W"	6/26/2013	6/26/2013
Summer Session - June 4-week session classes end	6/28/2013	6/28/2013
Summer Session - July 4-week session begins	7/1/2013	7/1/2013
Summer Session - June 4-week session grades due	7/1/2013	7/1/2013
Summer Session - July 4-week session last day to drop/add	7/2/2013	7/2/2013
Office closed - Independence Day holiday	7/4/2013	7/4/2013
Summer Session - July 4-week session last day to declare pass/fail & withdraw "W"	7/9/2013	7/9/2013
Summer Session - 8-week session last day to withdraw "WP"/"WF"	7/10/2013	7/10/2013
Summer session - Graduate classes last day to withdraw "WP/WF"	7/10/2013	7/10/2013
Summer Session - July 4-week session last day to withdraw "WP"/"WF"	7/16/2013	7/16/2013
Summer Session - 8-week session classes end	7/26/2013	7/26/2013
Summer Session - July 4-week session classes end	7/26/2013	7/26/2013
Summer Session - 8-week session grades due	7/29/2013	7/29/2013
Summer Session - July 4-week session grades due	7/29/2013	7/29/2013
Official Summer graduation date (ceremony in May 2013)	8/2/2013	8/2/2013
Summer session - Graduate classes end	8/2/2013	8/2/2013
Summer session - Graduate classes grades due	8/5/2013	8/5/2013

# MISSOURI VALLEY COLLEGE

## FINAL EXAM SCHEDULES FALL 2012 AND SPRING 2013

### FALL SEMESTER 2012

PERIOD	TUES 12/4/12	WED 12/5/12	THUR 12/6/12	FRI 12/7/12
8:00	8:00 MWF	8:00 TR	12:00 MWF	9:00 MWF
10:00	11:00 MWF	9:25 TR	10:50 TR	10:00 MWF
12:00	NONE	NONE	NONE	NONE
1:00	1:00 MWF	1:40 TR	2:00 MWF	3:05 TR
3:00	3:00 MWF	12:15 TR	ARR	ARR

### SPRING SEMESTER 2013

PERIOD	TUES 4/30/13	WED 5/1/13	THUR 5/2/13	FRI 5/3/13
8:00	8:00 MWF	8:00 TR	10:50 TR	12:00 MWF
10:00	11:00 MWF	9:25 TR	9:00 MWF	10:00 MWF
12:00	NONE	NONE	NONE	NONE
1:00	1:40 TR	1:00 MWF	2:00 MWF	3:05 TR
3:00	3:00 MWF	12:15 TR	ARR	ARR

**Night Classes:** The final will be at 6:00 pm on the evening the course is taught during final examination week or the last night of class.

**Online Classes:** Instructors will arrange their final examinations to be held during the finals week and must be taken during that week. Online students should consult the course syllabi for details.

**MTWRF Classes:** The final will be at the time stated above for MWF classes.

**FINAL EXAM SCHEDULES ARE NOT TO BE CHANGED. STUDENTS SHOULD PLAN RIDES HOME AND OTHER OBLIGATIONS IN ACCORD WITH THE FINAL EXAMINATION SCHEDULE.**