

2005 - 2006

# Undergraduate

CATALOG



PARK  
UNIVERSITY™

**2005 - 2006**  
**PARK UNIVERSITY**  
**UNDERGRADUATE CATALOG**

**COLLEGE FOR DISTANCE LEARNING**

School for Extended Learning

School for Online Learning

**COLLEGE FOR LIBERAL ARTS AND SCIENCES**

School for Arts and Humanities

School for Natural and Applied Sciences

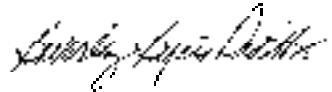
School for Social Sciences

**COLLEGE FOR PROFESSIONAL STUDIES**

School for Business and Management

School for Education

Certified true and correct  
as to content and policy



Dr. Beverley Byers-Pevitts, President

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Parkville, MO 64152  
(816) 741-2000  
1-800-745-PARK (7275)

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### Letter from the President

Dear Student Learners:

Welcome to Park University! I am pleased you have selected Park University for your educational journey as a student learner in a global society.

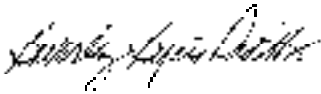
This year brings a significant anniversary to Park University as we celebrate 130 years of academic excellence. We are recognized nationally as an innovative, progressive higher learning institution resulting from our historical academic reputation and our innovative delivery of education through both on ground (face-to-face) and Online instruction. We are proud of our combined liberal learning and professional preparation of our students who excel in critical thinking and communications skills when they graduate.

Our international student learner population continues to expand and creates a valuable, multicultural learning environment for student learners, faculty and staff. Our Online and Distance Learning classes allow degree opportunities for an increasing number of student learners across the United States and throughout the world.

Park University's educational strength derives from our vision for the future success of all of our student learners. Our faculty are highly respected and committed to assisting you in accomplishing your educational goals. Park University's motto is as real to us today as it was to student learners in 1875: *Fides et Labor* (faith and work). We promote faith in self and a willingness to work. We will never expect more from you than we expect from ourselves.

I look forward to what we will accomplish together in 2005-2006.

Kindest regards,

A handwritten signature in dark ink, appearing to read "Beverley Byers-Pevitts", written in a cursive style.

Beverley Byers-Pevitts, Ph.D.  
President

# Vision, Mission, History, and Affiliations



## **Park University**

### **Motto**

*“Fides et Labor”*

### **Core Values**

- \* Commitment to commonalities and differences
- \* Commitment to community among all peoples of the world
  - \* Commitment to lifelong learning

### **Goals**

- \* Enhance the Image and Identity of Park University
  - \* Ensure Academic Excellence
  - \* Ensure Excellence in Student Services
- \* Ensure that Park University Functions as One University

### **Mission and Vision Statements**

#### **Mission Statement**

The mission of Park University, an entrepreneurial institution of learning, is to provide access to academic excellence, which will prepare students to think critically, communicate effectively and engage in lifelong learning while serving a global community.

#### **Vision Statement**

Park University will be a renowned international leader in providing innovative educational opportunities for students within the global society.

## HISTORY OF PARK UNIVERSITY

The Parkville campus is situated high on a bluff commanding an inspiring view of the Missouri River, which sweeps in a broad bend around the quiet community of Parkville. To the south and southeast, the skyline of Greater Kansas City is visible. The 700-acre campus is a site of breath-taking natural beauty with woodlands, waterfalls and wildflowers.

Park University is steeped in history; one can almost sense the presence of former Parkites who assisted in constructing many of the campus buildings. Mackay Hall, placed on the National Register of Historic Places, houses administrative offices as well as classrooms. It was begun in 1886 with students quarrying the stone from the school's land, carrying it to the site, and building the structure as a means of earning their tuition. With its clock tower overlooking the residence halls, classrooms and other more modern facilities around it, Mackay has become the symbol of Park University.

The McAfee Memorial Library contains approximately 125,000 volumes, over 1,000 periodicals and a consortium of about 4,000 reels of microfilm. The library is electronically networked to colleges, universities and city libraries so that students have access to 2,000,000 volumes and virtually all articles in print. Other library resources include periodical indexes and databases, reference sources, database access, and the archives and records of Park University. The underground library located beneath the campus seats approximately 290, provides seminar rooms and group study rooms, study areas and an art gallery. Computer facilities are available and copying for students. The book collection can be accessed through an online electronic catalog.

The Graham Tyler Memorial Chapel with its carillon bells is the site of many memorable happenings, from convocations, wedding ceremonies, concerts, and lecture series. It contains a 136-rank organ, vaulted ceiling and stained glass.

The Charles Smith Scott Observatory, built in 1896 as a memorial to a New Jersey judge, was also constructed by students. The observatory was converted to an observation deck in 1999 after a fire damaged the structure.

Just inside the entrance to the campus is a small frame building known as Park House. It was originally the home of Colonel George S. Park, co-founder of Park University in 1875 with Dr. John A. McAfee, the first president. The two men conceived a program, which combined work and study. Park was largely a self-sustained community with farmland, orchards and vineyards, a 10,000-square-foot greenhouse, and a large dairy herd. In the fall, classes were postponed while everyone joined in the harvest, gathering the grain into bins and preserving the fruits and vegetables in tin cans proudly labeled "Students' Self-Help Department: The Park Family."

You can still work to help pay for your Park University education, and there is still a Park family atmosphere. This is the part of Park University that we can't put on a map or show on a tour, yet it is as much a part of Park University as the buildings and the landscape. This is friendliness, helpfulness, caring and concern for one another. It transcends race, religion, sex, cultures and income bracket. It is known as the Park Spirit. Committed to being one of the finest institutions in the nation, providing quality education in a wholesome environment for all students, including traditional and non-traditional full-time students on the historic Parkville Campus, and fully employed, full-time and part-time students on campus centers across the nation. (See page 11 for a brief history of Park University's College for Distance Learning.)

Park University at Parkville is ideally served by transportation facilities. Modern freeways are just minutes away. Highway 45 at Parkville links with Highway 9 and Interstate routes 29 and 35; Highway 9 links with Interstates 435 and 635 to provide efficient automobile travel. Downtown Kansas City is just ten minutes from the Parkville campus. The Kansas City International airport is only twelve minutes from the campus, and Kansas City is served by railroad transportation and bus service.

## KANSAS CITY

The Greater Kansas City area offers excellent opportunities for student employment. Practical internships and/or practicum's are available through the many area industries, businesses, agencies, and governmental and educational systems. Kansas City is the agribusiness capital of the world. There are also several shopping centers, sports complexes, parks and performing arts, resource libraries and research institutions.

The Harry S. Truman Library, which houses the former president's papers and artifacts, and the Linda Hall Library of Science and Technology, which includes the works and findings of most of the scientists of the world, are available to students. There are many

recreational activities, a symphony orchestra, a Performing Arts Foundation, outstanding museums, art galleries, theaters and several professional sports teams. In the immediate Park community is the Philharmonia of Greater Kansas City and the Bell Road Barn Players which call Park University home. All major religious denominations are represented in the Parkville suburban area or in nearby Kansas City.

## **ACCREDITATION**

Park University is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools, (KAN214F), 30 North LaSalle Street, Suite 2400, Chicago, IL. 60602 (312-263-0456). The State of Missouri Department of Elementary and Secondary Education, P.O. Box 480, Jefferson City, MO. 65102 (573-751-3469) has officially approved the academic standards of Park University for teacher education. The Department of Nursing is accredited by the National League for Nursing Accrediting Commission, 61 Broadway, New York, NY. 10006 (212-363-5555, ext. 153) and approved by the Missouri State Board of Nursing. The Department of Athletic Training is accredited by the Commission on Accreditation of Allied Health Education Programs, 35 East Wacker Drive, Suite 1970, Chicago, IL. 60601-2208. The Department of Social Work is in approved candidacy status for accreditation by the Council on Social Work Education (CSWE) [Please see Note 1].

**NOTE 1:** Park University is in the process of seeking accreditation from the Council on Social Work Education (CSWE) for the Bachelor of Social Work degree. Typically, new social work degree programs offer courses for two years in candidacy status before receiving full accreditation; students learners who complete their degree requirements during the candidacy period are covered retroactively by the accreditation when it is awarded. It should be noted; however, that accreditation at the end of the candidacy period is not guaranteed by CSWE in advance.

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

## **STATE AUTHORIZATIONS**

### **Tennessee**

The Tennessee Higher Education Commission authorizes Park University. This authorization must be renewed each year and is based on an evaluation by minimum standards concerning quality of education, ethical business practices, health and safety, and fiscal responsibility.

### **Texas**

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

### **Washington**

Park University is authorized by the Washington Higher Education Coordinating Board and meets the requirements and minimum educational standards established for degree-granting institutions under the Degree Authorization Act (RCW 28B.85 and WAC 250-61). This authorization is valid until July 31, 2005, and authorized Park University to offer the following degree programs:

- Associate of Science in Computer Science
- Associate of Science in Management
- Associate of Science in Management/Accounting
- Associate of Science in Social Psychology
- Bachelor of Science in Computer Science
- Bachelor of Science in Management
- Bachelor of Science in Management/Accounting
- Bachelor of Science in Management/Computer Information Systems
- Bachelor of Science in Management/Human Resources
- Bachelor of Science in Management/Marketing
- Bachelor of Science in Social Psychology



Associate of Science in Criminal Justice Administration (Distance Learning Only)  
 Bachelor of Science in Criminal Justice Administration (Distance Learning Only)  
 Bachelor of Science in Health Care (Distance Learning Only)

Any person desiring information about the requirements of the act or the applicability of those requirements to the institution may contact the board office at P.O. Box 43430, Olympia, WA 98504-3430, (360)-753-7869.

## **MEMBERSHIPS**

Park University is an institutional member of the following:

- \* Association of American Colleges and Universities (founding member)
- \* The Council of Independent Colleges
- \* The Kansas City Professional Development Council (founding member)
- \* The Missouri Association of Colleges for Teacher Education
- \* The Missouri College Relations Committee
- \* The Missouri College Fund
- \* The American Association of Collegiate Registrars and Admissions Officers
- \* The National College and University Business Officers
- \* The National Association of International Educators
- \* Association for Non-Traditional Students in Higher Education
- \* The National Association of Intercollegiate Athletics
- \* North American Association of Summer Sessions
- \* The Service members Opportunity Colleges (Charter member for all services)
- \* The National Association of Institutions for Military Education Services
- \* The National Association of Veterans Program Administrators
- \* Kansas City Regional Access Consortium for Higher Education (founding member)
- \* Council of College and Military Educators
- \* National Association of Veterans Program Administrators
- \* Association of Veterans Education Certifying Officials
- \* Texas Association of Collegiate Veterans Program Officials
- \* Kansas City Chamber of Commerce
- \* Northland Chamber of Commerce
- \* The National Association of Colleges and Employers
- \* American Association of College of Teacher Education
- \* The National Hispanic Institute

## **SERVICE MEMBERS OPPORTUNITY COLLEGES (SOC)**

Park University is an undergraduate and graduate institution designated as a two-year and four-year member institution of SOC. As one of over 400 SOC member institutions, Park University recognizes the unique nature of the military lifestyle and has committed itself to easing the transfer of relevant course credits, providing flexible academic residency requirements, and crediting learning from appropriate military training experiences. SOC has been developed jointly by educational representatives of each of the Armed Services, the office of the Secretary of Defense and a consortium of thirteen leading national higher education associations. It is sponsored by the American Association of State Colleges and Universities (AASCU) and the American Association of Community and Junior Colleges (AACJC).

Park University is a charter member of SOCAD-2 and 4, SOCNAV-2 and 4, SOC-MAR-2 and 4, and SOCCoast 2 and 4. As a member institution, Park University provides occupational and flexible associate and baccalaureate degree programs to active duty Army, Navy, Coast Guard and Marine personnel and their family members. Service members and their family who wish to take this degree completion opportunity through Park University must achieve degree candidate status by submitting an Application for Admission and Evaluation for one of the SOC curriculum networks offered by Park University at the location attended. Park University will then provide the student with a degree audit and a SOC Student Agreement. The student must complete the residency requirements at Park University but have the opportunity to complete the degree requirements at other network member institutions.

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

### **CONCURRENT ADMISSIONS PROGRAM (ConAP)**

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

# Schools



## **ORGANIZATION OF ACADEMIC PROGRAMS**

The curriculum of Park University is organized and administered through three colleges and seven schools.

### **COLLEGE FOR DISTANCE LEARNING**

The Park University College for Distance Learning is a pioneer in non-traditional studies through its focus on the creation of degree programs to fit the unique needs of individual students. The College for Distance Learning assists diverse segments of the population in achieving career and personal goals throughout their total educational experience. It is called “non-traditional” because it specializes in high quality and personalized educational service for service personnel and full-time employed adults. The key word is service. The entire staff and faculty of Park University act as facilitators of the student’s educational experience. Because of this approach, the College for Distance Learning has set a standard in serving students seeking personal development or new pathways to degree completion through innovative processes.

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

The School for Extended Learning and School for Online Learning programs are now located on military installations, community colleges, commercial facilities convenient to students and on the Internet. The College for Distance Learning is one of the nation’s largest programs serving over 18,000 students per year.

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

The School for Online Learning began under the auspices of the School for Extended Learning with one pilot class in English in 1996. The first class was a success and very quickly the Online programs found it’s own path for the adult student. The Online Learning program has developed over 175 courses and offers 400 sections per term with over 5,000 students enrolled each term. Seven degrees are offered through the School for Online Learning, Bachelor of Science in: Criminal Justice Administration, Management, Management/Computer Information Systems, Management/Health Care, Management/Human Resources, Management/Marketing and Social Psychology. Students wishing to continue educational careers after completion of their baccalaureate degree may enroll in programs for online courses in the areas of Master of Education, Master of Business Administration and Master of Public Affairs.

Many of the Online courses are taken by students in the School for Extended Learning to expedite his/her course work for degree completion. Adult students find that a hectic schedule of work, family obligations, unexpected travel, etc., impedes their ability to complete his/her college degrees. The Online learning environment offered by the School for Online Learning not only lets the student participate in class as his/her schedule permits, it also allows the student to study and learn at the time that is convenient to his/her schedule. The student can study how best suits his/her learning style. There are five eight-week terms in an academic year with classes scheduled Monday to midnight Sunday.

## College for Distance Learning-School for Extended Learning

### Dean: John Noren, Ph.D.

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

**Vision Statement:** The School for Extended Learning at Park University will be an internationally recognized leader in providing transformational learning experiences to promote lifelong learning within the global community.

#### List of Faculty

Burril, Lanny	M.S.	Fairchild Air Force Base Campus Center
Christopherson, Leo	M.Ed.	Fairchild Air Force Base Campus Center
Gresdo, Dennis	M.A.	MCB Quantico, Fort Myer, and HQBN Henderson Hall
Harrison, Harry	M.S.	MCB Quantico, Fort Myer, and HQBN Henderson Hall
Haynie, Glyn	M.A.	Austin Campus Center
Hovland, David	Ph.D.	Austin Campus Center
Lampton, Jolene	Ph.D.	Austin Campus Center
Lewis, Leslie	Ph.D. Cand.	Austin Campus Center
Maldonado, Aldo	Ph.D.	Austin Campus Center
Mason, Teresa	Ph.D. Cand.	MCB Quantico, Fort Myer, and HQBN Henderson Hall
Peplow, Marijane	Ph.D.	MCB Quantico, Fort Myer, and HQBN Henderson Hall
Ryno, Serge	Ph.D.	Austin Campus Center
Theus, Robert	M.B.A.	Fort Bliss Campus Center
Tillman, Charles	M.A.	Fairchild Air Force Base Campus Center
Wu, Ping	Ph.D.	Austin Campus Center

#### Degrees Offered

Computer Science	A.S.	School for Extended Learning-Selected Campuses
Construction Management	A.S.	School for Extended Learning-Selected Campuses
Criminal Justice Administration	A.S.	School for Extended Learning-Selected Campuses
Liberal Arts	A.A.	School for Extended Learning-Selected Campuses
Management	A.S.	School for Extended Learning-Selected Campuses
Management/Accounting	A.S.	School for Extended Learning-Selected Campuses
Management/Aviation	A.S.	School for Extended Learning-Selected Campuses
Management/Logistics	A.S.	School for Extended Learning-Selected Campuses
Medical Records Management	A.S.	School for Extended Learning-Selected Campuses
Office Management	A.S.	School for Extended Learning-Selected Campuses
Social Psychology	A.S.	School for Extended Learning-Selected Campuses
Liberal Arts	B.A.	School for Extended Learning-Selected Campuses
Computer Science	B.S.	School for Extended Learning-Selected Campuses
Criminal Justice Administration	B.S.	School for Extended Learning-Selected Campuses
Management	B.S.	School for Extended Learning-Selected Campuses
Management/Accounting	B.S.	School for Extended Learning-Selected Campuses
Management/Aviation	B.S.	School for Extended Learning-Selected Campuses
Management/CIS	B.S.	School for Extended Learning-Selected Campuses
Management/Engineering Admin	B.S.	School for Extended Learning-Selected Campuses
Management/Finance	B.S.	School for Extended Learning-Selected Campuses
Management/Health Care	B.S.	School for Extended Learning-Selected Campuses
Management/Human Resources	B.S.	School for Extended Learning-Selected Campuses
Management/Logistics	B.S.	School for Extended Learning-Selected Campuses
Management/Marketing	B.S.	School for Extended Learning-Selected Campuses
Social Psychology	B.S.	School for Extended Learning-Selected Campuses

**College for Distance Learning-School for Online Learning**  
**Dean: John Noren, Ph.D.**

**Mission Statement:** The School for Online Learning's mission is to provide superior online learning opportunities through the integration of effective instructional pedagogy with innovative technology, which fosters the quality and growth of the School for Online Learning.

**Vision Statement:** The School for Online Learning's vision is to be the premier provider of quality online higher education for a global society.

**List of Faculty**

Erlan, Burk	M.S.	Assistant Professor of Computer Science
Dailey, Amber	Ph.D.	Assistant Professor of Education
Furnish, Cynthia	Ph.D. Candidate	Assistant Professor of Management
Hight III, Edward	Ph.D.	Assistant Professor of Education
Incalcatera, Frank P.	M.Ed.	Assistant Professor of Psychology
Mandernach, B. Jean	Ph.D.	Associate Professor of Psychology
Pegues, Jutta C.	Ph.D.	Assistant Professor of History
Schulte, Marthann	Ph.D.	Assistant Professor of Education
Stallings, Walton Dees	Ph.D.	Assistant Professor of English

**Degrees Offered**

Criminal Justice Administration	B.S.	Online
Management	B.S.	Online
Management/CIS	B.S.	Online
Management/Health Care	B.S.	Online
Management/Human Resources	B.S.	Online
Management/Marketing	B.S.	Online
Social Psychology	B.S.	Online





**College for Professional Studies**  
**Dean: Mathew Kanjirathinkal, Ph.D.**

**School for Business and Management**  
**Associate Dean: Peter Soule, Ph.D.**

Chair of Management and Human Resources Department	Bartlett J. Finney, Ph.D.
Chair of Marketing Department	Fitzmorris, Michael, M.I.M.
Chair of Economics Department	Vinlove, F. Kathleen, Ph.D.
Chair of Accounting and Finance Department	Wuellner, Paul, M.A.

**Mission Statement:** The mission of the School of Business and Management is to provide professional programs of study that are founded in the liberal arts tradition. Graduates of the School of Business and Management are prepared to be professionals who have learned theory and application. They have the knowledge, values and skills necessary to lead business and society in a global community.

**Vision Statement:** The vision of the School of Business and Management is to become a leader in the delivery of innovative programs that prepare students for global leadership in business and society.

**List of Faculty**

Finney, Bartlett J.	Ph.D.	Professor of Business Administration
Fitzmorris, Michael	M.I.M.	Assistant Professor of Business Administration
Gardiner, J'Noel	Ph.D.	Associate Professor of Finance
Jumara, John	M.A.	Associate Professor of Management
Karakitsos, Dimitri	M.B.A.	Associate Professor of Management
Koudou, Nicolas A.	Ph.D.	Associate Professor of Business Administration
Martin, Michael R.	M.B.A.	Assistant Professor of Business Administration
Moore, Keith	M.A.	Associate Professor of Economics
Soule, Peter E.	Ph.D.	Professor of Economics
Vinlove, F. Kathleen	Ph.D.	Associate Professor of Economics
Wuellner, Paul	M.A.	Associate Professor of Accounting

**Associate of Science (A.S.) Degrees Offered**

Management	Park Accelerated Programs
Management/Accounting	Park Accelerated Programs
Management/Aviation	Park Accelerated Programs
Management/Logistics	Park Accelerated Programs
Medical Records Management	Park Accelerated Programs
Office Management	Park Accelerated Programs

**Bachelor of Arts (B.A.) Degrees Offered**

Accounting	Parkville Daytime Campus Center
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Business Administration with five specialties:

Finance	Parkville Daytime Campus Center & Kansas City Accelerated Programs
Human Resources	Parkville Daytime Campus Center & Kansas City Accelerated Programs
Marketing	Parkville Daytime Campus Center & Kansas City Accelerated Programs
Management	Parkville Daytime Campus Center & Kansas City Accelerated Programs
International	
Business	Parkville Daytime Campus Center

Business Economics	Parkville Daytime Campus Center
Economics	Parkville Daytime Campus Center



**Bachelor of Science (B.S.) Degrees Offered**

Management	Park Accelerated Programs and Online
Management/Accounting	Park Accelerated Programs
Management/Aviation	Park Accelerated Programs (Beaufort Campus only)
Management/Computer Information Systems	Park Accelerated Programs, Portfolio, and Online
Management/Engineering Administration	Park Accelerated Programs (Leonard Wood Campus only)
Management/Finance	Park Accelerated Programs
Management/Health Care	Park Accelerated Programs and Online
Management/Human Resources	Park Accelerated Programs and Online
Management/Logistics	Park Accelerated Programs
Management/Marketing	Park Accelerated Programs and Online

## College for Professional Studies

### School for Education

**Associate Dean: Patricia Hutchens McClelland, Ph.D.**

- Mission Statement:** The School for Education at Park University, an institution committed to diversity and best practice, prepares educators to be effective teachers, leaders in their communities, change agents in their schools, and advocates for learners.
- Vision Statement:** The School for Education at Park University is to be known as a leader in the preparation of educators who will address the needs, challenges, and possibilities of the 21st century.

### List of Faculty

Alexander, Janice	M.A.	Assistant Professor of Education
Bennett, Betty S.	Ed.S.	Assistant Professor of Education
Dailey, Amber	Ph.D.	Assistant Professor of Education
Ebright, LaDonna	M.S.	Assistant Professor of Education
Ewing, Larry	Ed.D.	Associate Professor of Education
Fink, Betty Sue	M.S.	Assistant Professor of Education
Greene, Judy	M.A.	Assistant Professor of Education
Lane, Laura	M.A.	Assistant Professor of Education
Lofflin, Kathy	Ph.D.	Associate Professor of Education
McClelland, Patricia Hutchens	Ph.D.	Professor of Education
Otto, Michael	Ed.S.	Assistant Professor of Education
Schulte, Marthann	Ph.D.	Assistant Professor of Education
Seybert, Linda	Ph.D.	Associate Professor of Education
Wentz, Charlotte Ann	Ed.D.	Assistant Professor of Education
Wilson, Catherine	Ph.D.	Associate Professor of Education

### Degrees Offered

Child and Family Studies	B.A.	Parkville Daytime Campus Center Park Accelerated Programs- Kansas City Area Parkville Daytime Campus Center
Certification		
Early Childhood Education		
Elementary Education		
Secondary Education		
K-12 (Art and Spanish)		
Middle School		
Early Childhood Education	B.A.	Parkville Daytime Campus Center
Elementary Education	B.A.	Parkville Daytime Campus Center
Art		
English		
Fine Art		
Mathematics		
Social Studies		
Science		
Science and Mathematics		
Middle School Education		Parkville Daytime Campus Center
English, Math, Science, Social Studies		
Secondary Education		Parkville Daytime Campus Center
English		
Journalism		
Mathematics		
Social Studies		
Unified Science (Biology or Chemistry)		
Education Studies	B.A.	Parkville Daytime Campus Center

The Department of Education offers Missouri certification in early childhood, elementary, middle school and secondary education. Completion of the certification process enables a person to teach in pre-schools, elementary, middle schools, junior or senior high schools, either public or private. Philosophical, historical and modern methodological approaches to education are studied. Extensive field-based experiences are an integral and required part of the program. They provide a variety of in-school activities and culminate in student teaching. Because many education courses require out of classroom and off campus visits to learning facilities, students must be prepared to provide their own transportation.

### **Teacher Certification**

The Park University Education Program is approved by the Missouri Department of Elementary and Secondary Education. Upon completion of the program, passing the appropriate PRAXIS test, recommendation by Park University, and application by the student, a Missouri Teaching Certificate is issued by the state of Missouri. If students wish to be certified in any state other than Missouri, students are responsible for their course of study to reflect that state's requirements. Teaching Certification requires passing an FBI background check, which includes fingerprinting.

*The following endorsements are available:*

**Early Childhood Education-** A major in early childhood education requires a cumulative GPA of 2.75 or better..

**Elementary Education-** A major in elementary education with a cumulative GPA of 2.75 or better.

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

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

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

### **Availability of Courses**

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

### **Admission to the School of Education**

Students may apply for entry to the Education Program at any point in their work, but an application is usually completed upon earning 60 credit hours. Entry is open to all qualified students. Application to the program is made after evaluation by the School for Education.

*The following minimum criteria must be met in order to gain full entry to the School for Education:*

- \* Sophomore standing
- \* A cumulative GPA of 2.75 or better (GPA is computed on all work, transfer and Park University)
- \* An ACT score or an SAT score
- \* Minimum passing score on College BASE test

- \* Successful completion of the Writing Competency Test
- \* Letter of reference from a faculty member outside of the School for Education.
- \* Acceptable beginning portfolio based on Missouri Standards

Admission to the School for Education is required before enrolling in any education course numbered above 350. The appropriate Strategies and Practicum courses must be taken before being enrolled in Directed Teaching with Seminar. A minimum grade of "B" in the Strategies and Practicum courses and passing the appropriate PRAXIS are required before students may enroll in Directed Teaching. Passing the appropriate PRAXIS test is required for Missouri certification.

### **DIRECTED TEACHING**

Usually directed teaching will be done during the regular school year September through May. The department may consider special situations with exceptional circumstances, but all decisions are at the discretion of the department based on availability of supervising faculty, appropriate sites, sufficient hours and a certified cooperating teacher. Practicum and Directed Teaching requires passing an FBI background check, which includes fingerprinting. Completion of a successful portfolio, based on Missouri standards, is required for completion of Directed Teaching.

### **COURSES OVER TEN YEARS OLD**

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

**1998-1999 PRAXIS pass rate 83%**

**1999-2000 PRAXIS pass rate 92%**

**2000-2001 PRAXIS pass rate 82%**

**2001-2002 PRAXIS pass rate 90%.**

**2002-2003 PRAXIS pass rate 96%.**

## College for Liberal Arts and Sciences

### School for Arts and Humanities

Associate Dean: J. Mark Noe, Ph.D.

**Mission Statement:** The mission of the School of Arts and Humanities of Park University is to prepare graduates who are articulate, literate, reflective, and committed to a lifetime of learning and civic action.

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

### List of Faculty

Atkinson, Stephen	Ph.D.	Associate Professor of English
Bachmann, Donna G.	M.F.A.	Associate Professor of Art
Blasdel, Machrina	M.Div.	Assistant Professor of Religion/Philosophy
Boehr, Kay	M.A.	Assistant Professor of Interior Design
Byer, Silvia Giovanardi	M.A.	Assistant Professor of Modern Language
Duncan, Adam Wade	DMA Cand.	Assistant Professor of Music
Ganzen, Olga	M.A.	Assistant Professor
Glauner, Jeffry L.	Ph.D.	Professor of English
Ioudenitch, Stanislav		Associate Professor of Music
Khawaja, Masoom	M.F.A.	Assistant Professor of Graphic Design
Lofflin, John	M.A.	Associate Professor of Journalism
Miriani, Ronald	Ph.D.	Professor of History
morgan, marsha	M.A.	Associate Professor of Theatre
Noe, J. Mark	Ph.D.	Associate Professor of Communication Arts
Ockerstrom, Lolly	Ph.D.	Assistant Professor of English
Okerstrom, Dennis R.	Ph.D.	Associate Professor of English
Osborne, Deborah	Ph.D.	Associate Professor of English as an International Language
Richards, Judith	Ph.D.	Associate Professor of Modern Languages
Sheffer, Debra	M.A.	Assistant Professor of English
Smith, Thomas H.	M.F.A.	Assistant Professor of Graphic Arts
Westcott, Timothy C.	Ph.D.	Assistant Professor of History
Williams, Cynthia	M.A.	Assistant Professor of English
Youngblood, Steven	M.S.	Assistant Professor of Communication Arts

### Degrees Offered

Communication Arts	B.A.	Parkville Daytime Campus Center
Communication Arts:		
Communication Theory		
and Human Relations	B.A.	Park Accelerated Programs-Kansas City Area
English	B.A.	Parkville Daytime Campus Center, Portfolio
Fine Art	B.A.	Parkville Daytime Campus Center
Graphic Design	B.A.	Parkville Daytime Campus Center
History	B.A.	Parkville Daytime Campus Center, Portfolio
Interior Design	B.A.	Parkville Daytime Campus Center
Liberal Arts	B.A.	Park Accelerated Programs-Kansas City Area
Liberal Studies	B.A.	Parkville Daytime Campus Center
		Park Accelerated Programs-Kansas City Area, Portfolio
Music	B.A.	Parkville Daytime Campus Center
Spanish	B.A.	Parkville Daytime Campus Center
Theatre	B.A.	Parkville Daytime Campus Center

## College for Liberal Arts and Science

### School for Natural and Applied Sciences

Associate Dean: Brian L. Hoffman, Ph.D.

#### **Mission Statement:**

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

#### **Vision Statement:**

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

#### **List of Faculty**

Anderson, Carolyn	M.Ed.	Associate Professor of Mathematics
Anderson, Gay	M.S.	Assistant Professor of Athletic Training
Bertoncino, Thomas K.	M.S.	Assistant Professor of Athletic Training
Bohn, Beverly	M.A.	Assistant Professor of Computer Science
Chernovitz, Patricia A.	Ph.D.	Associate Professor of Chemistry
Dean, John	M.S.	Assistant Professor of Computer Science
Droge, Michael D.	Ph.D.	Professor of Biology
Gabor, Timothy M.	Ph.D.	Associate Professor of Biology
Gupta, Sapna	Ph.D.	Associate Professor of Chemistry
Hageman, Scott A.	M.S.	Associate Professor of Geology
Hoffman, Brian L.	Ph.D.	Professor of Biology and Mathematics
Hsin, Wen-jin	Ph.D.	Assistant Professor of Computer Science
Klein, Angela	M.B.A.	Assistant Professor of Business Computing
McCandless, Peter	Ph.D.	Associate Professor of Mathematics
Monahan, Margaret Ann	M.S.	Associate Professor of Nursing
Sanders, Carol M.	Ph.D.	Associate Professor of Biology
Smith, Charles L.	Ph.D.	Associate Professor of Mathematics
Thomas, Cathryn A.	M.S.N.	Assistant Professor of Nursing
Walker, Gerry	M.S.	Assistant Professor of Nursing
Walker, K. Daley	M.A.	Professor of Mathematics
Williams, Don	Ed.D.	Associate Professor of Biology
Yates, David	M.S.	Instructor of Chemistry/Physics and Lab Coordinator

#### **Degrees Offered**

Nursing	A.S.	Parkville Daytime Campus Center
Athletic Training/Sports Medicine	B.A.	Parkville Daytime Campus Center
Biology	B.A./B.S.	Parkville Daytime Campus Center
Chemistry	B.A./B.S.	Parkville Daytime Campus Center
Computational Sciences	B.A.	Parkville Daytime Campus Center
Geography	B.A./B.S.	Parkville Daytime Campus Center
Mathematics	B.A.	Parkville Daytime Campus Center
Natural Science	B.A.	Parkville Daytime Campus Center
Computer Based Information Systems	B.S.	Park Accelerated Programs-Kansas City Area
Information and Computer Science	B.S.	Parkville Daytime Campus Center
Management/CIS	B.S.	Park Accelerated Programs-Kansas City Area

## College for Liberal Arts and Science

### School for Social Sciences

- Mission Statement:** The mission of the School of Social Sciences is to integrate all University disciplines to help students critically examine their interconnectedness with one another, the rest of society, and the world. The School will also work to link the University to the local and global communities.
- Vision Statement:** Graduates of the School of Social Sciences will be leaders in their professional and civic communities by demonstrating the ability to critically analyze social issues and apply theory to address social change.

#### List of Faculty

Bachman, Gary E.	M.S.S.W.	Associate Professor of Social Work
Brecke, Ronald F.	Ph.D.	Professor of Political Science
Cowley, Brian J.	Ph.D.	Assistant Professor of Psychology
Creighton, Clarinda	M.A.	Assistant Professor of Human Services
Fallon, Margo	Ph.D.	Assistant Professor of Psychology
Getty, Carol P	Ph.D.	Associate Professor of Criminal Justice
Hamilton, John R.	Ph.D.	Assistant Professor of Criminal Justice
Hipps, Phyllis A.	Ph.D.	Associate Professor of Social Work.
Johnson, Andrew	Ph.D.	Associate Professor of Psychology
Kanjirathinkal, Mathew	Ph.D.	Professor of Sociology
Kerkman, Dennis D.	Ph.D.	Associate Professor of Psychology
Mandernach, B. Jean	Ph.D.	Associate Professor of Psychology
Noren, John	Ph.D.	Associate Professor of Sociology
Plumb, W. Gregory	J.D.	Professor of Criminal Justice

#### Degrees Offered

Criminal Justice Administration	A.S.	Park Accelerated Programs-Kansas City Area, Portfolio
Social Psychology	A.S.	Park Accelerated Programs-Kansas City Area
Criminal Justice Administration	B.A.	Parkville Daytime Campus Center
		Park Accelerated Programs-Kansas City Area
Political Science	B.A.	Parkville Daytime Campus Center
Public Administration	B.A.	Parkville Daytime Campus Center
Legal Studies	B.A.	Parkville Daytime Campus Center
		Pre-Law Studies
Psychology	B.A.	Parkville Daytime Campus Center
Sociology	B.A.	Parkville Daytime Campus Center
Public Administration	B.P.A.	Park Accelerated Programs-Kansas City Area
Fire Services Management	B.P.A.	Park Accelerated Programs-Kansas City Area
Criminal Justice Admin	B.S.	Park Accelerated Programs-Kansas City Area, Portfolio
Social Psychology	B.S.	Park Accelerated Programs-Kansas City Area, Portfolio
Social Work	B.S.W.	Parkville Daytime Campus Center
		Park Accelerated Programs-Kansas City Area

## KANSAS CITY 8 WEEK (DOWNTOWN, INDEPENDENCE, PARKVILLE), PORTFOLIO, AND RICHARDS GEBAUER PROGRAMS

**Mission Statement:** The mission of the Park Accelerated Programs is to provide high quality education to lifelong learners-whenver, wherever, and however possible consistent with Park University's historic and continuing mission.

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

### (ACCELERATED DEGREE PROGRAMS)

#### Downtown/Independence/Parkville

Business Administration (BA)  
 Child and Family Studies (BA)  
 Communication Theory/Human Relations (BA)  
 Computer Based Information Systems (BS)  
 Criminal Justice Administration (AS/BA/BS)  
 Liberal Arts (BA)  
 Liberal Studies (BA)  
 Management (AS/BS)  
 Management/Accounting (AS/BA)  
 Management/Computer Information Systems (BS)  
 Management/Finance (BS)  
 Management/Human Resources (BS)  
 BPA/Fire Services Management (BPA)  
 Social Psychology (AS/BS)  
 Bachelor of Social Work (BSW)  
 Bachelor of Public Administration (BPA)

#### Portfolio

Business Administration (BS)  
 Criminal Justice Administration (AS,BS)  
 Management/Computer Information Systems (BS)  
 Public Administration (BPA)  
 Public Administration/Fire Services Management (BS)  
 Social Psychology (BS)  
 Liberal Studies (BA)  
 English (BA)  
 History (BA)

#### Richards Gebaur

Management (BS)  
 Management/Accounting (BS)  
 Management/CIS (BS)



## Calendars & Contact Information



## KANSAS CITY AREA ACADEMIC CALENDAR

Registration (Confirmation Deadline)	<b>FALL 2005</b>
Residence Halls Open	Mon., Aug 15
Classes Begin (Fall and Fall I)	Thu., Aug 18
Labor Day (PDCC Only)-No Classes	Mon., Aug 22
Fall Recess	Mon., Sep 5
Classes End (Fall I)	Sat-Sun. Oct 15-23
Classes Begin (Fall II)	Sun., Oct 16
Veteran's Day-No Classes (PDCC Only)	Mon., Oct 24
Thanksgiving Recess (Fall II classes will be held)	Fri., Nov 11
Examination Period	Thu.-Sun., Nov 24-25
Food Service Closed after Dinner	Mon.-Fri., Dec 12-16
Mid-Year Commencement	Fri., Dec 16
Residence Halls Close	Sat., Dec 17
Classes End (Fall and Fall II)	Sun., Dec 18
Registration (Confirmation Deadline)	<b>SPRING 2006</b>
Residence Halls Open	Mon., Jan 2
Classes Begin (Spring and Spring I)	Thu., Jan 5
Martin Luther King Day (PDCC only)	Mon., Jan 9
President's Day (PDCC only)-No Classes	Mon., Jan 16 No Classes
Spring Recess	Mon., Feb 20
Classes End (Spring I)	Sat-Sun., Mar 4-12
Classes Begin (Spring II)	Sun., Mar 5
Good Friday (PDCC only)-No Classes	Mon., Mar 13
Examination Period	Fri., Apr 14
Food Service Closed after Dinner	Mon.-Fri., May 1-5
Commencement	Fri., May 5
Residence Halls Close	Sat., May 6
Classes End (Spring and Spring II)	Sat., May 6
	Sun., May 7
Registration (Confirmation Deadline)	<b>SUMMER 2006</b>
Session I (Two-Week Session)	Mon., May 8
Session II (Eight-Week Session)	Mon., May 15-Fri., May 26
Session III (Four-Week Session)	Mon., Jun 5-Sun., Jul. 30
Session IV (Four-Week Session)	Mon., Jun 5-Fri., Jun 30
Independence Day (PDCC only)-No Classes	Mon., Jul 10-Fri., Aug 4
	Tues., Jul 4

**PDCC = Parkville Daytime Campus Center**

## COLLEGE FOR DISTANCE LEARNING 2005 - 2006 ACADEMIC CALENDAR

### **Fort Bliss, El Paso, TX;**

Fall I - August 1-September 25, 2005  
Spring I - January 2-February 26, 2006  
Summer - May 22-July 16, 2006

Fall II - October 10-December 4, 2005  
Spring II - March 13-May 7, 2006

### **Moody AFB, Valdosta, GA.**

Fall I - August 1-September 25, 2005  
Spring I - January 5-March 1, 2006  
Summer - May 15-July 9, 2006

Fall II - October 10-December 4, 2005  
Spring II - March 13-May 7, 2006

### **FE Warren AFB, Cheyenne, WY**

Fall I - August 1-October 2, 2005  
Spring I - January 9-March 12, 2006  
Summer - May 29-July 30, 2006

Fall II - October 10-December 11, 2005  
Spring II - March 20-May 21, 2006

### **Mountain Home AFB, Mountain Home, ID;**

Fall I - August 8-October 2, 2005  
Spring I - January 9-March 5, 2006  
Summer - May 29-July 23, 2006

Fall II - October 17-December 11, 2005  
Spring 2 - March 20-May 14, 2006

### **Charleston AFB, Charleston, SC; Fort Myer, Arlington, VA; Henderson Hall, Arlington, VA; Malmstrom AFB, Great Falls, MT; Quantico, Quantico, VA; Wright-Patterson AFB, Dayton, OH;**

Fall I - August 8-October 9, 2005  
Spring I - January 9-March 12, 2006  
Summer - May 29-July 30, 2006

Fall II - October 17-December 18, 2005  
Spring II - March 20-May 21, 2006

### **Little Rock AFB, Jacksonville, AR**

Fall I - August 15-October 9, 2005  
Spring I - January 9-March 5, 2006  
Summer - May 22-July 16, 2006

Fall II - October 17-December 11, 2005  
Spring II - March 13-May 7, 2006

### **Minot AFB, Minot, ND**

Fall I - August 15-October 9, 2005  
Spring I - January 9-March 5, 2006  
Summer - June 5-July 30, 2006

Fall II - October 17-December 11, 2005  
Spring II - March 13-May 7, 2006

### **Holloman AFB, Alamogordo, NM**

Fall I - August 15-October 9, 2005  
Spring I - January 9-March 5, 2006  
Summer - June 5-July 30, 2006

Fall II - October 24 - December 18, 2005  
Spring II - March 13-May 7, 2006

### **MCAS Beaufort, Beaufort, SC; Fort Leonard Wood, Waynesville, MO**

Fall I - August 15-October 9, 2005  
Spring I - January 9-March 5, 2006  
Summer - June 5-July 30, 2006

Fall II - October 24-December 18, 2005  
Spring II - March 20-May 14, 2006

### **Davis-Monthan AFB, Tucson, AZ**

Fall I - August 15-October 9, 2005  
Spring I - January 16-March 12, 2006  
Summer - May 29-July 23, 2006

Fall II - October 24-December 18, 2005  
Spring II - March 27-May 21, 2006

**Tinker AFB**, Oklahoma City, OK

Fall I - August 17-October 11, 2005

Spring I - January 11-March 13, 2006

Summer - June 1-July 26

Fall II - October 17, December 13, 2005

Spring II - March 20-May 16, 2006

**Austin Highland Village**, Austin, TX; **MCLB Barstow**, Barstow, CA; **MB Camp Pendleton**, Oceanside, CA; **MCAS Cherry Point**, Havelock, NC; **NAS Corpus Christi**, Corpus Christi, TX; **Distance Learning**; **Fairchild AFB**, Spokane, WA; **Fort Irwin**, Fort Irwin, CA; **Goodfellow AFB**, San Angelo, TX; **Hanscom AFB**, Boston, MA; **Hill**, Ogden, UT; **Lackland AFB**, San Antonio, TX; **Laughlin AFB**, Del Rio, TX; **Luke AFB**, Phoenix, AZ; **Millington**, Millington, TN; **Randolph AFB**, Universal City, TX

**Scott AFB**, Belleville, IL

Fall I - August 22-October 16, 2005

Spring I - January 9-March 5, 2006

Summer - June 5-July 30, 2006

Fall II - October 24-December 18, 2005

Spring II - March 13-May 7, 2006

**Grand Forks AFB**, Grand Forks, ND; **Whiteman AFB**, Knob Noster, MO

Fall I - August 22-October 16, 2005

Spring I - January 9-March 5, 2006

Summer - June 5-July 30, 2006

Fall II - October 24-December 18, 2005

Spring II - March 20-May 14, 2006

**DSCC**, Columbus, OH

Fall I - August 22-October 23, 2005

Spring I - January 9-March 12, 2006

Summer - June 5-August 6, 2006

Fall II - October 24-December 25, 2005

Spring II - March 20-May 21, 2006

## Contact Directory

Parkville Daytime Campus Center  
8700 N.W. River Park Drive  
Parkville, MO 64152-3795  
(816)-584-6215

Park Accelerated Programs-Kansas City Area  
911 Main  
Suite 900  
Kansas City, MO 64105  
(816)-842-6182

College for Distance Learning  
8700 N.W. River Park Drive  
Parkville, MO 64152-3795  
(816)-584-6240

Graduate Program in Business Admin.  
911 Main  
Suite 900  
Kansas City, MO 64105  
(816)-584-6843

Graduate Programs in Education  
911 Main  
Suite 900  
Kansas City, MO 64105  
(816)-584-6335

Hauptmann School for Public Affairs  
911 Main  
Suite 900  
Kansas City, MO 64105-1630  
(816)-421-1125

**[www.park.edu](http://www.park.edu)**

Park University offers Internet degree completion programs.

Correspondence concerning general administrative matters of the university should be addressed to the Provost and Senior Vice President for Academic Affairs, PMB 5, 8700 N.W. River Park Drive, Parkville, MO. 64152-3795.

Inquiries concerning faculty appointments and academic matters should be addressed to the Provost and Senior Vice President for Academic Affairs.

Other inquiries should be addressed to the offices listed below:

Academic Support Center  
Accounting

Admissions Information  
(Parkville Daytime Campus Center)  
(College for Distance Learning)  
(Distance Learning)  
(Park Accelerated Programs-Kansas City Area)

Alumni Affairs  
Bookstore

Campus Crime Statistics  
Career Development  
College for Distance Learning  
Library  
Park Accelerated Programs-Kansas City Area  
Residence Life/Housing  
Scholarship and Student Aid  
School for Online Learning  
Student Affairs  
Transcripts and Records

Director, Academic Support Center  
Vice President for Finance and  
Administration

Director of Admissions  
Campus Center Director  
Director of Admissions  
Director, Park Accelerated Programs  
Director of Alumni Relations  
Barnes and Noble  
Missouri Book Service  
Director of Public Safety  
Career Development Coordinator  
Dean, College for Distance Learning  
Director of Library Services  
Director, Park Accelerated Programs  
Residence Life Coordinator  
Director, Student Financial Services  
Assistant Dean for Online Learning  
Vice President for Student Services  
Registrar

## PIRATE EMAIL

All students admitted to Park University automatically have a free email account assigned to them within 48 hours. Before students can use any of the PiratEmail features, they must connect to their email account. **All official Park University correspondence will be sent to the student at this address. All students are highly encouraged to check their PirateMail regularly.**

### TO LOGIN TO PIRATEMAIL:

- Step 1: Go to <http://www.park.edu/piratemail>. Click on the “Login to PirateMail” link.  
 Step 2: Fill in the Username box using the student’s Park ID number (six digits) with a lowercase “p” in front of it.  
 (Example: if ID is 123456, enter p123456).

In the password box, enter the student’s OPEN password (note to Online students: no zeros are necessary in the password for PirateMail). If the student does not have his/her OPEN password s/he will need to contact the Student Assistance Center or his/her Park University Campus Center Director to obtain it.

- Step 3: Once the student has entered his/her Username and Password, click the “Login” button to proceed.

### WHAT IS THE STUDENT’S EMAIL ADDRESS?

PirateMail address typically follow this format: [firstname.lastname@pirate.park.edu](mailto:firstname.lastname@pirate.park.edu).  
 To find the student’s email address, click on the “Compose” button. “The From” field will display the student’s email address. (Example: John Doe’s email address would be: [john.doe@pirate.park.edu](mailto:john.doe@pirate.park.edu). (Please note that email addresses are not case sensitive)

### FOR MORE INFORMATION ON USING PIRATEMAIL

Go to <http://www.park.edu/help/email.asp> or click on the “For Help with PirateMail” link from the PirateMail login page.

The student can also email [helpdesk@park.edu](mailto:helpdesk@park.edu) or call between 8 a.m. and 9 p.m. CST/CDT, Monday through Friday, at 1-800-927-3024 for assistance.

**NOTE:** PirateMail currently will not support connectivity via Outlook, Outlook Express, Eudora, Netscape Composer or any other POP3 client software package.

## OPEN

### Online Park Enrollment Network

Students should access their personal information including transcripts, grades, audits, financial aid, class schedule, etc., by logging on to <http://www.park.edu/OPEN>. Students will be able to register themselves on-line after consulting with their advisor or Campus Center Director. Faculty Advisors, Office of the Registrar staff, or the local Campus Center Director will also be available to input registrations.

Students must pick up their LOGIN and PIN (Personal Identification Number) from the Student Assistance Center or the Campus Center Director in order to gain on-line access. **A photo ID must be presented.** Complete instructions for access are listed below:

#### How to Use OPEN

1. Obtain login (ID) and password (PIN) from the Student Assistance Center (SAC), the Office of the Registrar, or Campus Center Director.
2. Point the web browser to <http://www.park.edu/OPEN>.
3. Enter student login and password then click on OK.
4. At the bottom of the page are the Current Option Settings. PLEASE MAKE SURE THE OPTIONS ARE SET CORRECTLY. The current session is either FA, SP, or UU for Fall, Spring or Summer for the Parkville Daytime Campus Center; all accelerated campus centers are F1, F2, for Fall, S1, S2 for Spring, and U1 for Summer. For the corresponding session code, see list below. The year is 2005 for Fall or 2006 for Spring and Summer and the program is "UNDG." If the student wants to change the session, year or program, click on the "Set Options" button. Make the changes and click on "Submit Options" button.
5. Click once on any option - to view degree audit, view transcript, view personal information, view financial aid, view schedule, or view the course catalog for specified session chosen.
6. Any screen can be printed. It is recommended that the student print his/her degree audit before visiting his/her advisor.
7. Clicking once on the "MENU" button will take the student back to the previous menu. The student can receive the same result by clicking on the "BACK" button on the browser.
8. After visiting the advisor and receiving clearance to register, click on "REGISTRATION." Enter the course number (All capital letters, no spaces), e.g., MG352. In the section box, enter "HO" (All capital letters); or if there is more than one section enter HOA, HOB, etc; or the particular Campus Center location of the course enter the appropriate section. If the student does not know the course number or section number, click on the appropriate "?" box and a listing of all the courses for the specified session will appear, if the student knows the prefix, i.e., "CS", then click on the "?" box and all the available "CS" courses for the specified session and year will be listed. Click on the circle by the course desired and then click on "SELECT".
9. Click on "ADD" and the course will appear and state that it has been added. If the student has not met prerequisites or a class is full, the class will not be added and the student must visit the Office of the Registrar, Campus Center Director, or Faculty Advisor.
10. Continue adding all classes in the same manner. If the student makes a mistake after adding a course, click on the circle by the course number, and then click on the "DROP" button.
11. Confirmation (how the student will pay for the class(es)), five working days prior to the beginning of each semester/term, by the Student Assistance Center or Campus Center Director MUST occur prior to classes beginning. Confirmation may be done in the Student Assistance Center or Campus Center, at any time after the student has registered for classes. Those students confirming by credit card may do so through OPEN.
12. When the student has completed viewing personal information, "EXIT" the browser to insure the privacy and security of personal information.
13. All Parkville Daytime Campus Center students MUST see their advisor prior to attempting to register. If the advisor has not cleared the student for registration, the "REGISTRATION" option will not appear on the screen.
14. The use of this process does NOT constitute automatic confirmation.

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

\* 16 week - session codes FA (Fall), SP (Spring) and UU (Summer) for the Parkville Campus. The Graduate school uses FAP, SPP and U1P for their 16 week terms. Eight week terms are F1P, etc.

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

**THE USE OF A STUDENT USER ID AND PASSWORD TO ACCESS THE COMPUTER SYSTEM IS THE EQUIVALENT OF A LEGAL SIGNATURE AND CREATES THE SAME OBLIGATIONS FOR THE STUDENT. THE STUDENT WILL BE RESPONSIBLE FOR ANY AND ALL FUTURE REGISTRATION(S) BY ACCESSING THE COMPUTER WITH THE ASSIGNED ID NUMBER. ALL TRANSACTIONS ON THE COMPUTER SYSTEM CONSTITUTE OFFICIAL RECORDS RECOGNIZED BY THE INSTITUTION. ALL APPEAL DECISIONS RELATED TO POLICY OR PROCEDURES WILL BE BASED ON THE COMPUTER SYSTEM TRANSACTION RECORDS.**



## Student Conduct, Student Access, and Equal Opportunity



## **EQUAL OPPORTUNITY**

Park University believes in fostering diversity in all personnel matters. It is Park University's intent and desire in both academic and non-academic areas to promote diversity by including minority groups characterized by race, color, religion, gender, marital status, sexual orientation, national origin, age, disability, or veteran status. Procedures will be used to increase recruitment among such groups at all levels of Park University in accordance with legal principles. This commitment extends to any other group or class against which discrimination is prohibited by state or federal law, including Title IX of the Education Amendments of 1972 and Title VI of the Civil Rights Act of 1964. Inquiries or concerns may be mailed to the President or to Director of Human Resources (Park University, 8700 N.W. River Park Drive, Parkville, MO 64152-3795) or by telephone (816-584-6386).

## **DISABILITY GUIDELINES**

Park University is committed to meeting the needs of all students that meet the criteria for special assistance. These guidelines are designed to supply directions to students concerning the information necessary to accomplish this goal. It is Park University's policy to comply fully with federal and state law, including Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, regarding students with disabilities. In the case of any inconsistency between these guidelines and federal and/or state law, the provisions of the law will apply.

### **Permanent Disability Guidelines ([www.park.edu/support/policy.asp](http://www.park.edu/support/policy.asp))**

#### **Notification of Disability**

The required student notifications of disability are due at Park University a minimum of six (6) weeks prior to the beginning of classes in the academic semester/term the student wishes to attend. Notification should be made to the Director of Academic Support Services. This will allow time to make all necessary arrangements prior to the initial class meeting.

#### **Learning Disabilities**

Students must provide supporting diagnostic test results from a licensed psychologist or a certified specialist in learning disabilities. This evaluation must detail the specific learning disability or disabilities. The accommodations request should be detailed. This information should be as current as possible, preferably not more than three years old. Park University will evaluate, but may reject, documentation over three years old.

#### **Physical Disabilities**

Students must provide documentation from a physician that specifies the nature of the disability or disabilities. The documentation should include prescriptive information from a qualified specialist as to the exact nature of all accommodations necessary to meet the needs of the student. This information should be as current as possible. Park University reserves the right to request updated verification of disability and necessary accommodations.

#### **Psychiatric Disabilities**

Students should provide documentation from a licensed professional qualified to diagnose and treat psychological disorders. The documentation should include a diagnosis, the date of diagnosis, the date of doctor's last contact with the student, a summary of the present symptoms, and a prognosis. Documentation should describe how the psychiatric condition functionally interferes with or impacts the student's ability to participate in an educational setting and should give suggestions of academic accommodations that may be appropriate in an educational setting.

### **Auxiliary Aids**

Appropriate aids will be selected only after consultation with the student who will use them.

### **Temporary Disability Guidelines**

In the case of temporary disabilities, every effort will be made to provide reasonable accommodations for the duration of any disability. To ensure prompt and appropriate action, the Director of Academic Support Services and Campus Center Director should be notified immediately of the arrangements believed to be necessary to accommodate a temporary disability.

Additional information concerning Park University's policies and procedures related to disability can be found on the Park University web page: [www.park.edu/support/policy.asp](http://www.park.edu/support/policy.asp).

### **STUDENT RECORDS AND FERPA**

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

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

#### **A. Policy Intent**

1. The Park University student record policy is intended to conform with all state and federal statutes dealing with access to information held by an educational institution on present and former students.
2. The Park University student record policy is formulated to protect the privacy of the student information that is maintained and yet provide access to student records for those having a legitimate purpose to view such records. Regulations and procedures to ensure adequate protection of the student are provided in this policy.
3. "Records" refers to those files and their contents that are maintained by official units of the University. Generally, students have the right to review any official record that the University maintains on them. Access to records by others, without student permission, is limited to purposes of an educational nature. When access is permitted, documents will be examined only under conditions that will prevent unauthorized removal, alteration, or mutilation. Information to which the student does not have access is limited to the following:
  - a. Confidential letters of recommendation placed in the student's files before January 1, 1975, and those letters for which students have signed a waiver of his/her right of access.
  - b. Parent's confidential financial statements.
  - c. Personal files and records of members of faculty or administrative personnel, "which are in sole possession of the maker thereof and which are not accessible or revealed to any person except a substitute".
  - d. Records of the Office of Admissions concerning students admitted but not yet enrolled at the University. Medical/psychological records used in connection with treatment of the student. Such records are, however, reviewable by a physician or psychologist of the student's choice.
4. Only the following offices are authorized to release non-directory information: Registrar, Career Services, Counseling Services, Financial Aid, Assistant Vice President for Academic Affairs, Vice President for Student Services, Provost, and President.

- B. Access to Student Records by the Student or Parents of Dependent Student Learners:
1. Students and parents of dependent students have the right to inspect their records (as defined by A3 above) and are entitled to an explanation of any information therein.
  2. Documents submitted to the University by or for the student will not be returned to the student. Academic records received from other institutions will not be sent to third parties external to the University. Records should be requested by the student from the originating institution.
  3. Official records and transcripts of the University (signature and/or seal affixed) are mailed directly to other institutions or agencies the student requests. When circumstances warrant, official records may be given directly to the student at the discretion of the proper University official. In such cases, the record will be clearly marked to indicate issuance to the student.
  4. Should a student believe his/her record is incorrect, a written request should be submitted to the appropriate University official indicating the correct information that should be entered. The official will respond within a reasonable period concerning his/her action. Should the student not be satisfied, a hearing may be requested by the Registrar.
- C. Access to Student Records by Others:
1. Disclosure of general directory information-certain information may be released by the University without prior consent of the student if considered appropriate by designated officials. Such information is limited to the following:
    - \* Student's name, address, telephone number (permanent and local)
    - \* Date and place of birth
    - \* Dates of attendance at the University, major fields of study, current classification, degrees, honors, and awards
    - \* Previous schools attended and degrees awarded
    - \* Heights and weights of members of athletic teams
    - \* Participation in officially recognized activities
    - \* Email address
    - \* Class schedule
    - \* Full or part time status
    - \* Photograph
  2. Directory information will not be released for commercial purposes by administrative offices of the University under any circumstances. Students may request that directory information not be released by written request to the Office of the Registrar. All other student information will be released only upon written request of the student, excepting those instances cited below.
  3. Disclosure to members of the University community:
    - a. Access to student records for administrative reasons for faculty, administrative staff, and other pertinent employees is permissible provided that such persons are properly identified and can demonstrate a legitimate interest in the materials.
    - b. Access for the purpose of research by faculty and administrative staff is permissible when authorized by the department chair, Associate Dean, Assistant Vice President for Academic Affairs, Vice President for Student Services, Provost, or President.
    - c. Information requested by student organizations of any kind will be provided only when authorized by the Assistant Vice President for Academic Affairs, Vice President for Student Services, Provost, or President.
  4. Disclosure to organizations providing financial support to student-It is the University's policy to release the academic transcript to such organizations only upon the student's written request or authorization. Otherwise, the academic transcript will be sent only to the student or to the parent(s) upon whom the student is financially dependent, a policy consistent with the University's interpretation of FERPA, popularly known as the "Buckley Amendment."

5. Disclosure to other educational agencies and organizations-Information may be released to another institution of learning, research organization, or accrediting body for legitimate educational reasons provided that any data shall be protected in a manner that will not permit the personal identification of the student by a third party.
6. Local, state, and federal government agencies-Government agencies are permitted access to student records only when auditing, enforcing, and/or evaluating sponsored programs. In such instances, such data may not be given to a third party and will be destroyed when no longer needed for audit, enforcement, and/or evaluative purposes.

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

Questions concerning the Family Education Rights and Privacy Act may be referred to the office of the Vice President for Student Services.

### **HARASSMENT-FREE INSTITUTION POLICY**

Park University is committed to providing all members of the University community, including faculty, students and staff, with a safe and productive environment. Accordingly, the University prohibits all forms of harassment.

Sexual harassment and harassment that is based on an individual's race, color, religion, national origin, age, disability, gender (even if not sexual in nature), sexual orientation/preference, and veteran's status are prohibited. This policy applies to all academic, extra-curricular, or work-related settings, including without limitations, the Parkville Daytime Campus Center, other Campus Centers, and off-site locations where University business is conducted, vehicles used for University business, and social and recreational events which are planned and sponsored by the University. This policy also prohibits retaliation or adverse employment action against any individual who exercises his/her rights under this policy.

All members of the faculty and administration have the duty to ensure that students and staff are not subjected to harassment and to ensure that members of the University community do not engage in harassment or retaliation.

#### **Faculty, Students, and Staff Rights**

Consistent with our policy, each individual member of the Park University community has:

- (a) The right to work and learn in an environment that is free of harassment from other people, including faculty members, students, staff members, volunteers, independent contractors, vendors and other non-employees;
- (b) The right to report any complaints that s/he may have regarding harassment or violations to this policy, whether such conduct is directed at him/her or at other persons, and the right to share any knowledge s/he may have regarding violations of this policy during University investigation(s); and
- (c) The right to be treated without retaliation and without suffering adverse action for expressing good faith complaints under this policy, participating in any investigation(s) hereunder or otherwise exercising his/her rights hereunder.

#### **Definitions of Harassment**

Harassment encompasses a wide range of physical, verbal (oral and written) and visual/non-verbal behaviors. "Sexual harassment" means unwelcome, unsolicited, uninvited, offensive, or undesirable conduct of a sexual nature directed at or affecting a person of the same sex or of the opposite sex. Other forms of harassment include conduct that is offensive or show hostility toward another person because of his/her race, color, religion, national origin, age, disability, gender/sex, sexual orientation/preference or veteran's status or those of his/her relatives, friends or associates.

Harassment is a violation of this policy in the following situations:

- (a) If the person affected is promised or given some favorable treatment or benefit related to his/her involvement in the University only if s/he will submit to or tolerate the harassing behavior in question.
- (b) If the person affected is threatened with or suffers adverse action related to his/her working or educational environment or status because s/he rejected or refused to tolerate the harassing behavior in question.
- (c) If the harassing behavior in question unreasonably interferes with the person's work or academic performance or creates an intimidating, hostile, abusive or offensive work or academic environment (even if no promise of favorable action or benefit is offered or actually given, and even if no adverse action is threatened or actually taken).

Impermissible harassment may take many forms, including but not limited to, touching, leering, sexual, racial, or other inappropriate jokes or comments, displaying or circulating offensive materials, etc. Each situation depends on a number of factors (including severity/seriousness, frequency, nature, presence or absence of tangible job or academic consequences, etc.) and will be reviewed on a case-by-case basis. In some cases, one incident will be sufficient to constitute harassment. In other cases, a pattern or series of incidents may be necessary.

### **Reporting and Investigating Violations**

1. **What Situations Must Be Reported:** Each member of the faculty or staff, and each student has the obligation to report the following:
  - (a) If s/he has been harassed by another person;
  - (b) If s/he has witnessed or observed first-hand the harassment of another member of the University community;
  - (c) If harassment has been reported to him/her by another member of the University community; and
  - (d) If s/he has been retaliated against for reporting a violation of this policy or for cooperating in any investigation(s).
2. **When To Report:** Any of the above situations are to be reported immediately. They should be reported as soon as they occur or immediately after to a member of the University community who obtains knowledge that there has been a possible violation of this policy.
3. **Where to Report:** Any of the above situations may be reported to any of the following individuals:
  - (a) Students may report to the Vice President for Student Services or the Provost and Senior Vice President for Academic Affairs
  - (b) Faculty members and staff may report to the Provost and Senior Vice President for Academic Affairs or the Vice President for Finance and Administration. If any of the officers listed above are involved in the conduct leading to the complaint, the situation should be reported directly to the Chair of the Board of Trustees, forwarded through the President.
4. **Investigation:** Upon receipt of a report or complaint, the University will immediately undertake an objective and thorough investigation. The official taking the report will encourage the reporting individual to provide a written statement, and will also document the content and specific details of the complaint. The investigation will generally also include interviewing any individual(s) who allegedly violated this policy, and any other potential witness(es). The investigation will include a review of the credibility of the evidence and of any individual(s) who have provided information.
5. **Determination:** Upon completion of the investigation, the University will determine if the behavior in question constitutes harassment or other form of inappropriate conduct. In determining whether alleged conduct constitutes harassment, the University will look at numerous factors, including without limitation the evidence as a whole, totality of the circumstances, nature of the conduct, context in which the alleged conduct occurred, credibility of the witnesses, frequency and severity of the conduct, patterns of

inappropriate conduct, documentation, circumstantial evidence and other factors. Appropriate action will be taken as warranted under the circumstances.

6. **Confidentiality:** Confidentiality will be maintained by Park University to the extent possible under the circumstances.
7. **Communication of Outcome:** To the extent that it would be appropriate to do so, the University will inform the reporting or complaining person and any others who have a legitimate need to know of the general outcome of the investigation.

### **Consequences for Violating This Policy**

If the University believes that it is more likely than not that a violation has occurred, then the University will take appropriate action. Such action may include disciplinary action, up to and including discharge, depending on the nature of the conduct.

### **STUDENT CONDUCT CODE**

The following codes have been adopted as a structure by which Park University will function. The major emphasis in any disciplinary action is the education and development of the student for responsible citizenship and the protection of the rights of the other students to participate fully in the educational process.

The student conduct standards apply to behavior on Park University property and at all Park University sponsored activities held off-campus or students attending Park University extended campus centers. Park University has the right to subject off-campus students to Student Conduct Code. Regulations apply to both individual students and student organizations. Violations of either civil law or Park University regulations, which are subject to disciplinary action include, but are not limited to, the following:

- A. Dishonesty, whether cheating, plagiarism, or knowingly providing false or misleading information to Park University or to persons of authority who are in the process of discharging their responsibilities.
- B. Forgery, alteration, falsification, or misuse of Park University documents, records, or identification.
- C. Obstruction or disruption of teaching, classes, research, administration, disciplinary procedure, or other Park University activities, including public service functions or other authorized activities on Park University premises or facilities used by Park University.
- D. Abuse of any person on Park University-owned property or supervised activities, or Park University Campus Centers, whether physical, emotional, or verbal. Conduct which injures, threatens, endangers, or otherwise adversely affects the physical or emotional health, safety, or well being of any person.
- E. Theft of, misuse of, or damage to Park University or personal property by a member of the Park University community or campus visitor; possession of stolen property.
- F. Possession or use of firearms, including facsimiles which have the capabilities to discharge pellets and/or darts, ammunition, explosives, or dangerous chemicals, or use or threatened use of knives or any other object as weapons on Park University-owned, controlled, or rented property or at Park University-sponsored or supervised activities. Confirmed violation will result in immediate dismissal from Park University.
- G. Possession, consumption, or being under the influence of or impaired by alcoholic beverages in Park University facilities or at any Park University function planned for or by students. Unacceptable campus behavior subsequent to off-campus consumption of alcohol is interpreted by Park University as evidence of being under the influence of or impaired by alcohol. Such behavior, when brought to the attention of the University, will be subject to disciplinary action. Please see the Drug and Alcohol Policy for further information.



- H. Use, manufacture, possession, or distribution of drug paraphernalia, narcotic, and illegal and/or illicit drugs, except as expressly permitted by law. Violation will initiate disciplinary action. Those individuals selling or dispensing illicit drugs or narcotics will be dismissed from Park University and reported to proper civil authorities. Please see the Drug and Alcohol Policy for further information.
- I. Misuse or abuse of fire safety equipment including false alarms, smoke detectors, and fire extinguishers. Such action may be reported to proper civil authorities.
- J. Smoking or other use of tobacco. Tobacco use is only permitted out of door in designated areas.
- K. Failure to comply with directions of Park University officials acting in the performance of their duties.
- L. Unauthorized use of or possession of fireworks on Park University premises or at Park University sponsored activities.
- M. Unauthorized entry to, use of, or exit from Park University facilities.
- N. Disorderly conduct, harassing, lewd, indecent, or obscene conduct or expression or sexual misconduct on Park University owned, controlled, or rented property or at Park University sponsored or supervised functions. A complete copy of the Harassment Free Policy is available in the Vice President for Student Services office.
- O. Violation of rules governing residence in Park University-owned, controlled or rented property.
- P. Conduct that adversely affects the student's suitability as a member of the Park University community.
- Q. Charging any long-distance telephone calls or telegraph messages to any telephone on Park University premises or Park University related premises without proper authorization.
- R. Failing to abide by the terms of any disciplinary sanction imposed in accordance with the "Student Conduct Code." Infractions of any of the aforementioned regulations will result in disciplinary sanction(s) as defined in the following section on "Sanctions."

### *Sanctions*

Park University maintains standards of behavior in hopes of encouraging students to be respectful of self, other people, and property; standards are based on the mission, vision, and core values of Park University. Due process will be assured through adjudication procedures, but if students are found to have violated the Student Conduct Code, one or more of the following sanctions may be imposed. In addition, it may become necessary to inform the civil authorities when local, state, and/or federal laws have been violated. Failing to abide by the terms of any disciplinary sanction imposed in accordance with the Student Conduct Code will result in additional sanctions and possible dismissal from the institution.

**Warning:** Notification, in writing, that a student has failed to meet the Student Conduct Code. This is to forewarn an individual that a more serious penalty will result if other misconduct occurs.

**Fines and Restitution:** Students may be issued a fine that covers the cost of an article unlawfully removed from Park University, and/or be subject to full restitution to cover the repair or replacement of any damaged or stolen property belonging either to Park University or to an individual(s). Fines may also be imposed for drug and/or alcohol violations and quiet hours policies. This sanction may be in lieu of or in addition to other disciplinary action.



**Task Compliance/Community Service:** Task compliance involving a specific administrative area may be assigned as a punitive or remedial action for violation of Park University policies. Additional sanctions may also be imposed if deemed necessary.

**Disciplinary Probation:** This probation recognizes a serious offense for which action needs to be taken. The student is placed on Disciplinary Probation for a specified period of time. At this time, a behavioral contract will be signed by the student and a designated representative of the Student Services area outlining the obligations to which the student must adhere. Violation of Disciplinary Probation will result in immediate referral to the Vice President for Student Services.

**Temporary Suspension:** When the Director of Student Life finds and believes from available information that the presence of a student on campus would seriously disrupt Park University or constitute a danger to the health, safety, or welfare of Park University or members of the Park University community, the student(s) may be temporarily suspended until a disciplinary hearing is convened.

**Suspension:** This sanction is one of involuntary separation of the student from Park University for a definite period of time after which the student is eligible to return.

**Dismissal:** This sanction is the most severe penalty that may be administered by Park University. Park University severs its association with the student. This separation is permanent in that it does not project a definite time of eligibility to return. Any student who has been dismissed from Park University for disciplinary reasons may be readmitted only by the authority of the Park University President upon the recommendation of the Vice President for Student Services.

**Parental Notification:** Park University has as its option the sending of notification to parent(s) or guardian(s) of students involved in disciplinary action(s). Such reports will be sent to parent(s) of dependent students only in compliance with the Family Educational Rights and Privacy Act of 1974.

At all times, Park University reserves the right to require (at cost to the student) counseling or rehabilitation services in conjunction with or in lieu of any disciplinary sanctions heretofore mentioned.

### **Student Life Judicial System**

Any student violating Park University policy(ies) will be referred to the Director of Student Life, who will determine if the matter should be adjudicated by the Judicial Board of the University, the Director of Student Life, or Campus Center Director.

### **Judicial Board**

This board, consisting of three students, three faculty/staff and one administrator, adjudicates on matters directly, or on appeals of the student to the decision of the Director of Student Life or on the decision of the Campus Center Director. Any appeal of the student to the decision/recommendation of this board must be submitted, in writing, within 5 business days to the President.\* The Judicial Board procedures, rules and regulations are available from the Office of Student Life.

**\*NOTE:** In cases where the President is directly involved in the review of a disciplinary case(s) prior to the completion of the appeal process, the Executive Staff will be the final hearing authority for student appeals.

### **Appeals**

All student have the right to an appeal. Any appeal must be submitted in writing within 5 business days to the appropriate official(s) and/or board. Appeals must follow the line of command. The appellate officer and/or board has the authority to accept or reject the appeal. Failure to follow prescribed procedures could result in denial of an appeal.

The letter of appeal must contain documented information based on one or more of the following:

- \* (1) procedural due process was not followed,
- \* (2) the hearing officer and/or board was biased,
- \* (3) new evidence has been obtained.

## **ADMINISTRATIVE APPEALS**

### **Financial Aid**

1. Financial Aid Appeals Committee
2. Director of Admission and Student Financial Services

### **Housing**

1. Director of Student Life
2. Vice President of Student Services

### **Student Employment**

1. Coordinator/Student Employment
2. Financial Aid Appeals Committee
3. Director of Admission and Student Financial Services

### **Finances/Accounting**

1. Controller
2. Vice President for Finance and Administration

### **Grades**

1. Discipline Chairperson
2. Associate Dean

### **Admissions (Parkville 16-week campus)**

1. Admissions Advisory Committee
2. Assistant Vice President for Academic Affairs

## **STUDENT IDENTIFICATION CARDS**

The Park University (at the Parkville Daytime Campus Center) student photo ID card should be carried at all times for use at the Park University library, campus athletic events, the Office of the Registrar, the Cashier's Office, and other offices where identification may be needed. There is a replacement fee of \$10.00 (payable at the Student Assistance Center) if the student has lost or their ID card is stolen.

Photo ID pictures will be taken for Parkville Daytime Campus Center students in the Student Assistance Center (1st floor Norrington). During the confirmation of courses, ID's may be secured by presenting a Student Data Sheet (SDS) stamped by the cashier certifying that fees are paid. Contact the Student Assistance Center at (816)-584-6800 for further information or for questions.

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

## **TOBACCO USE**

The use of tobacco (both smoking and smokeless) is prohibited in all campus facilities.

## **DRUG AND ALCOHOL POLICY**

Manufacture, use, possession or distribution of alcohol and/or illegal or illicit drugs is forbidden on the Parkville Daytime Campus Center, Campus Center locations, in campus facilities and at Park University sponsored activities planned for and/or by students. Students with confirmed possession or on-campus use of drugs with no legal use will face immediate dismissal.

## **WEAPONS POLICY**

Possession or use of firearms, including facsimiles which have the capabilities to discharge pellets and/or darts, ammunition, explosives, or dangerous chemicals, or use or threatened use of knives or any other object as weapons on Park University-owned, controlled, or rented property or at Park University-sponsored or supervised activities is strictly prohibited. Confirmed violation will result in immediate dismissal from Park University.

## **SEXUAL ASSAULT POLICY STATEMENT**

Park University strongly denounces sexual assault in any form and advocates the immediate reporting of any incident to campus authorities. Institutional personnel will assist the student(s) in such notification if so requested. Confidentiality will be maintained to the extent provided by rules, regulations and legislation.

Individuals, groups and organizations that desire information or programs that address sexual assaults and how to prevent such incidents should contact the Director of Public Safety (816-584-6444). Student Counseling Center (816-584-6237) will also assist in referrals to counseling and mental health agencies for victims.

In all cases, the protection of any physical evidence is of utmost importance.

- \* The appropriate Campus Center Director will assist student victims of sex-related crimes with changes in academic schedules and living arrangements as is reasonable and within Park University's control.
- \* All campus disciplinary procedures involving a student are the responsibility of the Director of Student Life.

Within the guidelines of the discipline procedures, the accuser and the accused may have other individuals present during the discipline hearings. Both the accuser and the accused shall be informed of the universities final determination and any sanctions concerning the alleged incident. Park University may, upon final determination and confirmation of an alleged infraction (forcible or non-forcible), impose sanctions ranging from counseling to dismissal.

## **POLICY: INCIDENTS OF CRIME REPORTS**

A crime report is to be completed for each incident as it occurs. An annual report is compiled by the Park University Department of Public Safety for distribution at all Campus Centers.

## **PROCEDURE: INCIDENTS OF CRIME REPORTS**

1. All incidents should be officially reported to the local policing authority with a follow-up report to the Campus Center Director.
2. The Campus Center Director will then submit these reports to the Director of Public Safety for reporting purposes.

The Annual Crime Report should be posted at the Campus Centers with copies distributed annually to all faculty, staff, and students and all individuals requesting an application for admission or employment. [www.ope.ed.gov/security](http://www.ope.ed.gov/security)

## **CAMPUS SECURITY ACT**

The Department of Public Safety at the Parkville Daytime Campus Center publishes an annual report on personal safety and crime statistics for all of the Park University Campus Centers. This report may be obtained from the Campus Public Safety Office or by telephone (816)-584-6444 and is detailed below.

## **ANNUAL SECURITY REPORT**

Park University is dedicated to providing students, faculty and staff with information they need to help make each Park campus center safe.

Park University encourages the accurate and prompt reporting of crimes and emergencies. At the Parkville Daytime Campus Center such incidents should be reported to the Park University Department of Public Safety. All other Park University Campus Centers should officially report such incidents to the local policing authority with a follow-up report to the Campus Center Director who will forward these to the Director of Public Safety for reporting purposes.

Park personnel do not have any arrest authority. Any crime or emergency, which occur off-campus, but at an officially recognized activity of a student organization should be reported as if it had happened on campus.

The possession, use or sale of alcoholic beverages or illegal drugs on Park University Campus Centers is prohibited.

Student orientation videos and periodic bulletin listings and announcements help inform student and employees throughout the year about crime prevention and campus security procedures and practices.

## **COMPLAINTS/GRIEVANCES POLICY**

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

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

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

### **A. Complaint**

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

### **B. Grievance**

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

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

### **C. Procedures**

1. Students wishing to make an informal complaint or file a grievance should contact the Director of Enrollment Services in the Student Assistance Center or Campus Center Director for the correct procedures to be followed. Record-keeping will be the responsibility of that office.

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

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

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

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

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

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

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

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

# Admissions Policies



## ADMISSIONS POLICIES AND PROCEDURES PARKVILLE DAYTIME CAMPUS CENTER PROGRAM

### Qualifications

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

#### Admission standards for first-time entering students (freshmen) are:

1. Students who have a high school unweighted Grade Point Average (GPA) of 3.0 or above (on a 4.0 scale) are eligible for admission to Park University, regardless of ACT or SAT scores. ACT, SAT, or Park University assessment scores will be required for English and mathematics placement purposes.
2. Students who qualify for Missouri's A-Plus Program (or equivalent program in another state) are automatically eligible for admission at Park University.
3. For students not included in either of the first two criteria, qualification in at least two of the following are required:
  - a. 2.0 grade point average unweighted (on a 4.0 scale)
  - b. rank in upper 50 percent of the graduating class
  - c. minimum ACT composite score of 20 or a combined SAT score of 940.
4. GED Certificate with a total score of at least 225 (five areas) and no area less than 35, as well as a minimum ACT composite score of 20 or a combined SAT score of 940.
5. Prospective students not meeting the above criteria may be considered on an individual basis. The Office of Admissions will forward the request to the Assistant Vice President of Academic Affairs for final disposition.

#### Admission standards for transfer students are:

1. A cumulative 2.0 GPA in all previous college study.
2. Prospective students not meeting the above criteria may be considered on an individual basis by the Assistant Vice President for Academic Affairs.

#### Admission standards for International students (in addition to those already covered) are:

1. A certified English translation of all foreign transcripts.
2. An official copy of the Test of English as a Foreign Language (TOEFL) with a minimum paper test score of 500 or computer test score of 173 (Park University TOEFL code is 6574) or English as a Second Language (ESL) transcripts showing successful completion as determined by Park University officials. Requirement is waived for those students transferring from a U.S. institution that have successfully completed 15 hours of transferable regular undergraduate credit courses, as determined by the Office of the Registrar, or for those students that are applying directly into the English as an International Language program.
3. A notarized Affidavit of Support and a supporting bank statement and/or other financial documents showing the ability to finance one year of study at Park University.
4. Prospective international students not meeting the above criteria may be considered on an individual basis by the Assistant Vice President for Academic Affairs.
5. Deadline to submit international application for the Parkville Daytime Campus Center, from out of the country, is **July 1** for the fall semester and **November 1** for the spring semester.



## How to Apply

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

### Write to:

Office of Admissions  
Park University  
8700 N.W. River Park Dr.  
Parkville, MO 64152

### or call:

(816) 584-6214  
(800) 745-7275  
e-mail: [admissions@park.edu](mailto:admissions@park.edu)  
or apply on-line at [www.park.edu](http://www.park.edu)

## Application Deadline

Applications may be submitted through the final registration date for each semester. (Not available for international students.)

**NOTE:** For the Nursing program please contact the school for appropriate deadlines.

## Conditional Admission Status

Entering students who have not submitted all official transcripts prior to final registration day will be held in "Conditional Admission Status."

A student can remain in conditional admission status for only one semester. All outstanding documents must be on file before pre-registration for the following semester.

Because the faculty member will not have adequate information from which to advise, "Conditional Admission" students will be required to sign a document accepting responsibility for their enrollment and course selection.

## Notification of Acceptance

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

## Readmission

Park University Parkville Daytime Campus Center students who have broken attendance by one or more semesters (excluding summer term) must complete an application for readmission. If the student has attended another college/university in the interim, the student must submit official academic transcripts from all institutions attended. There is no application fee for readmission candidates. If the student has broken enrollment for only one semester, s/he will remain under the requirements in the catalog in effect when initially admitted. If enrollment is broken for two or more semesters, the student will be required to follow the current catalog in effect when re-admitted.



### Students Admitted on Probation

Applicants who do not meet all admission standards as described in this section of the catalog, if recommended by the Admissions Advisory Committee and the Assistant Vice President for Academic Affairs, will be admitted on probation. Students admitted on probation are restricted to a maximum of 12-14 credit hours and are required to achieve a 2.0 grade point average. If students have not complied with the stipulations of their admission for their first semester of attendance, they may not be allowed to enroll in the following semester.

### Special Admission (Non-Degree-Seeking)

*Non-degree* - A student may be permitted to enroll in courses without formal admission to a degree program. A student enrolled in this special category may be required to provide all official transcripts from previous schools. Non-Degree-seeking students will need to provide a valid picture identification, which will be placed in the student's file. A non-degree student is not eligible to receive financial aid. A student may enroll in a total of 15 credit hours while classified as non-degree-seeking.

*Audit* - Special classification enabling students to take courses on a no credit basis. Refer to TUITION/FEE/CHARGES section of this catalog for further details.

*Visiting* - A student who is degree-seeking at another college or university may enroll full time or part time at Park University. Students must submit documentation from their college or university Registrar stating that they are students in good standing at that institution and present an ID from their home institution. Students are responsible for ensuring that the courses taken at Park University will satisfy requirements at their home institution.

### The International Baccalaureate Diploma

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

	Score	Transfer Credit Hours per Course
Subsidiary Level	6 - 7	3 - 4
Higher Level	4 - 5	3 - 4
	6 - 7	6 - 8

Park University will also grant a minimum of one year's credit (30-36 semester hours) for students who have earned the IB diploma with a score of 30 or above. Exact course equivalencies will be determined prior to registration by the appropriate school.

### English and Mathematics Placement Policy for New Park University Students

No testing is required for any student transferring in college credit with a grade of "C" or better for the "traditional freshman English composition" sequence, (Park University's EN 105 & EN 106) or College Algebra (Park University's MA131).

All other students will be evaluated based on their ACT or SAT English and Mathematics sub scores as follows:

#### ENGLISH PLACEMENT

English subscore on the ACT of 21 or higher, or SAT of 500 or higher will result in the student's automatic placement in EN 105 (Writing Strategies and Concepts).

(Placement policies for international students may be found on pg. 106.)

#### MATHEMATICS PLACEMENT

Math subscore on the ACT of 21 or higher, or SAT of 500 or higher will result in the student's automatic placement in MA 131 (College Algebra).

A lower subscore in either of these areas will require the student to take the appropriate Park University Academic Skills Assessment.

**NOTE:** Any student with an English or Mathematics ACT subscore of 27 or above, or SAT English subscore of 580 or SAT Math subscore of 620 may contact the Office of Admissions regarding the opportunity to be evaluated for a course waiver.

### Special Services

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

### Additional Credits

In addition to regularly scheduled Park University courses, credits may be earned toward graduation in the following ways:

#### Programs in which credit hours and residence credit may be earned:

Credits may be earned under select programs such as the U.N. Semester, American University Semester and Semester Abroad.

#### Programs for which credit hours are earned, but not grade points, and which do not fulfill residence requirements.

1. *Advanced Placement (AP)* - Park University will grant credit for advanced placement to high school graduates who have proven competence by their score in the Advanced Placement Tests administered by the College Entrance Examination Board. The awarding of credit, the number of credit hours awarded, and the scores required for the awarding of credit are determined by the appropriate academic discipline.
2. *College Level Examination Program (CLEP)* - Credit hours can be earned by satisfactory completion of a battery of examinations under the College Level Examination Program (CLEP) administered by Park. See the Academic Support Center (MA 406) or Testing Center (MA 706) for detailed information concerning CLEP examinations. If CLEP exams were taken prior to coming to Park University, a student must submit an official copy of the scores to the Office of the Registrar for possible credit awards.

	Minimum Accepted <i>As of July 1, 2001</i>	Maximum Accepted <i>Prior to July 1, 2001</i>	
English Composition	50	457*	3 credits
Social Science	50	452	6 credits
Natural Science	50	450	6 credits
Humanities	50	449	6 credits
Mathematics	50	453	6 credits

No credit is awarded for separate sub-test scores.

\* *The minimum acceptable score if taken prior to October 1, 1978 is 457; if taken between October 1, 1978 and May 1, 1986, the minimum score is 557.*

A maximum of 27 credit hours from the General Examinations will be accepted toward a bachelor's degree.

3. *Defense Activity Non-Traditional Education System (DANTES)* - Credit hours can be earned by satisfactory completion of a battery of examinations under the Defense Activity Non-Traditional Education System (DANTES) administered by Park University. Detailed information concerning DANTES examination is

available at the Academic Support Center (MA 406) and the Testing Center (MA 706). If DANTES exams were taken prior to coming to Park University, a student must submit an official copy of the scores to the Office of the Registrar for possible credit awards.

4. *End-of-course Examination* - Upon processing an application through the Office of the Registrar, and for a fee of \$100, a student may, with permission of the student's faculty advisor, receive credit for any course by satisfactorily completing an end-of-course examination (Parkville Daytime Campus Center only).
5. *American Council on Education (ACE)* - As recommended by the American Council on Education (ACE), Park University grants four credit hours for completion of two years of military service.
6. *Validated Learning Equivalency (VLE)* - Credit for Validated Learning Equivalency may be awarded for educational experiences based on documentation submitted by the student and with the recommendation of the appropriate Program Coordinator. Rules governing VLE are:
  - a. Application must be filed prior to the end of the second term of enrollment at Park University.
  - b. Petitions can be submitted only one time.
  - c. Credit shall be awarded on a course equivalency basis based on courses commonly offered by accredited colleges and universities.
  - d. A maximum of 12 credit hours may be awarded.
  - e. Credit shall be awarded only in the major discipline or field of certification.
  - f. Such credit may support waiver of a degree requirement.

### **Residency Requirement And Guaranteed Housing Deposit (Parkville Daytime Campus Center Only)**

#### *Residency Requirement*

If the full-time student is single and under the age of 21, s/he is required to live in a residence hall, unless:

1. The student is living with parent(s), legal guardian(s) or dependent children, or
2. The student has completed 58 or more credit hours before the first semester/term of attendance.

A one-time guaranteed housing deposit of \$100 is required when submitting the Residence Life Housing Agreement application. This deposit is refundable if all charges are paid in full when a student withdraws from campus housing in accordance with the Residence Life Housing Agreement and all Park University housing policies. A student must complete a check request as part of the residence hall check-out procedures. If a student fails to complete the form before the last day of the semester/term, the deposit is forfeited. Prospective students who decide not to attend will receive a full refund if notification is received by June 1 for the fall semester/term or by December 1 for the spring semester/term. The Residence Life Housing Agreement is for the entire academic year, both fall and spring semesters/terms.

#### *On-Campus Living Policy*

If the student is single and under the age of 21, s/he is required to live in a residence hall, unless:

1. The student is living with parent(s), legal guardian(s) or dependent children, or
2. The student has completed 58 or more credit hours before the first semester/term of attendance.

All full-time undergraduate students must complete a “Request for Off-Campus Living” form and return it to the Student Life Office to be exempt from living on-campus.

## **ADMISSIONS POLICIES AND PROCEDURES COLLEGE FOR DISTANCE LEARNING/ACCELERATED PROGRAMS**

Park University denies no one admission on the basis of race, religion, color, national origin, age, gender, disability, sexual orientation, marital status or veteran’s status. Admission to these programs requires:

### **Qualifications**

1. Completion of the Application for Admission and Evaluation form and payment of the appropriate fees.
2. Evidence of high school graduation, which may include:
  - A. a copy of a high school transcript;  
OR
  - B. a GED certificate which reports the score earned on the GED exam;  
OR
  - C. AARTS (Army/American Council on Education Registry Transcript System) transcript;  
OR
  - D. SMART (Sailor-Marine/American Council on Education Registry Transcript)  
OR
  - E. DD Form 214 (Certificate of Release or Discharge from Active Duty);  
OR
  - F. a certified DD Form 295 (Application for the Evaluation of Educational Experiences During Military Service);  
OR
  - G. a certified copy of one of the following:
    - i. DA Form 2-1 (Personnel Qualification Record Part II)-United States Army;
    - ii. AF Form 186 (Individual Record Education Services Program)-United States Air Force;
    - iii. Page 8 of Student Record Book-United States Marine Corps;
    - iv. Page 4 of Navy Personnel Form 1070604-United States Navy.
3. Park University reserves the right to deny admission to any student whose level of academic performance at other educational institutions is below 2.0 on a 4.0 scale. In such cases, Park University officials may require submission of evidence that the student graduated in the upper 50 percent of the high school graduating class and has achieved a minimum ACT score of 20 or a SAT score of 840.
4. In those instances where students have attended college elsewhere without graduating from high school, a college transcript with 48 or more earned credit hours listed can also be utilized as evidence of high school equivalency.

### **How to Apply**

1. Apply online at [www.park.edu](http://www.park.edu) or complete a printed application form at the Campus Center location.
2. Submit the \$25 application fee (non-refundable).
3. Transfer students must submit official transcripts of all previous college work.
4. Submit all the above materials to the respective Park University Campus Center. The Campus Center staff will guide the applicant through the procedure. Contact Campus Center personnel for forms, instructions and counsel.

### **Evaluation of Previous Education and Training**

Students can request an evaluation by declaring the major in which they seek a degree and by submitting documentation of previously earned credit. For Veteran Affairs students all previous education and training must be evaluated by the school. All documents presented to Park University for evaluation become the property of Park University.

The student must do the following when requesting an evaluation:

- a. Complete an Application for Admission and Evaluation and submit it to the Park University representative with the required fee.
- b. Request that the following documentation be forwarded directly to the Park University representative:
  - Official transcripts from previous colleges and universities (including Community College of the Air Force).
  - Official test reports or transcripts from College Level Examination Program (CLEP), United States Armed Forces Institute (USAFI), Defense Activity for Non-Traditional Education Support (DANTES), and/or Excelsior College Exam Program.
- c. For military personnel: A certified DD Form 295 (Application for the Evaluation of Educational Experiences During Military Service) or SMART transcript (Sailor-Marine/American Council on Education Registry Transcript) or AARTS (Army/American Council on Education Registry Transcript Systems) or DD Form 214 (Certificate of Release or Discharge from Active duty).

Once the completed "Application for Admission and Evaluation" form and all documentation for evaluation has been received by the Park University representative, the evaluation materials will be forwarded to the Office of the Registrar.

### Credit Awards

- a. A maximum of 60 credit hours is awarded for a Registered Nurse's license upon receipt of official transcripts.
- b. Credit for formal military service schools is awarded based on the recommendations of the American Council on Education's Guide to the Evaluation of Educational Experiences in the Armed Services (ACE Guide). The credit will be awarded where it is applicable to a student's degree program and in keeping with the basic educational philosophy of Park University.
- c. Credit for military service: 4 credit hours are awarded to students who have successfully completed basic military training. Enlisted personnel may receive additional credit based on their military occupational specialty/skill level. Commissioned personnel may be awarded up to a maximum of 20 credit hours.
- d. Credit for Validated Learning Equivalency (VLE) may be awarded for educational experiences based on documentation submitted by the student and with the recommendation of the appropriate Program Coordinator. A student may petition for a maximum of 24 credit hours. No more than 24 hours will be awarded for validated learning experience. Park University students taking courses in the state of California may petition for a maximum of 15 credits hours in upper level (300/400) courses after completion of 60 credit hours toward the degree. Petitions for Validated Learning Equivalency credit must be submitted within two terms of the student's having been evaluated, and a student can petition for credit only one time.

Review of Validated Learning Equivalency Petitions will normally take six to eight weeks depending upon the number of courses in the petition. Petitions submitted between April 1 and September 1 may take considerably longer.

There is a \$30 application fee for this service, and if credit is awarded, there is a \$30 charge per semester credit hour awarded. The per credit hour fees must be paid within 30 days of notification of credit award.

Park University will also accept validated learning from experience that is assessed and transcribed under the auspices of selected regionally accredited colleges or universities and also agrees to accept the credit assessment recommendations of specific institutional assessment teams that follow the basic guidelines of the Council for Adult and Experiential Learning and when Park University requirements are met.

- e. The following credit is awarded for satisfactory completion of the CLEP General Examinations based on the recommendations of the American Council on Education (ACE):

	Minimum Accepted <i>As of July 1, 2001</i>	<i>Prior to July 1, 2001</i>	Maximum Credit
English Composition	50	420*	3 credits
Social Science	50	420	6 credits
Natural Science	50	420	6 credits
Humanities	50	420	6 credits
Mathematics	50	420	6 credits

\* *The minimum acceptable score if taken prior to October 1, 1978 is 457; if taken between October 1, 1978, and May 1, 1986 the minimum score is 557.* A maximum of 27 credit hours from the General Examinations will be accepted toward a bachelor's degree. No credit is awarded for separate subtest scores.

- f. Credit is awarded for satisfactory completion of the CLEP/DANTES/USAFI/Excelsior College Subject Examinations based on the recommendations of the American Council on Education (ACE). Credit can be applied to major core requirements.

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

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

### Degree Audit

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

The degree audit is an advising tool and does not constitute an agreement or a contract. A final review is made prior to graduation to insure the completion of all degree requirements. The audit will be corrected if an error is found.

The initial audit will serve as a record of admission to Park University for purposes of financial aid and Veterans Administration eligibility.

## Academic Records

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

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

## Registration

1. Registration periods will begin approximately one month prior to the beginning of each term. Specific dates are publicized. Students cannot be given credit for a course for which they have not registered.
2. The required enrollment forms are:
  - a. Student Data Sheet (SDS) accurately completed and signed by the student or Online enrollment verification.
  - b. Completed and processed form to award Veterans Administration educational benefits, Pell Grant, Stafford Student Loan, Supplemental Loans for Students (SLS), Military Tuition Assistance and tuition assistance from any other agency. Proper approval signatures must be obtained by the student.
  - c. Check, money order, American Express, MasterCard, Discover or Visa to pay for all fees and costs.
3. Students who are not funded by Military Tuition Assistance must pay for all tuition and fees at the time of registration. VA Vocational Rehabilitation students are exempt from this policy. If, for any reason, the assistance, benefits, or payment cannot be collected by the University, the student assumes the obligation to pay in full all outstanding tuition/fees.

## English And Mathematics Placement Tests

No testing is required for any student transferring in college credit with a grade of "C" or better for the "traditional freshman English composition" sequence, (Park University's EN105 & EN 106) or College Algebra (Park University's MA 131).

**NOTE:** *English 105, 106 and Mathematics 131 or their equivalences must be completed within the first five terms of enrollment at Park University, or enrollment in other courses may be restricted.*

## Priority Enrollment

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

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

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

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

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

## **ADMISSIONS POLICIES AND PROCEDURES SCHOOL FOR ONLINE LEARNING**

Park University denies no one admission on the basis of race, religion, color, national origin, age, gender, disability, sexual orientation, marital status or veteran's status. Admission to these programs requires:

### **Qualifications**

1. Completion of the Application for Admission and Evaluation form and payment of the appropriate fees.
2. Evidence of high school graduation, which may include:
  - A. a copy of a high school transcript;  
OR
  - B. a GED certificate which reports the score earned on the GED exam;  
OR
  - C. AARTS (Army/American Council on Education Registry Transcript System) transcript;  
OR
  - D. SMART (Sailor-Marine/American Council on Education Registry Transcript)  
OR
  - E. DD Form 214 (Certificate of Release or Discharge from Active Duty);  
OR
  - F. a certified DD Form 295 (Application for the Evaluation of Educational Experiences During Military Service);  
OR
  - G. a certified copy of one of the following:
    - v. DA Form 2-1 (Personnel Qualification Record Part II)-United States Army;
    - vi. AF Form 186 (Individual Record Education Services Program)-United States Air Force;
    - vii. Page 8 of Student Record Book-United States Marine Corps;
    - viii. Page 4 of Navy Personnel Form 1070604-United States Navy.
3. Park University reserves the right to deny admission to any student whose level of academic performance at other educational institutions is below 2.0 on a 4.0 scale. In such cases, Park University officials may require submission of evidence that the student graduated in the upper 50 percent of the high school graduating class and has achieved a minimum ACT score of 20 or a SAT score of 840.
4. In those instances where students have attended college elsewhere without graduating from high school, a college transcript with 48 or more earned credit hours listed can also be utilized as evidence of high school equivalency.

Park University cannot guarantee that all courses needed to meet the degree requirements will be offered Online.

Students who do not meet the criteria listed above may take lower division courses Online through Park University.



### How To Apply

1. Students must submit their application Online and pay the \$25.00 application fee.
2. Go to <https://www.park.edu/apply> to apply.
3. Visit <http://www.park.edu/online> for information on available degrees offered Online, information about degree requirements, and more information on how to get started as an Online student at Park University.
4. Transfer students must submit official transcripts of all previous college work.

### Registration

1. To register Online through the OPEN system, go to <http://www.park.edu/OPEN> for instructions.
2. Students must have access to a computer and their own email account to enroll in Online courses (see technical requirements at <http://www.park.edu/online/requirements.asp?c=online> for more information).
3. Students who pre-enroll will be able to login to the Park Online Campus one week before courses begin, and each student will receive a PirateMail notification when they are granted access to login to their course(s).

### Entering the Online Classroom

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

### Email Policy for Students Taking Online Courses

All Online students are required to use their PirateMail addresses in their Online classrooms, and all class and administrative correspondence will be sent to students at this address. Students may set up forwarding to another email account. For more information on PirateMail, see the PirateMail section of the catalog.

**Online Classroom Technical Support** - For technical assistance with the Online classroom, email [helpdesk@parkonline.org](mailto:helpdesk@parkonline.org) or call the helpdesk at 866-301-PARK (7275). To see the **technical requirements** for Online courses, please visit the <http://parkonline.org> website, click on the “Technical Requirements” link, and click on “BROWSER Test” to see if your system is ready.

**Park Helpdesk** - If you have forgotten your OPEN ID or Password, or need assistance with your PirateMail account, please email [helpdesk@park.edu](mailto:helpdesk@park.edu) or call 800-927-3024.

For all other information, please email [onlinestudents@park.edu](mailto:onlinestudents@park.edu).

### GRADUATE STUDY

Consistent with its mission and vision, Park University encourages undergraduates to pursue graduate study and lifelong learning. Qualified seniors are welcome to apply to any of our graduate programs and may take up to six graduate credits prior to their graduation. Graduates of Park University who apply for admission to the Graduate School may have their application fee waived. Park University offers graduate degrees online as well as face to face in business, public affairs and education. Specific degree information is found in the Graduate Catalog. For assistance, contact the Graduate School or e-mail: [gradschool@park.edu](mailto:gradschool@park.edu).

## Tuition, Costs, Grants, Scholarships, & Financial Aid



**COSTS/FEES/CHARGES**

For the school year 2005-2006, (with the exception of the Nursing program) tuition will be charged on a per credit hour rate,

All Campuses.....	\$229/credit hour
Military Campus Centers Covered by MOU.....	\$148/credit hour
Effective October 1, 2005.....	\$157/credit hour
Marine Corps*.....	\$149/credit hour
Effective October 1, 2005.....	\$158/credit hour
*(except where specified by contract)	
Nursing.....	\$15,160/year
(see Associate of Science Degree in Nursing below)	
Portfolio.....	\$229.00
Enrollment fee.....	\$850.00

**Residential Student Charges:**

Room and Board (double occupancy and Honors housing).....	\$2,590/semester
Single Room (additional charge paid in full at confirmation).....	\$600/semester
Guaranteed Room Deposit	
(Payable upon Acceptance).....	\$100.00

**Fees and Charges: *All fees are nonrefundable***

Application/Evaluation Fee.....	\$25.00
Re-evaluation.....	\$25.00
Individual Course Fee*.....	\$20.00-\$50.00
Credit by Examination Fee.....	\$100.00
Health Insurance (semester)**.....	\$197.50
Late Registration (Charged after Registration Day).....	\$50.00
Commencement Fee.....	\$50.00
Duplicate/ Replacement Diploma.....	\$25.00
International Student Fee (one time).....	\$50.00
Online Course Fee.....	\$14.00/credit hour
Bookkeeping Charge.....	\$20.00
Teacher Placement File.....	\$10.00
Transcript Request Fee.....	\$ 4.00
Express Processing Fee (To be processed within 24 hours).....	\$15.00
Writing Competency Test Administration.....	\$15.00
Validated Learning Equivalency (VLE)	
Petition Fee.....	\$30.00
Fee for each awarded hour.....	\$30.00/credit hour
Returned Check Charge.....	\$30.00
Late Payment Charge.....	\$20.00
Nursing Entrance Test.....	\$20.00
Audit.....	1/2 tuition and full fees

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

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

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

## **STUDENT INSURANCE**

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

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

### **MANDATORY COVERAGE CAN ONLY BE WAIVED IN THE FOLLOWING MANNER, DURING THE FIRST EIGHT CALENDAR DAYS OF EACH SEMESTER/TERM:**

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

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

All residential students, athletes, international students with F-1 student visas, and nursing program students are required to have a Health History Record on file. Athletes are also required to have a completed Physical record on file. As part of the Health History Record, a current record of immunization is required. This information will be passed along to medical personnel in case of emergency.

## **ASSOCIATE OF SCIENCE DEGREE IN NURSING PROGRAM**

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

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

## **PAYMENT POLICIES**

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

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

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

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

## **PARKING**

All Kansas City Area students (Parkville Daytime Campus and Park Accelerated Programs-Downtown, Independence, and Parkville) are required to register any motor vehicle that is operated at the Downtown, Independence, and/or Parkville Campus Centers with the Park University Department of Public Safety. To register a vehicle, students must complete a vehicle registration form. Forms are available at the Office of Public Safety (1st Floor Thompson Center), the Campus Communications Center (1st Floor Thompson Center), the Student Assistance Center (1st Floor Norrington), or online at [www.park.edu/safety/parking-permit.htm](http://www.park.edu/safety/parking-permit.htm).

## **AUDIT OF COURSES**

A student may audit courses (take for no credit or grade) by paying one-half the tuition for the course and the full course fee if applicable.

## **SENIOR CITIZENS**

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

## **REFUND POLICY**

To begin the refund process, the student must notify Park University as noted in the ACADEMIC WITHDRAWAL policy on page 87.

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

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

Students with financial assistance awards who withdraw from Park University will have financial assistance refunded in compliance with federal regulations as stated in the Federal Register. Park University returns funds to federal programs in the following order: Federal Loans, (Unsubsidized Stafford, Subsidized Stafford, Perkins, and Parent); Federal Pell Grants; Federal Supplemental Educational Opportunity Grants (SEOG); other Title IV programs. Institutional awards are distributed after the federal programs.

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

All fees are non refundable.

Room and Board at the Parkville Daytime Campus Center will be pro-rated on a daily basis.\*

*\*A \$100 "break of housing agreement" fee will be charged to any student breaking the residence hall agreement*

*at the Parkville Daytime Campus Center.*

## PARK UNIVERSITY REFUND CALCULATION SCHEDULE

	16 Week Term	9 Week Term	8 Week Term	4 Week Term	2 Week Term
Week 1	90%	90%	90%	66%	0%
Week 2	80%	67%	60%	33%	
Week 3	70%	50%	40%	0%	
Week 4	60%	33%	20%		
Week 5	50%	12%	0%		
Week 6	40%	0%			
Week 7	30%				
Week 8	20%				
Week 9	10%				
Week 10	0%				

### ASSISTANCE WITH EDUCATIONAL EXPENSES

The Office of Student Financial Services (SFS) administers and coordinates programs of assistance from federal, state, college and private sources to increase post-secondary educational opportunities for eligible students. The philosophy of this office is to attempt to meet the full need of all eligible applicants by “packaging” funds from various sources, including college and non-college funds. Legal residents of Missouri, who are enrolled in Missouri, are encouraged to apply for the Charles Gallagher Student Financial Assistance Program (formerly the Missouri Student Grant Program).

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

### APPLICATION FOR FINANCIAL ASSISTANCE

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

When the following have been received in the SFS office at the Parkville Campus Center, an Award Notification letter will be sent advising the student of his/her eligibility for aid.

1. 2005-2006 Park University Request for Financial Aid form (RFA) available on line at [www.park.edu/finaid](http://www.park.edu/finaid)
2. Federal needs analysis is generated from the Free Application for Federal Student Aid (FAFSA) or comparable form on which you listed Park University, code #002498. The output document can be in the form of the Student Aid Report (SAR) or Institutional Student Information Report (ISIR), which is printed by Park University from electronic data produced from the FAFSA available online.
3. If selected for verification (an asterisk appears beside the EFC number in upper right corner of the SAR or ISIR), the following documents will be required:
  - a. Verification Worksheet.
  - b. Signed copy of 2004 federal income tax and W2 forms as filed with the U.S. Internal Revenue Service, even if the student was not married in 2004 (or student and his/her parent's federal income tax form, if the student was a dependent).

Financial assistance is awarded annually to qualified students who continue to

demonstrate financial need and make satisfactory progress (see policy on Satisfactory Academic Progress for Financial Assistance). Applications must be submitted each year. Summer financial assistance requires an additional application.

The 2005-2006 version of the FAFSA form is preferred, but other processors' forms will be accepted. A needs analysis form is required to establish eligibility for need-based financial aid programs. There is no fee charged for the FAFSA application. Forms for 2005-2006 will not be processed after June 30, 2006. The FAFSA form may be used as the single request for consideration for the Federal Pell Grant, Charles Gallagher Student Financial Assistance Program and all other Title IV and institutional assistance programs.

A FAFSA form is required for each family member when more than one student from the same family plans to attend Park University. Awards are made on a first-come, first-serve basis beginning approximately February 15.

#### **Funds are limited for international students attending Park University.**

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

- a. Tuition assistance is available to active duty personnel within Service guidelines. The Education Center will authorize payment of the proper percentage of tuition/fees to authorized individuals. Enlisted personnel and warrant officers incur no service obligation as a result of acceptance of tuition assistance but must be on active duty upon completion of the course(s). Commissioned officers may have to agree in writing to remain on active duty for a minimum of two years after completion of the course(s).
- b. Park University programs are approved for veteran benefits and comply fully with Public Law and Title IX of the Education Act of 1964.

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

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

1. Eligibility for most financial aid requires at least half-time enrollment per regular semester/term. A student must earn the minimum credit hours for full, 3/4, or 1/2 time enrollment\* each semester/term and continue to maintain the 2.00 cumulative GPA requirement to avoid suspension. Students will be placed on probation before being suspended which will result in automatic financial aid suspension.
2. Academic progress will be checked at the end of Fall, Spring and Summer semesters. Failure to meet the minimum standard outlined in this policy statement will either place a student on financial aid probation or suspension for future semesters/terms. This would include grades of "F", "I", and/or withdrawing from classes after aid has been disbursed.
3. Students are eligible for Park University administered assistance for 10 full-time semesters (unless otherwise noted) or until the student has completed the academic curriculum requirements for the first undergraduate baccalaureate degree. Federal financial aid (Title IV) can continue for up to 12 years for the first baccalaureate degree. A student who has completed the courses for his/her degree or certificate but has not received the degree or certificate cannot receive further financial aid assistance for that program.
4. The maximum time frame a student is expected to finish a program of study and receive financial aid cannot exceed 150% of the total length of the program based on credit hours. Example: A program of study is 120 hours, the maximum time frame cannot exceed 180 attempted credit hours.



5. An incomplete (I) grade, after the enrollment period has ended, will be considered as failure (F) until such time as the "I" grade is converted to a passing grade. To temporarily reinstate financial aid, the student must send a copy of the "Contract for Incomplete". Aid will be reinstated on a temporary basis (usually 60 days) until a passing grade is earned. For Consortium Agreements, an incomplete (I) grade must be transferred to Park University within 8 weeks of the end of the semester/term. If not transferred within this 8-week time frame, it would be considered as a failure (F). If a passing grade is not earned for the incomplete grade the student could at that time be put on probation or suspended from financial aid eligibility.
6. Repeated courses will add to the hours attempted, but not earned. The repeated grade will be considered in the GPA calculation when progress is checked. A course in which a failing grade (F) is recorded may be repeated only once in a subsequent semester/term to apply toward eligibility for assistance in that semester/term. "Developmental" courses do apply to financial aid progress, but are not applicable to credit hours required for a degree.
7. Transfer students accepted on academic probation must meet the condition(s) of their academic probation in order to qualify for continuing financial aid.
8. If financial aid is terminated, students may be reinstated without appealing the suspension by completing at Park University the hours needed to reach the minimum cumulative standard and attaining a 2.00 GPA without the benefit of financial aid.
9. To appeal the suspension of financial aid, the student must complete a Satisfactory Academic Progress Appeal form (available on-line [www.park.edu](http://www.park.edu)) and forward the form with required documentation to the Director, Student Financial Services. Mitigating circumstances will be considered. Appeals are reviewed and ruled upon by the Student Financial Services Appeals Committee.
10. Appeals of decisions by the Committee are directed to the Director of Admissions and Student Financial Services.

Satisfactory progress is based on four concepts: (a) minimum number of hours of enrollment each semester/term that are applicable toward the student's degree program; (b) minimum number of hours completed in a 12-month period of enrollment; (c) maximum time to complete the degree; and (d) grade point average (GPA).

These regulations are to be used as standards regarding a student's academic standing and progress toward his/her educational objective. For the purpose of determining eligibility for financial aid, a student will be certified as being in satisfactory standing if that student is eligible to re-enroll with an acceptable grade point average (GPA) and is making satisfactory progress toward his/her educational objective meeting the standards expressed below.

## **STANDARDS FOR SATISFACTORY ACADEMIC PROGRESS ARE AS FOLLOWS:**

### **UNDERGRADUATE STUDENTS - FALL OR SPRING SEMESTER**

(Fall I and Fall II = Fall Semester)

(Spring I and Spring II = Spring Semester)

	Full-Time	3/4-Time	1/2 - Time
Hours per Semester	12+ Hours	9-11 Hours	6-8 Hours
Must Pass per Semester	9 Hours	7 Hours	5 Hours

**Note:** Some scholarships require successful completion of thirty (30) credit hours between August and May.



**UNDERGRADUATE STUDENTS - SUMMER SESSION**

	Full-Time	3/4-Time	1/2 -Time
Hours per Term	6+ Hours	4-5 Hours	3 Hours
Must Pass per Term	5 Hours	4 Hours	3 Hours

\*See detailed credit hour break down above for full, 3/4 and 1/2 time enrollment.

**FINANCIAL AID CHECKLIST FOR STUDENTS TRANSFERRING TO PARK UNIVERSITY**

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

1. The applicant must first be enrolled at Park University.\*
2. RFA (Request for Financial Aid) - Complete a Park University Request for Financial Aid (available on-line). If additional documents are required, the applicant will be notified.\*
3. SAR (Student Aid Report) / ISIR (Institutional Student Information Report) - The applicant must arrange to have a duplicate copy of the SAR sent to the applicant, or, if listed, Park University as one of the institutions attending, Park can print out an ISIR. A request in writing can be made to Federal Student Aid Programs or telephone and request a duplicate copy.\* (The Park University code is 002498).
4. If the applicant has not already applied for federal financial aid, Park University prefers the Free Application for Federal Student Aid (FAFSA) (available on-line). Other forms will be accepted, but may lengthen processing time.
5. Student Loan Recipients - If the applicant received a Federal Stafford, Direct, Parent or Perkins Student Loan in the previous semester and are transferring to Park University, the applicant should contact the lending institution to cancel any subsequent loan disbursement at the previous school. The applicant must reapply for the loan at Park University.
6. Missouri Higher Education Academic Scholarship Program - An applicant may change his/her approved institution choice prior to the beginning of the first day of classes and may transfer between approved institutions during the academic year. The deadline for such actions is August 1 for the fall semester and January 1 for the winter or spring semester. Failure to notify the Missouri Student Assistance Resource Services Office by the dates of such action may result in the loss of the award.\*
7. If the applicant has already received a grant from the Charles Gallagher Student Financial Assistance Program (formerly Missouri Grant Program) at another Missouri institution during the previous academic year or the fall semester and are transferring for the spring semester, the applicant must notify Student Financial Services at Park University. The applicant must also inform the Charles Gallagher Student Financial Assistance Program in writing that the applicant is transferring to Park University.\*
8. The applicant will be informed by Park University of the Financial Aid Award in the form of an Award Letter. Please comply with the instructions accompanying this letter.
9. If the applicant has been admitted with a low grade point average or are on academic probation, the applicant may not be in compliance with Park University's Academic Progress Policy and may not be entitled to financial aid. Please contact the Student Financial Services Office or the Student Assistance Center for additional information.\*

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

**FINANCIAL AID APPEALS**

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

## GRANTS AND SCHOLARSHIPS

Codes for campuses eligible to apply for different types of aid:

MIL	-	Military (Active Duty)
MO	-	Missouri (Resident attending class in Missouri)
FED	-	Federal (all students)
PARKVILLE	-	Parkville Daytime Campus Center
KCA	-	Kansas City Metropolitan Area
PAP	-	Park Accelerated Programs-All areas

## FEDERAL GRANTS

Federal Pell Grant - This grant is considered the first source of assistance. Application for this grant is required as a prerequisite for consideration for additional assistance. Apply on FAFSA after **January 1, 2005**. (FED)

Federal Supplemental Educational Opportunity Grant - This grant is awarded to students with exceptional financial need. This program is funded by the government and is administered by the institution. Apply on FAFSA after **January 1, 2005**. (FED)

## OTHER GRANTS

Bureau of Indian Affairs Grants - Assistance for Native American students is available from the local Bureau of Indian Affairs Office or the State Director of Indian Education. (FED)

Presbyterian Grant - Students who are members of the Presbyterian Church applying to Park University should request that the Pastor, Clerk of Session or Director of Christian Education from their church write a letter of recommendation to be used in applying for the grant. Applicant must also file the FAFSA to certify financial need. Preference will be given to those who have the FAFSA completed by **April 1**. Contact your pastor for more information. (Parkville, KCA)

Veterans' Programs - Students who establish eligibility may enroll at Park with assistance from Veterans Administration Benefits, Disabled Veteran Benefits and War Orphan Benefits. (FED)

Air Force Aid Society's General Henry H. Arnold Education Grant Program - This grant is for dependents of active or retired members of the Air Force. Contact the Air Force Aid Society at 1-800-429-9475. (MIL)

Navy-Marine Corps Relief Society's VADM E. P. Travers Scholarship and Loan Program - This grant is for dependents of active or retired members of the Navy or Marine Corps. Contact Navy-Marine Corps Relief Society at 1-703-696-4960. (MIL)

In addition, some students may be eligible to receive educational assistance through State Vocational Rehabilitation programs or from the Social Security Administration based on individual circumstances. (FED)

## STATE GRANTS AND SCHOLARSHIPS

Charles Gallagher Student Financial Assistance Program (formerly the Missouri Grant Program)\* - The Missouri Student Assistant Resource Services awards up to \$1,500 per year to students who are Missouri residents attending school in Missouri. The amount is based on financial need. The FAFSA form must be processed before **April 1** to qualify. (MO)

Robert C. Byrd Honors Scholarship Program - Under the Byrd Program, students who demonstrate outstanding academic achievement and show promise of continued excellence may receive up to \$1,500 a year. For more information, please contact (573) 751-1668 or [www.dese.state.mo.us](http://www.dese.state.mo.us). (MO)

Missouri College Guarantee Program - Approximately \$3 million will be available from the Missouri Gaming Commission Fund for scholarships for eligible students. The scholarship awards will be based on demonstrated financial need which is determined similar to other existing need-based state programs (FAFSA), high school and college academic achievement, ACT test score of 20 or higher and a 2.5 grade point average or higher on a 4.0 scale. The FAFSA form must be processed before **April 1** to qualify. (MO)

Missouri Higher Education Academic Scholarship (Bright Flight)\* - an award of \$2,000 for qualified high school graduates/GED who rank in the upper 3 percent of all Missouri students taking the ACT or SAT tests. The award is renewable annually. Application deadline is **June 30**. High school students must contact their counselor for an application or call 1-800-473-6757. (MO)

Missouri Minority Teacher Education Scholarship\* - A renewable scholarship of \$3,000 per year, \$2,000 provided by the State of Missouri and \$1,000 provided by Park University. Eligible applicants must be:

- \* Missouri residents;
- \* African, Asian, Hispanic, or Native American;
- \* High school graduates, college students, or individuals with a baccalaureate degree returning to an approved math or science teacher education program;
- \* Student must rank in the top 25 percent of their high school class and score at or above the 75th percentile on the ACT or SAT.

Applications are available in SFS; the deadline is **February 15**. Applicant must also have completed a need analysis form (FAFSA is preferred) with Park University listed as one of the schools of choice and be making satisfactory academic progress. Other guidelines also apply and are fully described on the application form. (MO)

Marguerite Ross Barnett Memorial Scholarship\* - Student must be a United States citizen or permanent resident; resident of Missouri, attend an eligible school in Missouri, enrolled part-time, maintain satisfactory academic progress, complete scholarship application, show financial need on approved needs analysis, be at least 18 years old, be employed and compensated for at least 20 hours, not be employed under federal work study (CWSP). Approximately \$125 per credit hour (tied to UMC tuition). Deadline **April 1**. (MO)

Public Service Officer or Employee's Child Survivor Grant Program\* - This program provides tuition grants to eligible students enrolled in participating Missouri post secondary schools. Eligibility requirements are:

- \* A Missouri resident
- \* A citizen and permanent resident of the United States
- \* A dependent child of a public safety officer or employee of the Department of Highways and Transportation (engaged in the construction or maintenance of the state's highways, roads and bridges) who was killed in the line of duty
- \* Enrolled or accepted for enrollment as a full-time undergraduate student in a course of study leading to a certificate, or an associate or baccalaureate degree at a participating Missouri school for the period of the grant
- \* Less than 24 years of age and have not obtained a baccalaureate degree
- \* Maintaining satisfactory academic progress according to the standard of the school

The maximum grant amount per academic year is approximately \$125 per credit hour. Deadline **April 1. (MO)**

Vietnam Veteran's Survivor Grant Program\* - This state program provides tuition grants to undergraduate students who are survivors of Vietnam veterans. Eligibility requirements are:

- \* A United States citizen or an eligible non-citizen
- \* Enrolled or accepted for enrollment as a full-time undergraduate student leading to a certificate or degree at a participating Missouri post-secondary school
- \* A child or spouse of a Vietnam veteran whose death was contributed to or caused by exposure to toxic chemicals during the Vietnam conflict
- \* Maintaining satisfactory academic progress according to standards determined by the approved school

The applicant must provide a qualified medical certification by a Veteran's Administration medical authority to verify that the exposure to toxic chemicals contributed to or was the cause of death of the veteran. The maximum grant amount per academic year varies. Scholarships can be renewed annually until a student has obtained a baccalaureate degree or completed 150 semester credit hours. Scholarship awards are not available during summer school terms. Deadline **April 1. (MO)**

*\*For information and applications for these scholarship programs Missouri residents should contact the Missouri Student Financial Aid Information Service Center in Jefferson City, at 800-473-6757. Students who are residents of other states should contact their state agency. For the number of the state agency, call 1-800-4FED AID.*

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

The following Missouri state entities offer student financial assistance programs:

Department of Economic Development

1-800-877-8698

<http://www.ecodev.stste.mo.us/jdt/>

-Federal Job Training Partnership Act; Employment and Training Program

DESE Division of Vocational Rehabilitation

1-877-222-8963

<http://www.vr.dese.state.mo.us>

-Vocational rehabilitation: Assistance for student with physical and/or mental disabilities.

Department of Health

1-800-891-7415

<http://www.health.state.mo.us>

-Missouri Professional & Practical Nursing Student Loan Program

National Guard Association

1-800-972-1164

-Missouri Educational Assistance Program

-Missouri National Guard Association Auxiliary Scholarship Program

## OTHER SCHOLARSHIPS

Hispanic Scholarship Program - Park University will match up to \$500/year for each Greater Kansas City Hispanic Scholarship Fund recipient. This matching scholarship is limited to 20 applicants at Park University. Contact the Greater Kansas City Hispanic Scholarship Fund c/o LNEsc, 3435 Broadway, Suite L-9, Kansas City, MO 64111. Deadline is **March 1**. (Parkville)

Park University/Park Hill Endowment Scholarship - This scholarship is designed to attract the conscientious student who has demonstrated academic ability and perseverance while completing high school coursework. This scholarship recognizes the academic potential of students who do not meet Park Hill High School's traditional standards for academic awards. At present, this \$1,000 scholarship, which can only be used at Park University, is non-renewable. As endowment funds grow, scholarship criteria are subject to change annually. Contact the Park Hill School District Education Foundation at (816) 741-1521 ext 336 or 364 for scholarship guidelines and application form. The deadline for application is **March 7**. (Parkville)

Peace Studies Scholarship - This scholarship is offered to a Park University student by Peace Works (affiliated with Peace Action) in Kansas City. The scholarship is for a student who:

1. Is a Peace Studies minor candidate with an overall 2.50 GPA
2. Is willing to take part in a peace and justice project mutually agreed upon with PeaceWorks
3. Has financial need as demonstrated by the FAFSA
4. Demonstrates a genuine interest in getting involved in the peace and justice movement

For application information, contact Marjorie Palmer at PeaceWorks (816) 561-1181. Deadlines are **August 1** for the fall semester and **December 1** for the spring semester. (Parkville)

Officers' Spouses Club Scholarship - For more information contact the Officers' Spouses Club at your military installation. (MIL)

Enlisted Spouses Club Scholarship - For more information contact the Enlisted Spouses Club at your military installation. (MIL)

Irven and NeVada Linscomb Scholarship - Students must be graduates of North Kansas City or Liberty High School with a 3.2 GPA, demonstrate leadership skills and a solid work ethic during high school, demonstrate financial need, and participate in the work study program. Students apply directly to the Linscomb Foundation. Deadline is **March 15**. (Parkville)

Additional scholarships are available that are not listed here. Students must complete a Park University Scholarship Application to be considered for these awards. Since some scholarships require students to demonstrate financial need, it is recommended that students complete the FAFSA. Scholarship search links can be accessed through the Park University web site [www.park.edu](http://www.park.edu).

## PARK UNIVERSITY ACADEMIC SCHOLARSHIPS

Academic scholarships for new freshman and transfer students range from 25 percent of tuition to full tuition. Recipients must earn a minimum of 24 credit hours between August and May each year and keep the GPA required for their scholarship. More specific information is available from the Coordinator of Academic Scholarships or Office of Student Financial Services. Please contact the Coordinator of Academic Scholarships at 816-584-6512 or [www.park.edu](http://www.park.edu) for more information and application deadlines.

## **PARK UNIVERSITY ENDOWED SCHOLARSHIPS**

Scholarships are selected in the spring for the following award year. Applications should be made by **February 15**. Applications and brochures with more detailed information are available in the Student Financial Services Office at 816-584-6290 or the Student Assistance Center at 816-584-6800.

Key: PARKVILLE refers to daytime students only.  
KCA refers to Kansas City Area students only.  
MIL refers to military only.  
PAP refers to Park Accelerated Programs Kansas City area students only.

### **Major endowed scholarship funds include:**

John F. Pritchard Memorial Scholarships  
Hundley Memorial Scholarships  
Mary L. Perkins Memorial Scholarships  
Harriet Eames Potter Memorial Scholarships  
Edwin and Bessie Mae (Bonn) Durham Memorial Scholarship

### **Other endowed Scholarships available are:**

Citicorp Early Childhood Scholarship - The applicant must be degree-seeking in Child and Family Studies or Early Childhood Education with certification (birth - grade 3). Recipient must have financial need and must commit to remaining in the field of early childhood care and education. (KCA)

Lolita Nellans Clardy and Guy Wolfe Clardy Natural Science Scholarship - The Clardy/Nellans Clardy family has established this living tribute to Lolita because of her love for learning and dedication to animals and the environment. Students must be junior or senior natural science majors with secondary education certification, or professional biology with interest in environmental science, ecology, or veterinary science. Students must also submit a one-page written discussion of environmental issues and maintain a 3.00 GPA. (Parkville)

Class of '28 Scholarship - Students must live in the residence halls and must have attended Park University at least one semester. This fund will be divided among male and female students and international students (2.5 GPA) and U.S. citizens (3.00 GPA). (KCA).

Ray L. Edwards Science Scholarship - Students must be a science major with a minimum 3.00 cumulative GPA (Parkville)

E.M. Farber Memorial Scholarship - This scholarship was established by Mrs. Farber in honor of her late husband to assist students who are pursuing a career in social or human services. Applicants need to have a 3.0 cumulative GPA. (KCA)

Duncan Findlay Scholarship - Duncan Findlay was a Professor of Biology at Park College. The scholarship is given by his family. The student must be planning to become a teacher (non-traditional students will have the highest consideration). The student must maintain a 2.25 GPA and preferably be a junior or senior. (Parkville)

Thomas Goppert Foundation Scholarship - This scholarship will be awarded to one economically disadvantaged student. (KCA)

Kathryn Houghton Groves Endowed Scholarship - This scholarship honors Kathryn Houghton Groves, a 1931 graduate whose lifelong love of learning and Park University has inspired others to help make the world a better place. The student must be a Mathematics or English major with a 3.25 GPA in major courses, a 3.0 overall GPA, and must also be active in campus activities or organizations. (Parkville)

Dr. John M. Hamilton Scholarship - This scholarship was established by Stanton and Eleanor M. Taylor, Class of 1954, in honor of professor Dr. John M. Hamilton who began his career at Park College in 1946. He retired from teaching Biology in 1977. The recipient of this scholarship must be a Science major, (with preference given to Biology majors), have a 3.00 GPA, and be a Parkville Daytime Campus Center student taking at least nine (9) credit hours each semester. (Parkville)

William Randolph Hearst Nursing Scholarship - Student must be a U.S. citizen in the Parkville nursing program. This scholarship is to assist economically disadvantaged, minority and other groups underrepresented in the nursing field. (Parkville)

Interstate Brands Corporation Scholarship - Students must be full-time, in good academic standing, and have financial need. Preference will be given to ethnic minority students. (KCA)

Fred R. Kenower Scholarship - Mr. Kenower, class of 1925, was a generous benefactor of Park University for many years. Students must live on campus and have completed two semesters; must major in English, Science, or Business; maintain a 3.00 GPA; be active in extracurricular activities; show leadership abilities; and intend to graduate from Park University. (Parkville)

David Mack Knight Business Administration Scholarship - This scholarship was established following Mr. Knight's death in 1972 by generous contributions from his three children, Christine, William and David, as well as other relatives and many friends. Students must be majoring in Business Administration, have completed at least two semesters with a 3.00 GPA or higher, and demonstrate participation in Park University's extracurricular activities with evidence of leadership talent. Students with financial need will be given additional consideration. (KCA)

Anna Louise Latimer Education Scholarship - This scholarship was established by Margaret Preston in memory of her mother to assist undergraduate students in attaining their education degree. Students must be Education majors (sophomore or higher) and maintain a 3.00 GPA. Preference will be given to those returning to college to enter the teaching profession. Students must also submit a letter of application describing financial need, professional goals, and involvement in the community, along with letters of recommendation from two professors. (Parkville)

James J. Lennon Memorial Scholarship - This scholarship was established by Cathy Lennon in memory of her husband to assist undergraduate Economics or Business Administration majors. Students may be part-or full-time, must maintain a 3.00 GPA or higher and must have a family military background. Students must submit a letter of application describing financial need, professional and community leadership experience, and professional goals. (MIL)

Dr. Kenneth MacDonald Endowed Memorial Scholarship - This scholarship is a tribute to Dr. Kenneth MacDonald from his wife Margaret. Students must be a full-time pre-medicine or science major with a 3.00 cumulative GPA. Students must demonstrate self-reliance, self-discipline, and good work habits. This scholarship is renewable. (Parkville)

Malan/Templeton Scholarship - The Malans and Templetons have ties to the founding of Park College. Students must have a grade point average of 3.00, and be preparing for a vocation in teaching, medicine, or religion. (KCA)

Nicholas Manchion English Scholarship - The Nicholas Manchion Endowed English Scholarship is a living tribute from his mother, father and brother Adam. Students must be declared English majors (sophomore status or above), enrolled full time, with a 3.00 GPA. Students must also submit an original poem to be judged by the English Department. The submission deadline is **March 1**. For additional information see the scholarship brochure. (KCA)



Frank and Mary Markward Theater Scholarship - This scholarship was established by Mary Bess Renkin in honor of her parents. This award will be made annually to a student pursuing theater. Students must be juniors or seniors, demonstrate leadership capabilities in theater productions and maintain a 3.00 GPA. (Parkville)

William B. Markward Award in Early Modern Language, Literature and Culture - As Professor Markward stimulated and challenged his students to learn and love literature, his sister hopes to stimulate and reward excellence in the study of literature at Park University. This award will be made annually to the best essay on some aspect of early modern English language, literature, or culture. A detailed brochure may be obtained from the Coordinator of Academic Scholarships. (KCA)

Harrison Metheny Family Scholarship - Ethel Morrison Metheny established this scholarship in memory of her father and also to honor the Metheny family. Applicants must be full-time juniors or seniors with a 2.75 GPA. Students must be involved in Park University activities. (KCA).

Rose Ann Carr Millsap Music Scholarship - This scholarship is funded by classmates of Rose Ann Carr Millsap. This scholarship is for full-time music major/minor in good academic standing. Preference is given to voice. (Parkville)

Oleva Morrison Myers Endowed Scholarship for History Majors - This scholarship honors Oleva Morrison Myers, a 1932 graduate of Park College. Students must be full-time junior or senior history majors in good academic standing and must also be involved in student activities or student government. (Parkville)

Sarah B. Osborne Scholarship - Park College graduate Sarah B. Osborne '28 established this scholarship for needy students in their junior or senior years, who are preferably interested in medical or scientific study. (Parkville)

John Patton Scholarship - This scholarship fund was established by Dr. John Patton, an Albright scholar and Park Professor emeritus, to be used for Park University scholarship purposes. It was decided to use this endowed fund initially to promote study abroad, giving students access to the cultural experience of international programs. Applicants must complete an application and their appropriate materials, must have at least a 3.6 GPA and must complete two semesters at Park University after their study abroad or graduate from Park University if they are seniors at the time they study abroad. Students may receive up to 50 percent of the cost of their study program. The stipends will be \$2,500 or greater. (KCA)

Mary L. Parker Scholarship - This scholarship was established by Mary L. Parker to benefit women, particularly single parent women, wishing to complete their education. The recipient of this award will be a woman, 25 years of age or older, and a mother of a child(ren) of whom she has custody and who is/are living in her home. The recipient must also hold and maintain a full-time job, maintain a 3.00 GPA, and be enrolled at least as a part-time student. Preference will be given to a recipient who is not currently married, although recipient will not lose the scholarship upon marriage. (KCA)

Lora Margaret and Thomas Amherst Perry Endowed Scholarship - Lora, '40 and Thomas, '34 established this scholarship for students with financial need and a good work ethic. Student must be full-time, in good academic standing and demonstrate financial need. Student must demonstrate self-reliance, self-discipline and good work habits in the work-study program. Student must be at least partially self-supporting. (KCA)

Verna Griffin-Richardson Endowed Internship in Washington, D.C. - Verna Griffin-Richardson, Class of '55, endowed this summer internship to assist students motivated by such a learning opportunity. Student must be Political Science, Public Administration or Legal Studies major with a 3.25 GPA in major course work, and a 3.0 overall GPA. Student must have a minimum of 75 hours and must have a recommendation from a faculty member in the major. (KCA)



Scheib Family Endowed Scholarship - This endowed scholarship honors Burton and Bertha and their three children, Lillian, Burton and Harold. Student must be a Science or Communications major with a 3.25 GPA in major courses and a 3.0 overall GPA. Student must have a minimum of 75 hours and must have a recommendation from a faculty member in the major. (KCA)

Floyd Shafer, Ph.D. Memorial Scholarship - Dr. Shafer graduated from Park in 1934. The scholarship is established to benefit a junior or senior majoring in botany or biology with a 3.00 GPA. (Parkville)

Mary Louise Snyder Tipton Scholarship - This scholarship is in honor of Mary Louise Snyder Tipton and William Tipton. Student must be an English, Economics, Business or Communications/Journalism major with a 3.0 GPA. Student must live on-campus. (KCA)

Marian Tollaksen Fischer Scholarship - Marian attended Park in the early 1930s. Students must be Athletic Training/Sports Medicine or Education majors with a 3.0 cumulative GPA. (Parkville)

Cindy Anderson Soccer Scholarship, Melanie Meyer Soccer Scholarship, Jamie Hemingway Soccer Scholarship - These endowed scholarships are given in memory of Cindy Anderson, Melanie Meyer and Jamie Hemingway. Student must be a member of the women's soccer team. (Parkville)

Philip Gordon Humphries Memorial Scholarship - Dr. Alfred W. Humphreys established this award in memory of his brother. This scholarship will be awarded to one senior majoring in Chemistry with a 3.0 GPA, demonstrated financial need and participating in extracurricular activities. (Parkville)

Neva Nell Bou Twell and Robert Ralph Lusk Scholarship - Ralph Lusk donated this gift to fulfill a long standing desire to establish a permanent exhibit to show their appreciation to Park. Applicants should be biology majors with a 3.0 cumulative GPA. (Parkville)

Ida Moore Endowed Scholarship - Ida Moore left this generous gift as her commitment to education and community service. This scholarship will be awarded to students majoring in social work. Applicants must be enrolled full time and have a minimum 3.0 cumulative GPA. (Parkville)

Ana Riojas Memorial Scholarship - This scholarship was established for Ana Riojas, Park Class of '77, by her son and the staff and friends of Able Employment, a business that Ana established. Ana has been recognized with many honors and awards for her contributions to the business community. Applicants must be of Hispanic origin, have a minimum 2.5 cumulative GPA, and demonstrate financial need. (KCA)

Mary Lucille Rowe Endowed Scholarship - This scholarship was established by David Rowe Harris in memory of his mother to assist students in attaining their education degrees. Applicants for this award may be undergraduate or graduate students who plan to enter the teaching profession and aspire to early childhood education. Student must have and maintain a 3.0 GPA. (Parkville and MED)

John R. Sanders Memorial Scholarship - In memory of Dr. John Sanders, former Dean of Undergraduate Studies and Associate Professor of Chemistry at Park University, known as a dedicated scholar and friend of students. Students applying for this award must be enrolled in the Park University Honors Program. (Parkville)

## OTHER PARK UNIVERSITY SCHOLARSHIPS/GRANTS

Park Military Family Scholarship - Scholarships for the value of full tuition up to 15 academic hours are available annually at each of the military campus centers. The scholarship is for the selected eligible non-military dependent of active duty military personnel assigned, attached, or residing in the vicinity of the military campus center. More information is available from the Campus Center Director. The scholarship is awarded in the spring of each year. (MIL)

Performing Arts Grant - Awarded to eligible students who have proven ability in a specific area of the arts, including art and theatre. Contact department chair for audition: up to 20 percent of tuition. (Parkville)

Athletic Grant - Athletic grants are subject to the recommendation of the Head Coach and Athletic Director. The granting and renewing of the athletic grants are subject to conditions outlined by the Athletic Department in an agreement. (Parkville)

Army ROTC Incentive Award - Army ROTC offers two, three and four-year scholarship opportunities for students who desire to be commissioned as an officer in the active Army, Army Reserve or National Guard after graduation from college. The scholarship provides tuition, money for books and a monthly stipend of up to \$400 per month. In addition Park University offers room and board scholarships at the Parkville Daytime Campus Center to all recipients of the Army ROTC Scholarship. For more information call, 816-584-6204 or visit the Cadet Command homepage at [armyrotc.com](http://armyrotc.com). (Parkville)

## NOTE ON FINANCIAL ASSISTANCE

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

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

## INSTITUTIONAL GRANT/SCHOLARSHIP ADJUSTMENTS

The student may have to be full-time to be eligible for the full grant awarded. A pro-rated amount of the grant awarded may be given if less than full-time. If the student drops below the number of hours for which the grant or scholarship was awarded, the grant or scholarship will be pro-rated based on the tuition charge at the time of withdrawal.

## LOANS

Federal Perkins - Based on calculated need, as determined by the FAFSA, the maximum annual loan limit is \$4,000 for undergraduates and \$6,000 for graduate students. Aggregate borrowing limits are \$20,000 for students who have successfully completed two years of undergraduate study leading to a bachelor's degree, \$40,000 for graduate and professional students, including undergraduate loans and \$8,000 for all other students. The interest rate of 5 percent is deferred while the student is enrolled at least half-time. Repayment begins nine months following termination of half-time enrollment, graduation or withdrawal. Partial cancellation of principle is available. For specific requirements, go to [www.studentaid.ed.gov](http://www.studentaid.ed.gov) and review the topic "Repaying." Students must sign a promissory note as well as sign an Entrance and Exit Interview form advising the borrowers of their rights and responsibility in this loan program. (FED) **THIS AID MUST BE REPAYED!**

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

## **UNDERGRADUATE LOAN PROGRAMS FOR DEPENDENT STUDENTS**

**Federal Stafford (subsidized):** Subsidized means the interest on the loan is paid by the government while the student is in school. To be considered for eligibility the student must be enrolled at least half-time, complete the FASFA to determine need, not be in default on a previous loans or owe a refund on a federal grant. First-time borrowers must also be informed of their rights and responsibilities while borrowing from the federal loan program through an Entrance Interview. The maximum annual amount a dependent student can borrow is: Year 1 - \$2625, Year 2 - \$3500, Year 3,4,5 - \$5500 not to exceed an aggregate limit of \$23,000. A master promissory note must be signed. The Master Promissory Note (MPN) is a multi-year (serial) note. Once the MPN is signed, additional loans can be made without signing a new promissory note. The MPN can be revoked by the student through the following means: Student must send a WRITTEN notice to the lender: The MPN expires 12 months after the note is signed, if there is no initial disbursement; and the MPN expires 10 years from the date it is signed. Interest is variable but capped at 8.2 percent, and repayment begins when the six-month grace period ends after the student ceases to be enrolled at least half-time. (FED)

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

The unsubsidized Federal Stafford Loan can be offered by itself or made in conjunction with the subsidized Federal Stafford Loan as long as the maximum annual or aggregate loan limits for subsidized Federal Stafford Loans have not been exceeded. Please see the paragraph on Federal Stafford Loan (subsidized), for loan limits and eligibility requirements. The student **MUST** apply for the subsidized Federal Stafford Loan before applying for the unsubsidized Federal Stafford Loan. (FED)

**Federal Parent (PLUS):** This loan is made to parents of dependent undergraduate students. The student must meet the same eligibility requirements as listed for the Federal Stafford Student Loans. The maximum amount a parent can borrow per year per student cannot exceed the cost of education less all other financial aid received. A credit check is required and a promissory note must be signed. The interest rate is variable but capped at 9.00 percent. There is no grace period for repayment unless the parent borrower is also a student enrolled at least half-time.

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

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

**NOTE:** Any break in the dates of enrollment reported on the promissory note to the lender will cancel any remaining disbursements of the loan! Example: Student indicates their dates of enrollment will be 08-09-05 to 05-07-06. This would be for Fall I, Fall II, Spring I

and/or Spring II. Student decides not to enroll in the Fall II. Any loan checks that Park University receives for Fall II, Spring I and/or Spring II will be returned to the lender. If the student plans to reenroll in Spring I, Spring II or Summer, (s/he must contact SFS and request to be repackaged for the remaining terms of enrollment.) SFS will then contact the lender to guarantee a new loan reflecting the new enrollment dates.

## **UNDERGRADUATE LOAN PROGRAMS FOR INDEPENDENT STUDENTS**

Federal Stafford (subsidized): Subsidized means the interest on the loan is paid by the government while the student is in school. This loan has the same interest rates and the student must meet the same eligibility requirements as the dependent subsidized Federal Stafford Loan. The maximum annual amount an independent undergraduate student can borrow is: Year 1 - \$2625, Year 2 - \$3500, Year 3, 4, 5 - \$5500 not to exceed an aggregate limit of \$23,000. The combined total of undergraduate and graduate subsidized loans cannot exceed \$65,000. (FED)

Federal Stafford (unsubsidized): Unsubsidized means the student is responsible for the interest on the loan amount while in school. Students can (1) pay their interest while in school, (2) pay their interest during their six month grace period, or (3) postpone interest payment and have it added to the principle when repayment begins after the six-month grace period ends. This loan has the same eligibility requirements and interest rates as the dependent unsubsidized Federal Stafford Loan. The combination of subsidized and unsubsidized Federal Stafford Loans cannot exceed: Year 1 - \$6625, Year 2 - \$7500, Years 3, 4, 5 - \$10,500 not to exceed an aggregate limit of \$46,000. The maximum aggregate total for independent undergraduate and graduate students cannot exceed \$138,500. (FED)

## **STUDENT EMPLOYMENT**

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

Federal College Work Study Program - Federal CWSP is subsidized by the federal government. Eligibility for this program is based on calculated financial need as determined by the FAFSA. First time work-study students must complete an employment application. The employment application is available online or in the Student Employment office. Additional information can be found at [www.park.edu](http://www.park.edu).

Institutional Employment Program - This program is supported by the Carson C. Hathaway Memorial Trust for Student Employment at Park University. Student eligibility is based on financial need and/or ability to pay college costs. The Free Financial Aid Application (FAFSA) should be completed as well as a Park Work Study Employment Application.

## **RIGHTS AND RESPONSIBILITIES OF STUDENTS ON FINANCIAL AID**

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

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

**FINANCIAL ASSISTANCE CONTACT INFORMATION****Federal Student Aid Programs**

1-800-433-3243

**Missouri Student Assistance Resource Services**

3535 Amazonas Drive, Jefferson City, MO 65109-5717

1-800-473-6757

**Charles Gallagher Student Financial Assistance Program**

3515 Amazonas Drive, Jefferson City, MO 65109-5717

1-800-473-6757

**Park University**

Office of Admissions

8700 N.W. River Park Drive, Parkville, MO 64152-3795

1-816-584-6215 or 1-800-745-7275

FAX 816-741-4462

[admissions@park.edu](mailto:admissions@park.edu)

**Park University**

Student Financial Services

8700 N.W. River Park Drive, Parkville, MO 64152-3795

1-816-584-6290

FAX 816-741-9668

[finaid@park.edu](mailto:finaid@park.edu)

**Park University****Student Assistance Center**

8700 N.W. River Park Drive, Parkville, MO 64152-3795

1-816-584-6800

[studentassistancecenter@park.edu](mailto:studentassistancecenter@park.edu)

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

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

**Park University****Student Financial Services**

8700 N.W. River Park Drive, Parkville, MO 64152-3795

(816) 584-6290

[finaid@park.edu](mailto:finaid@park.edu)

## Student Life & Services



## **ACADEMIC SUPPORT CENTER (<http://www.park.edu/support/index.asp>)**

The Academic Support Center, located in room 406 of the Mabee Learning Center (near the library), offers many services to Park University students, all free of charge to Park students.

### **Free Tutoring**

Tutors are available for many academic subjects, including writing, math, accounting, computer science, and others. Most tutoring is done in the ASC during operating hours, but some appointments are available on weekends.

### **Computer Lab**

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

### **Test Preparation Help**

Test preparation classes for the Writing Competency Test are offered on several days and times before each administration of the WCT (five times per year). WCT test dates, schedule of prep classes, and helpful information and tips for preparation for the WCT are available at the ASC website: <http://www.park.edu/support/testprepare.asp>.

Test preparation advice and help is also available for students preparing to take the C-BASE exam (required of all students entering teacher education programs). The staff can help students prepare for the math portion (it is suggested that students obtain the available C-BASE math workbooks). Students are also guided to helpful resources for preparation for other parts of the test.

### **Disability Services**

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

### **StepUP Program**

StepUP is a federally-funded TRiO (Student Support Services) program. StepUP is designed to give specialized support to its participants, in order to encourage and assist them in achieving their college degree. StepUP students are advised by a professional mentor, receive motivational and educational programs and other free services. StepUP participants must qualify as low income, first-generation college students, or disabled.

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

## **TESTING CENTER (<http://www.park.edu/support/testcenter.asp>)**

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



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

### **THE CAMPANELLA GALLERY**

Located on the Parkville campus in the McAfee Memorial Library, the Campanella Gallery provides monthly exhibits by professional artists in a wide variety of styles and media. Each May and December the Gallery is reserved for senior exhibits by graduating art majors. The Campanella Gallery serves the educational mission of the Department of Fine Arts, the Park community and the wider art community. Inquiries about the Gallery should be made to the Fine Arts Department Chairperson, who serves as the director. The Campanella Gallery was named to honor Vincent Campanella, painter and professor emeritus, and distinguished Artist in Residence who chaired the Department of Art for 29 years.

### **CAREER DEVELOPMENT CENTER**

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

#### **Career Planning and Assessment**

Individual appointments, as well as several career workshops, are held each semester.

*Discover:* Computerized career guidance assessment that assists students with career decisions. Provides descriptions of occupations, as well as information about colleges and universities. Interested students should contact the CDC for a login and password.

#### **Resume Services/Cover Letter Assistance**

The CDC will assist with resume and cover letter composition. These services are free to Park students and alums. Services are available to the public for a nominal fee.

#### **Career Seminars/Workshops/Fairs/Interview Days**

- \* Greater Kansas City and Heart of America Career Fairs
- \* Teacher Interview Day and Education Interview Day
- \* Park University Meet, Eat and Greet Career Fair
- \* International Career Day
- \* Job Search Strategies for Success Workshops
- \* Interview Workshops
- \* “Major” Decision Workshops
- \* Class Lectures
- \* On-campus Interviews

#### **Internships, Part-Time Employment, and Full-Time Employment Opportunities**

Students are encouraged to investigate internship possibilities after their sophomore year in school. This is the best assurance of full-time employment at graduation.

Listings of part-time and full-time job opportunities are posted in the CDC database. Go to the Career Development website ([www.park.edu/career](http://www.park.edu/career)). Access the student link and create a job search account. Students are encouraged to investigate these possibilities at their convenience.

**Note:** At the request of faculty, Career Workshops can be brought to the classroom. The Career Development Center’s hours are 8:00 a.m. - 4:30 p.m. Monday through Friday. Evening hours are available by appointment.



## COUNSELING

The university years contain exceptional opportunities for growth and development as well as intellectual discovery. At the same time, the academic, social and psychological challenges encountered can be stressful and demanding. Counseling can be a valuable resource in managing the stresses that may interfere with academic success and completing the goal of graduation. If the need for counseling arises, personal counseling is a service provided by Park University free of charge to all Park students. There is no limit to the number of sessions available to students; however, a student requiring long-term care and/or medication may be referred to off-campus resources. The Counseling Center is located in the Commercial Underground next to Health South and the Fitness Center.

## HOUSING AND FOOD SERVICES

A housing and food service agreement is available to all students enrolled for a minimum of 12 semester hours at the Parkville Daytime Campus Center. This agreement is for the academic year (fall and spring semesters). The charges for room and board cover the cost of a double room and board. Students may request single rooms for an additional fee, provided the space is available. Single rooms are available in honors housing at no additional charge for those students maintaining a cumulative GPA of 3.0 or higher. All students living in the residence halls are required to take their meals in the Thompson Center. Special diet needs may be arranged by contacting the Director of Food Service.

If you are a single undergraduate student under the age of 21, you are required to live in a residence hall, unless:

1. The student is living with parent(s), legal guardian(s) or dependent children, or
2. The student has completed 58 or more credit hours before the first semester/term of attendance.

All full-time undergraduate students must complete a "Request for Off-Campus Living" form and return it to the Student Life Office to be exempt from living on-campus.

Students failing to fulfill the agreement requirements or those breaking the agreement will forfeit any refund and, will be charged a \$100 break of agreement fee.

Park University believes in providing the opportunity for students to develop in all areas of their lives. Every effort is made to encourage students to assume responsibility for their own behavior, while at the same time developing respect for the rights of others. The residence hall experience is intended to enhance the student's classroom experiences and provide opportunities for students to develop the whole person. In order to facilitate this total student development, certain guidelines for residential life have been established. These guidelines are contained in the Residence Hall Handbook and are available at:

<http://www.park.edu/Housing/handbook.asp>.

## INTERNATIONAL STUDENTS

Park University is authorized under federal law to enroll non-immigrant alien students. Park University already has a distinguished group of international students representing more than 98 countries. Qualified international students, defined as all students who are not United States citizens and who are in the United States legally, are encouraged to contact the Office of Admissions for special forms and instructions for admission to Park University.

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

Individualized attention and help, particularly with visa issues, is provided for prospective and enrolled students by the International Student Services Office on the Parkville Campus. The Office of International Student Services is also responsible to the United States Bureau of Citizenship and Immigration Services for ongoing reporting of the status of non-immigrant students attending Park University and reserves the right to recommend the denial of admission or suspension from classes of any international student failing to meet non-immigrant requirements.

### **McAFEE MEMORIAL LIBRARY**

The McAfee Memorial Library now contains approximately 147,000 volumes, over 1,000 periodicals and approximately 4,000 reels of microfilm. The library is electronically networked to several colleges, universities, and city libraries so that students have access to over 2,000,000 volumes. Other library resources include periodical indexes and databases, reference sources, database access, and the archives and records of the University. Full-text articles may also be located in a number of the periodical databases. The underground library located beneath the Parkville Daytime Campus Center seats approximately 290, provides seminar rooms and group study rooms, has an extended hours study area and an art gallery. Typing, word processing, and small computer facilities are available, as well as photocopy equipment. The book collection may be accessed through a computerized electronic catalog. Access to the online catalog and other electronic resources is provided through the University's web page: [www.park.edu/library](http://www.park.edu/library).

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

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

Library hours during Fall and Spring terms are CST/CDT	(Hours are subject to change)
Monday through Thursday:	8:00 am - 9:30 pm
Friday:	8:00 am - 4:30 pm
Saturday:	10:00 am - 4:00 pm
Sunday:	4:00 pm - 9:30 pm
Study Room:	Open 24 hours a day

### **MUSIC**

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

### **PUBLICATIONS**

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

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

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

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

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

## **RADIO AND TELEVISION**

Educational radio station KGSP-FM is student operated and broadcasts to the campus and communities nearby. It features a diversified (MOR) format.

The TV Production Studio on the Parkville Daytime Campus Center serves both as a teaching facility for TV students and as the local origination facility for a two-county cable TV system. Students produce programs with both studio and mini-cam field equipment.

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

## **RECREATION AND INTRAMURALS**

Recreational facilities for student use at the Parkville campus include open gym for informal students’ games, an outdoor volleyball and basketball court, and the Thompson Student Center. The Thompson Student Center houses a pool table, ping pong table, Cyber Café, Commuter Lounge, and Dining Services, and the building is open 24 hours a day for student use.

Intramural Sports are offered throughout the fall and spring semesters at the Parkville campus for individual students, groups of students, or student club involvement. Activities range from Fantasy Football and Frisbee Golf to 5-on-5 Basketball and Coed Sand Volleyball. To participate in intramural sports, please call the Office of Student Life at (816) 584-6377.

## **RELIGIOUS LIFE**

Even though, since its founding, Park University has sought to evidence the Judeo-Christian faith on campus—that is, love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self-control Park proudly embraces a diversity of faiths from around the world.

## **STUDENT ACTIVITIES**

There are a number of cultural and social activities for students at Park University. In the average year there are more than 200 athletic events, plays, lectures, dances, films and other forms of entertainment. There are traditional events such as Spring Fling, Harvest Festival, International Dinner, and Christmas on the River. The Campus Activities Board plans musical performances, game shows, films, dances, and special events for the Parkville campus.

Students also have the opportunity to join many different student clubs and organizations on campus. Active groups on campus include community and campus service organizations like Rotaract and Student Ambassadors, program clubs such as the English Club and Association for Computing Machinery (ACM), honorary organizations such as Alpha Chi and Psi Beta, social groups such as Higher Harmony Gospel Choir and Interfaith Dialogue, and groups with an international focus, such as World Student Union (WSU) and Model United Nations. For information about any of these student clubs or student activities, please check with staff in the Office of Student Life, at (816)-584-6377.

## **STUDENT LIFE**

The Office of Student Life encompasses several areas of the campus that provide outside-the-classroom support, services, and programs for students. Areas within student life include International Student Services, Residential Life, Student Leadership Programs, Student Activities, Event Scheduling, Counseling, Student Health Services, Student Clubs and Organizations, Student Senate, Intramural Sports, Student Judicial Affairs, and Food Service. Several of the Student Life staff office in Thompson Student Center, including the Director of Student Life, the Coordinator of Residential Life, the Food Service Director, the Coordinator of Student Activities, the Special Events Coordinator, and the Administrative Assistant for Student Life (816) 584-6377, 8:00 a.m. - 5:00 p.m. Monday through Friday. However, many of the events provided on campus by Student Life—such as intramural sports, student activities, and residential life programming—actually occur in the evening and weekends, in addition to daytime activities.

The Coordinator of International Student Services offices in Herr House on the first floor, with office hours of 9:30 a.m. - 6:00 p.m. Monday through Thursday and 8:00 a.m. - 5:00 p.m. Friday. The Counselor and Nurse Practitioner work out of the Health South area of the Commercial Underground. The Counselor is available, by appointment, 8:00 a.m. - 4:30 p.m. Monday through Friday, and the Nurse Practitioner is available noon to 4:00 p.m., Mondays and Wednesdays.

## **STUDENT GOVERNMENT**

All students enrolled for a minimum of 12 semester hours at the Parkville 16-week Campus Center are members of the Park Student Government Association (PGSA). The Student Senate consists of the Executive Board and the Senate. Members of the Executive Board are President, Vice-President, Secretary, Business Manager and CAB Director. Members of the Senate include students representing both the on-and-off-campus population. The Director of Student Life is an ex-official member of the Student Senate.

Through the Student Senate, the PSGA assists Park University in its commitment as an institution of higher learning; promotes a campus-wide spirit of unity; acts as a means of communication between students, faculty and administration; helps solve campus problems; and initiates, promotes and supervises general campus activities.

## **THEATRE**

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

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

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

## **VARSITY ATHLETICS**

Park University has a highly successful varsity athletic program. The Pirates are regular participants in the conference, regional and national playoffs. Individually, student-athletes excel in the classroom and on the field, earning academic and athletic honors at all levels.

Park University offers 15 varsity sports that compete in the National Association of Intercollegiate Athletics (NAIA), including men's and women's basketball, men's and women's soccer, men's and women's volleyball, men's and women's cross country, men's and women's indoor track and field, men's and women's outdoor track and field, men's baseball, women's softball and women's golf. Park is a member of the Midlands Collegiate Athletic Conference (MCAC), the Mid American Men's Volleyball Intercollegiate Conference (MAMVIC) and is a NAIA Division I Independent in baseball.

Varsity student-athletes are required to comply with eligibility guidelines established by Park University, the NAIA, and the MCAC.

In recent years, Park teams have advanced to playoffs at the conference, regional and national levels. Student-athletes on Park's teams have earned academic and athletic honors at all levels. Park is a member of the National Association of Intercollegiate Athletics (NAIA) and sponsors a total of thirteen varsity sports: basketball, soccer, cross country, outdoor track, volleyball, women's softball, men's baseball, and women's golf.

Varsity athletes are required to comply with the eligibility guidelines established by the conference, regional and national associations that govern each sport for continued participation. Many of Park's teams have been recognized for academic excellence, with athletes earning NAIA Academic All-American honors.

# Academic Regulations & Policies



## ACADEMIC ADVISING

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

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

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

Academic advisors are responsible for providing their advisees with appropriate, accurate information concerning the academic policies, programs, procedures, and resources of the University. Advisors also assist advisees in defining, developing, and pursuing an educational plan consistent with their academic, career, and life goals, including the selection of an academic major consistent with their interests and abilities within the broader liberal educational curriculum.

Advisees are encouraged to meet regularly with their advisors in order to realize the full educational potential of the advising program. More specifically, each student shall work carefully with his/her advisor to structure an appropriate course schedule, based on the student's short and long-term academic objectives as well as his/her career interests and goals.

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

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

## ACADEMIC GRIEVANCES

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

## ACADEMIC HONESTY

Academic integrity is the foundation of the academic community. Because each student has the primary responsibility for being academically honest, students are advised to read and understand all sections of this policy relating to standards of conduct and academic life.

## Definitions

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

- \* Cheating includes, but not limited to, intentionally giving or receiving unauthorized aid or notes on examinations, papers, laboratory reports, exercises, projects, or class assignments which are intended to be individually completed. Cheating also includes the unauthorized copying of tests or any other deceit or fraud related to the student's academic conduct.
- \* Plagiarism involves the use of quotations without quotation marks, the use of quotations without indication of the source, the use of another's idea without acknowledging the source, the submission of a paper, laboratory report, project, or class assignment (any portion of such) prepared by another person, or incorrect paraphrasing.
- \* Falsifying academic records includes, but not limited to, altering grades or other academic records.
- \* Other acts include:
  - o Stealing, manipulating, or interfering with an academic work of another student or faculty member
  - o Collusion with other students on work to be completed by one student
  - o Lying to or deceiving a faculty member.

## Procedures

In the event of alleged academic dishonesty on the part of an undergraduate student, a faculty member will document the incident on an Academic Dishonesty Incident Report and submit a copy of the form to the Department Chair, Academic Director, or Associate Dean. A student who wishes to report an alleged incident of academic dishonesty may do so by completing the Academic Dishonesty Incident Report form and submitting it to the faculty member for the course, who will submit copies as outlined above. Forms are available online and in the offices of Department Chairs, Academic Director, or Associate Dean. Once an Academic Dishonesty Incident Report Form has been submitted, the faculty member will schedule a conference with the student who has been accused of academic dishonesty.

If the student does not dispute the charge, the faculty member may then assign a penalty, such as a verbal reprimand or lowered grade. Possible sanctions are listed below in the section titled Penalties in the Event of Academic Dishonesty. Any penalty imposed will be recorded by the faculty member on the incident form and filed with the appropriate Department Chair, Academic Director, or Associate Dean.

In all cases in which the student disputes the charge, s/he may request a review of the issue by the appropriate Department Chair or Academic Director within 10 business days following the initial meeting with the faculty member. If the matter cannot be resolved at that level, an undergraduate student may contact the appropriate Associate Dean or Academic Director to request a formal hearing. The Associate Dean or Academic Director will appoint a Hearing Committee to conduct a hearing within 20 business days.

The individual making the allegation will present the case to the Hearing Committee. During the hearing, each side will have the opportunity to present their case and to question the other side. The Hearing Committee may also ask questions. The hearing shall focus on evidence for the specific allegation and may include up to three witnesses for each side of the dispute. All evidence presented at the hearing will become a part of the hearing file. The hearing file will be submitted to the Assistant Vice President for Academic Affairs or Dean of the College for Distance Learning within five business days. Upon receipt, the Assistant Vice President for Academic Affairs or Dean of the College for Distance Learning will scan the appropriate documentation.



### **Hearing Committee**

- \* The Hearing Committee shall be comprised of two faculty members (not including any of the student's current faculty) and one student appointed by the Academic Director or Associate Dean. One faculty member shall be appointed chair. At an academic hearing the Park University policy does not include the right to have legal representation. Students may select a Park University student, staff or faculty member as an adviser to be present for consultation purposes during the hearing. The adviser may not address the committee members or witnesses.
- \* Following the hearing, the committee will make a recommendation to the Assistant Vice President for Academic Affairs who will make a post-hearing decision. The student will receive written notice of that decision within 15 business days after the hearing. The notification will be mailed via "Certified Mail Receipt."
- \* A student may appeal the decision of the Assistant Vice President for Academic Affairs or Dean of the College for Distance Learning in writing to the Provost and Senior Vice President for Academic Affairs within 72 hours of receipt of the decision. The decision of the Provost and Senior Vice President for Academic Affairs is the final decision of Park University. Grades and/or degree(s) may be withheld pending the outcome of the appeal process.

### **Penalties in the Event of Academic Dishonesty**

In the event of academic dishonesty, the following courses of action are available to Park University, based upon the severity of the violation:

- \* Verbal reprimand.
- \* Assignment of a lower grade on the test/paper/project in question, with an explanation from the faculty member.
- \* Assignment of a grade of "F" in the course.
- \* Expulsion from the course with the assignment of a passing grade (W).
- \* Expulsion from the course with the assignment of a failing grade (WH).
- \* Referral to the Student Code of Conduct Review Committee for consideration of University-wide sanctions, including the possibility of suspension or expulsion from Park University.

### **ACADEMIC PROGRESS/PROBATION**

No fixed incremental rate of progress toward a degree is required. A student is considered in good standing as long as the student's cumulative GPA stands at 2.00 or better, and the student continues to achieve a Park University GPA of 2.00 or better in each subsequent academic semester/term.

#### **1. Academic Warning**

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

#### **2. Academic Probation**

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

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



### 3. **Academic Suspension**

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

0 - 27 Total Earned Hours	Below a 1.00 Cum GPA
28 - 57 Total Earned Hours	Below a 1.50 Cum GPA
58 or more Earned Hours	Below a 1.75 Cum GPA

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

0 - 15 Total Earned Hours	Below a 1.00 Cum GPA
16 - 30 Total Earned Hours	Below a 1.50 Cum GPA
31 or more Earned Hours	Below a 1.75 Cum GPA

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

### 4. **Academic Readmission/Expulsion**

The student must submit a written request for Readmission to the Assistant Vice President for Academic Affairs or the respective Campus Center Director. If the student is readmitted, s/he will be placed on probationary status. Failure to meet the requirements stated above could result in expulsion for an indefinite period.

## **ACADEMIC WITHDRAWAL POLICY**

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

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

Students must officially withdraw from a class(es) no later than two-thirds of the way through the semester/term in order to receive a "W." If a student does not officially withdraw by this time, a grade of "F" will be recorded.

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

## **APPLYING FOR GRADUATION**

An Application for Diploma is required before a completion statement is posted to the transcript. Applications may be acquired from the Student Assistance Center, Campus Center Director, or online at [www.park.edu/forms](http://www.park.edu/forms). Students must return the completed form with the appropriate fee.

**Deadline for Application:**

December Commencement	April 1
May Commencement	November 1
August Completion	April 1

Once the Application is filed, the Office of the Registrar will perform a degree check of the student's coursework and will provide written or email notification of remaining requirements.

In order for students to participate in the Kansas City Area December commencement, students must be enrolled in their final class not later than the August semester or October term. To participate in the May commencement, the students must be enrolled in their final classes not later than the January semester or March term. Students who finish in the summer may participate in the December commencement or the following May commencement.

For campuses offering accelerated programs, students may be enrolled in the last class required for graduation. The student must be making a "C" or better in that class in order to walk in the ceremony. A note from the instructor must be sent to the Office of the Registrar of Campus Center Director verifying the student's grade. Campus Centers hold graduation ceremonies at various times. Students should check with the Campus Center Director for specific dates.

If a student is enrolled at another institution, s/he must obtain a letter from the instructor verifying that a grade of "C" or better will be earned in order to participate. When another term is required to complete, marching in the graduation processional is not permitted.

Any outstanding official transcripts or exams (CLEP, DANTES, etc.) verifying credit which are necessary for graduation must be received at the Office of the Registrar by October 1 (preceding the December graduation) or March 15 (preceding the May graduation) in order for a candidate to participate in that commencement.

**ATTENDANCE**

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

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

**NOTE:** An attendance report of "P" (present) will be recorded for students who have logged in to the Online classroom at least once during each week of the term. Recording of attendance is not equivalent to participation. Participation grades will be assigned by each instructor according to the criteria in the Grading Policy section of the syllabus.

## **BASIC SKILLS**

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

## **CANCELLATION OF CLASSES**

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

## **CLASS DIVISIONS**

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

Freshman	0 - 27
Sophomore	28 - 57
Junior	58 - 87
Senior	88 - 120

## **COPYRIGHT POLICY—CLASSROOM**

It is the intention of Park University to comply with the provisions of the Copyright Act of 1976 and all related legislative acts (the TEACH Act).

The material(s) in any Park University classroom is/are only for the use of students enrolled in that course for purpose(s) associated with the course and may not be retained and/or further disseminated.

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

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

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

## **COURSE REPEATS**

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

## CRITERIA FOR DEAN'S LIST AND PRESIDENTIAL SCHOLAR'S LIST

### Dean's List

A student's name is placed on the Dean's List when the following conditions are met:

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

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

### Presidential Scholars (Parkville Daytime Campus Center Program)

A student's name is placed on the Presidential Scholar's List when the following conditions are met:

1. Student is enrolled at the Parkville Daytime Campus Center.
2. Student has earned 30 or more graded hours at Park University.
3. Student was enrolled for 12 or more hours for the semester.
4. Student must be degree seeking at Park University.
5. Student has a cumulative grade point average of 3.9 or better.
6. Student has received no Incomplete grades for the semester.

### MISSED FINAL EXAMS

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

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

### FULL-TIME STATUS

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

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

## ENROLLMENT ADJUSTMENT PERIOD

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

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

## GRADING POLICY

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

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

WH-Administrative Withdrawal

The "WH" is an administrative withdrawal.

Au-Audit

P-Pass

A grade of "Cr," "WH," "Au," or "P" will not affect a student's grade point average.

## GRADE APPEAL POLICY

1. An undergraduate may challenge the validity of a grade received and may petition for a change of that grade by submitting in writing, with all documentation (copies of all pertinent papers and tests, emails or correspondence between instructor and student, etc.) attached, and the justification for the appeal to the appropriate Associate Dean (Parkville Daytime Campus Center), Campus Center Director (School for Extended Learning or Park Accelerated Programs-Kansas City Area) or Online Director (School for Online Learning).
2. The appeal process must be initiated within 28 calendar days after the completion of the semester/term for which the grade appeal is based.
3. Each School will form an Appeals Committee composed of three faculty members to review each submitted appeal. The appropriate Associate Dean will promptly notify, in writing, the faculty member of the appeal, requesting a written response, with all supporting documentation. The response and documentation should be received from the faculty member by the Associate Dean within 14 calendar days of receiving the notice.
4. The Appeals Committee will review all submitted documentation and render its recommendation to the appropriate Associate Dean. The appropriate Associate Dean will review the recommendation and make a final decision.
5. A final decision will be completed within 45 calendar days following the submission of the grade appeal with the appropriate Associate Dean. The student will be notified in writing of the decision. The appropriate Associate Dean may extend this time for

decision-making in circumstances where the faculty member is unavailable during the 45 calendar day period. For example, if the faculty member is out of the country, additional time may be granted for the faculty member to file his/her response. The appropriate Associate Dean shall notify the student and the Office of Academic Affairs, in writing, of such extension, with new date, and the reasons for the extension.

6. The final arbitrator in all grade appeals is the Provost and Senior Vice President for Academic Affairs whose decision reflects that of the University and is final.

### **GRADE CHANGE POLICY**

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

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

### **GRADUATION HONORS**

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

1. At least 45 earned credit hours prior to the last term of enrollment at Park University.
2. The cumulative Park University grade point earned as follows:
 

Cum Laude	3.5 to 3.699
Magna Cum Laude	3.7 to 3.899
Summa Cum Laude	3.9 to 4.0
3. Students who complete 24 to 44 graded hours and accumulate a 3.75 or better grade point average may be honored by having the notation "With Distinction" entered on their academic records.
4. Graduation Honor designations for the Associate of Science in Nursing graduates are as follows:
 

30 or more hours earned from Park University	
With Honor	3.5 to 3.699
With High Honor	3.7 to 3.899
With Highest Honor	3.9 to 4.0
24 to 29 graded hours earned from Park University:	
With Distinction	3.75 or better

### **INCOMPLETES**

The notation "I" may be issued only upon written completion of a "Contract for Incomplete" signed by the student and the instructor and placed on file in the Office of the Registrar or Campus Center. An Incomplete will not be issued to a student who has unexcused or excessive absences recorded for a course. An "I" indicates that the coursework was not completed in the time allotted in the semester/term through no fault of the student as determined by the instructor. Final assessment of the grade is postponed to no later than 60 days after the last day of the semester/term in which the "I" was received. Failure on the part of the student to complete the work will result in a grade of "F". A student may submit a written request for one 30-day extension beyond the 60 days. After approval by the instructor, the request is filed in the Office of the Registrar or Campus Center.

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

**INDEPENDENT STUDY (PARKVILLE DAYTIME CAMPUS CENTER ONLY)**

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

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

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

**INDEPENDENT STUDY (ACCELERATED PROGRAMS ONLY)**

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

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

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

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

**INDIVIDUALIZED INSTRUCTION (ACCELERATED PROGRAMS ONLY)**

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

To qualify for an Individualized Instruction course, a student must:

1. Be evaluated as a degree-seeking student at Park University.
  2. Be in residence in a Park University program;
  3. Be within nine (9) semester hours of an associate's degree.
- OR
- Be within fifteen (15) semester hours of a bachelor's degree.

Approval for an Individualized Instruction course also requires the following:

1. That a substitute course cannot be determined that would reduce degree requirements;
2. That the course was not available in the immediately prior term, and
3. That the course is not scheduled to be available in the next term.

If qualified, the student must request an Individualized Instruction Agreement through their Park University Campus Center Director. The Agreement must include the faculty member's name, specific course requirements, meeting times (minimum of 1 1/2 hours per week), and evaluation requirements and must be submitted to the College for Distance Learning

or Park Accelerated Programs offices four weeks prior to the beginning of the term. Final approval of the Individualized Instruction is made by the Dean for College for Distance Learning or Park Accelerated Program Director, as appropriate, after a total review of the student's record.

### **LEAVE OF ABSENCE/EMERGENCY LEAVE PROCEDURES**

A student may request a Leave of Absence from all courses if s/he needs to be absent for more than two consecutive weeks of class(es). The formal institutional guidelines for this procedure are:

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

Assistant Vice President for Academic Affairs	Controller
Vice President for Distance Learning	Faculty
Vice President for Student Services	Campus Center Director
Student Financial Services	Associate Dean
Registrar	Regional Director
10. A student may be granted no more than one leave of absence in any 12-month period and it may not exceed 180 days. The institution will not place additional charges on the student's account for completion of the course work upon return from the leave of absence. An approved leave of absence will not affect a student's in-school status for the purposes of deferring Federal loans.
11. One 30-day extension may be granted due to unforeseen circumstances, such as jury duty, military reasons or circumstances covered under the Family and Medical Leave Act of 1993.
12. If a student does not return from an approved leave of absence, the student's withdrawal date and the beginning of the student's grace period for federal loans will be the date the student began the leave of absence. This may exhaust some or all of the student's grace period for federal loans, putting the student into repayment status.

### **PRE-ENROLLMENT AND CONFIRMATION FOR RETURNING STUDENTS**

Current students who will be returning to the Parkville Daytime Campus Center for Fall 2005, Spring 2006, and Summer 2006 have an opportunity to enroll early. The following process will be followed for returning students:



1. Currently enrolled students should obtain their login and password (PIN) from the Student Assistance Center, the Office of the Registrar, or their Campus Center Director to have the capability of viewing academic and demographic information on-line. Students are encouraged to print an audit and take it with them when they visit their advisor.
2. Students will meet with advisors during a designated period of time. Appointments are highly encouraged. The student and advisor will mutually agree upon the selection of courses.
3. Selected courses can be input by the advisor, Campus Center Director or the student. The course selection form may also be taken to the Student Assistance Center for inputting.

Campus Centers register students one month prior to their beginning term dates at the Campus Center. Students can register anytime through OPEN for up to one academic year. The registration for the current upcoming term is closed on the Thursday before the beginning of the term. During the last week of registration for the current upcoming term, either at the Campus Center or through OPEN, the students are required to finalize payment.

All students - new and returning - who pre-register must confirm (pay for or make financial arrangements for) their enrollment with the Student Assistance Center or Campus Center Director before the semester/term begins. **If a student fails to confirm by the close of the final confirmation deadline, s/he will be removed from his/her courses.**

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

## ONLINE COURSES

Courses offered Online are from the current Park University catalog and are taught in an accelerated eight-week format, five (5) terms per year. Students (except freshmen) may register for Internet courses any term during their Park University career. The courses offered will supplement the traditional classroom or complete a degree Online. Up to six (6) credit hours per term (full load) may be taken on the Internet without getting approval for an overload. All Park University Online courses will count toward residency. Park University prides itself on the quality of its courses in all modes of instruction.

During the term, Online classroom contact with the instructor must be made on a weekly basis for attendance, assignments and class participation. The syllabus on the Internet indicates required homework and tests. A conference room is maintained for each course for students and instructor communication and a student may contact the instructor privately through email.

The student must have his/her own access to the Internet. Additional information about Online courses may be obtained from the Distance Learning section of the University web site - [www.park.edu/online](http://www.park.edu/online).

## SECOND DEGREE, DUAL DEGREES, AND DOUBLE MAJORS

### Second Degree

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

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

### Dual Degrees\*

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

### Double Majors\*

A student may declare a double major at the time of request of an evaluation by submitting a Declaration of Major form or an Application for Admission and Evaluation.

**Note for veteran benefits recipients: Dual Objective programs, requiring more hours than a standard degree, which are reasonably related to a single career field, may be pursued by veterans. The student shall file a statement pertaining to his/her 'career field of pursuit' showing the relatedness of the objectives that is approved by school officials." The programs of pursuit must be approved by the State Approving Agency of jurisdiction in which the campus presides. Contact your Veterans Affairs representative on campus for more information.**

#### Requirements for Double Major (Associate's)

1. Minimum of 15 residency hours - Associate of Arts/Sciences.  
At least nine of these credits must be in the major core.
2. Minimum cumulative grade point average of 2.0.
3. Core requirements fulfilled for each major.
4. Requirements outside major division fulfilled.
5. A minimum of 60 semester hours accumulated.

#### Requirements for Double Major (Bachelor's)

1. Minimum of 30 residency hours - Bachelor of Arts  
Minimum of 30 residency hours - Bachelor of Science
2. At least 15 of these 30 hours must be in the major core.
3. Minimum cumulative grade point average of 2.0.
4. Core requirements fulfilled for each major.
5. Complete general education course distribution.
6. A minimum of 120 semester hours accumulated.

When all core courses for both majors and the distribution requirements are completed, one diploma listing both majors will be issued.

When adding a major after the initial evaluation, only the new major will be evaluated under the new catalog. The general education requirements and the original major will remain as stated in the catalog in effect at initial declaration. The previously accepted transfer credit will remain transcribed; however, the application of credit may change.

## **TRANSFER CREDIT POLICY**

Park University will accept transfer credit from regionally accredited institutions. A minimum of 60 hours will be accepted for an Associates degree (excluding AAS). A maximum of 75 hours from all two-year school sources will be applied.

The block method is used in evaluating the general education component of transferring credit for students with a 2.0 cumulative GPA and with a “C” or better in each course used to meet the 27-hour General Education requirement at Park University. No transfer course with a grade less than “C” will be used to meet any Park University course requirement. This applies only to students transferring into Park University with a transferable and non-terminal associate degree, including a minimum of six hours in each of the following areas: humanities, natural and applied sciences and social sciences.

Students who do not have a transferable and non-terminal degree will have their courses accepted on a course-by-course basis. No course with less than a “C” will be accepted.

Credit from formal military service schools is awarded based on the recommendations of the American Council on Educations’ Guide to the Evaluation of Educational Experiences in the Armed Services. Credit will be awarded where it is applicable to the student’s degree program and in keeping with the basic educational philosophy of Park University.

Grade points and the letter grades are not transferred nor included in the cumulative grade point average.

## **TRANSFERABILITY OF PARK UNIVERSITY CREDIT**

Park University is an accredited higher education institution. Recognition of Park University as an accredited higher education institution means that the accrediting association recommends that Park University transcripts be evaluated on the same basis as those of other accredited colleges and universities. Students should, however, consult the Office of Admission, Registrar, or department chairperson at the institution to which they wish to transfer in order to determine which credits will transfer to fulfill requirements at that institution.

# Academic Degree Programs



## ACADEMIC REQUIREMENTS FOR DEGREES

### REQUIREMENTS FOR THE ASSOCIATE OF ARTS/SCIENCE DEGREES (ACCELERATED PROGRAMS)

Park University confers the associate's degree at selected locations when a candidate has satisfied the following conditions:

1. Presentation of a minimum of sixty (60) earned credit hours.
2. Cumulative GPA of 2.0 for Park University courses.
3. Satisfaction of all requirements for a major as outlined in this catalog.
4. Completion of 15 earned (A, B, C, D) Park University credit hours in residence.  
At least nine of these credits must be in the major core.
5. Proficiency in the use of the English language which can be demonstrated by the successful completion of one of the following:
  - a. Park University courses EN 105 Writing Strategies and Concepts and EN 106 Writing Purposes and Research or equivalent courses from a regionally accredited institution.
  - b. CLEP General Examination #1 composition and the completion of EN 106 Writing Purposes and Research or an equivalent course.
6. Proficiency in the use of mathematics which can be demonstrated by the successful completion of one of the following:
  - a. MA 105 Introduction to College Mathematics or MA 106 Introduction to Business Mathematics or MA 131 College Algebra or an equivalent course from a regionally accredited institution.
  - b. CLEP General Examination #5 Mathematics.
7. Completion of the general education requirements which can be satisfied by completing 15 credit hours outside the division of the major, with a minimum of six (6) credit hours in the areas of humanities, natural sciences and social sciences.
8. Presentation of an application for diploma not less than 60 days prior to projected completion.

**NOTE:** Courses are coded in this catalog as Humanities (H), Natural Science (NS), and Social Sciences (SS) respectively. Credits in English composition (EN 105 and EN 106) cannot be applied toward the humanities general education requirement.

### REQUIREMENTS FOR THE BACHELOR OF ARTS/BACHELOR OF SOCIAL WORK DEGREES

Park University grants the Bachelor of Arts or Bachelor of Social Work Degree upon completion of the following requirements:

1. Completion of a minimum of 122 semester hours with a cumulative 2.0 grade point average.
2. A departmental major as specified by the department (A minor is optional in some departments, but not all departments have minors. Minors are not available in accelerated programs.)
3. Completion of at least 45 hours of upper division (300 or 400 level) college course work.
4. Completion of residency requirement, 30 hours of earned and graded (A, B, C, D) college hours at Park University. At least 12 of these 30 hours must be in the major core.
5. Satisfactory demonstration of competence is required in the areas of:  
Writing: By completing the two freshmen writing courses, English 105 and 106; passing the Writing Competency Test (WCT); and completing an upper-level writing course, English 306 or an equivalent course in the department of the major.

**NOTE:** English 105 and 106 and the Writing Competency Test must be completed not later than the semester in which the student acquires 60 credit hours. For transfer students with more than 60 hours, these requirements, including the Writing Competency Test, must be completed during their first two semesters or their first three terms at Park University. An administration fee is collected for the Writing Competency Test at the time the student registers. Further information about the Writing Competency Test is available at [www.park.edu/support.wct.asp](http://www.park.edu/support.wct.asp).

Modern Languages: By completing 8 hours of the same modern language.

Park University requires two semesters of a modern language for a total of at least 8 semester hours. This policy is only applicable for first-time freshmen beginning 2004-2005 or after.

**NOTE:** The Modern Language requirement does not apply to students in accelerated programs unless it appears as a specific requirement in the major core.

Math: By completing Mathematics 131, *College Algebra*.

Science: By completing a Science course with a laboratory component.

**NOTE:** The lab requirement is waived for students in accelerated programs where lab facilities are not available.

General: By completing assessment tests and other requirements developed by the University to meet standards associated with accreditation or government requirements.

6. Satisfactorily completing General Education requirements:  
Completion of 27 hours of approved General Education (MGE/GE) courses distributed as follows:
  - o At least nine (9) credit hours in each of the following areas: humanities (HU), natural and applied sciences (NS), social sciences (SS).
  - o Only one introductory MGE/GE course from the student's major discipline will be counted as satisfying part of the MGE/GE requirement.
  - o No more than three (3) credit hours in any one discipline. (This requirement is waived for accelerated programs.)

**NOTE:** General Education requirements must be completed by the end of the student's first 75 hours, or as soon as possible for transfer students.

7. Satisfactorily completing Liberal Learning (MLL/LL) courses distributed as follows:  
After students have completed at least 60 credit hours, they must enroll and satisfactorily complete at least three different Park University courses (minimum three credit hours per course) designated as Liberal Learning courses. MLL/LL courses cannot be transferred to Park (except for students in accelerated learning programs where course offerings are limited) and cannot be in the discipline of the major. Courses, which are cross-listed between disciplines, may not be used for MLL/LL credit by students majoring in either discipline.
8. A major must be declared prior to accumulating 60 hours of work. For transfer students with more than 60 hours, majors must be declared at the time of admission or during the first enrolled semester/term thereafter.
9. Presentation of an application for graduation by established deadlines during the semester/term prior to the student's graduation.

**NOTE:** Parkville Daytime Campus Center students who do not maintain continuous enrollment (excluding Summer School) are required to reapply when they desire to re-enroll. Students who break enrollment for two consecutive semesters must, upon re-admittance, follow the

requirements of the current catalog. Students who break enrollment for only one semester may continue under the academic catalog in effect when they were originally admitted.

## **REQUIREMENTS FOR THE BACHELOR OF SCIENCE/BACHELOR OF PUBLIC ADMINISTRATION DEGREES**

Park University grants the Bachelor of Science or Bachelor of Public Administration Degree upon completion of the following requirements:

1. Completion of a minimum of 120 semester hours with a cumulative 2.0 grade point average.
2. A departmental major as specified by the department (A minor is optional in some departments, but not all departments have minors. Minors are not available in accelerated programs).
3. Completion of at least 45 hours of upper division (300 or 400 level) college course work.
4. Completion of residency requirement, 30 hours of earned and graded (A, B, C, D) college hours at Park University. At least 12 of these 30 hours must be in the major core.
5. Satisfactory demonstration of competence is required in the areas of:

Writing: By completing the two freshmen writing courses, English 105 and 106; passing the Writing Competency Test (WCT); and completing an upper-level writing course, English 306 or an equivalent course in the department of the major.

**NOTE:** English 105 and 106 and the Writing Competency Test must be completed not later than the semester/term in which the student acquires 60 credit hours. For transfer students with more than 60 hours, these requirements, including the Writing Competency Test, must be completed during their first two semesters or their first three terms at Park University. An administration fee is collected for the Writing Competency Test at the time the student registers. Further information about the Writing Competency Test is available at [www.park.edu/support.wct.asp](http://www.park.edu/support.wct.asp).

Math: By completing Mathematics 131, *College Algebra*.

Science: By completing a Science course with a laboratory component.

**NOTE:** The lab requirement is waived for students in accelerated programs where lab facilities are not available.

**NOTE:** Math and Computer Science courses cannot be used to meet the Science requirement.

General: By completing assessment tests and other requirements developed by the University to meet standards associated with accreditation or government requirements.

**NOTE:** Students pursuing a Bachelor of Science degree through the Parkville Daytime Campus Center program will fulfill the General Education and Liberal Learning requirements as described in the Bachelor of Arts degree requirements.

6. Satisfactorily completing general education requirements:

Completion of 27 hours of approved general education courses distributed as follows:

- o At least nine (9) hours in each of the following areas: humanities (HU), natural and applied sciences (NS), social sciences (SS).
- o Only one course from the student's major discipline will be counted as satisfying the general education requirements.

**NOTE:** General education requirements must be completed by the end of the student's first 75 hours, or as soon as possible for transfer students.

7. Satisfactorily completing liberal learning courses distributed as follows:

After students have completed at least 60 credit hours, they must enroll and satisfactorily complete at least three different upper level (300-400) Park University courses (minimum two credit hours per course) for a total of nine or more credit hours. These courses cannot be in the discipline of the major. Liberal learning courses, which are cross-listed between disciplines, do not satisfy liberal learning requirements for students majoring in either of the cross-listed disciplines.

8. Majors must be declared prior to accumulating 60 hours of work. For transfer students with more than 60 hours, majors must be declared at the time of admission or during the first enrolled semester/term thereafter.
9. Presentation of an application for graduation by established deadlines during the semester/term prior to the student's graduation.

**Note:** Courses leading to completion of the Bachelor of Science degree may be taken, where available, online or face-to-face.



## Special Academic Programs



## **SPECIAL ACADEMIC PROGRAMS**

### **Personal Major Program**

There are many reasons why students go to college. Not the least of these is to participate in the formal learning situations provided by a college curriculum. Unfortunately, the intensive learning opportunities afforded by the standard college curriculum do not always correspond to a particular student's reasons for going to college. These intensive learning opportunities are usually cataloged as departmental major programs and impose a relatively limited number of alternatives. It would seem desirable to increase the number of options that are available to students matriculating at a college. Therefore, Park University designed the Personal Major, in which a student, with appropriate institutional guidance, is allowed to construct an intensive learning experience which corresponds to his/her own needs where these fall outside the traditional major fields.

The Personal Major Program at Park University is an individualized curriculum in which objectives and content have been chosen by the student in consultation with his/her advisor(s). The program is approved by the Assistant Vice President for Academic Affairs. As with other major programs, the student is subject to all general degree requirements at Park University. A 2.0 GPA is required in the major core of the designed program.

### **Minor Programs (Parkville Daytime Campus Center Only)**

Minor programs in the Bachelor of Arts disciplines are available in the areas of Accounting, Art, Biology, Business Administration, Chemistry, Communication Arts, Computer Science, Computer-Based Information Systems, Criminal Justice Administration, Economics, English, Fine Arts, Global Studies, History, Legal Studies, Mathematics, Music, Religion, Peace Studies, Philosophy, Political Science, Psychology, Public Administration, Sociology, Spanish, and Theatre, and are outlined in this catalog. Consult with the appropriate department chair for procedure of declaration.

### **Internships and Cooperative Education**

A number of majors and departments provide students with opportunities for hands-on experience related to classroom learning. Generally, work experience which is not paid but which carries significant academic credit is considered an internship.

Cooperative education is defined as an on-the-job learning experience, jointly supervised by a faculty member and a representative of the employer, for which the student is paid.

Under a cooperative education arrangement, a student typically, but not necessarily, alternates semesters of full-time study at Park University with semesters of full-time employment in an organization, which will enhance the student's training, development and career goals. The employment periods are a regular, continuing and essential element in the student's educational process.

### **Kansas City Area Student Exchange (KCASE) (Parkville Daytime Campus Center Only)**

As a member of the Kansas City Area Student Exchange (KCASE), Park University offers full-time undergraduates an opportunity to register for one course a semester at other member institutions. KCASE students pay regular tuition and fees at the home institution and laboratory/special course fees at the host institution.

Other participating institutions include Avila University, Baker University, Blue River Community College, Central Missouri State University, Kansas City Art Institute, Longview Community College, Maple Woods Community College, Penn Valley Community College, Rockhurst University and University of Missouri-Kansas City. Programs on the accelerated format, the nursing program, communication arts courses in television and/or radio and computer science courses are excluded from the KCASE program.

Park University reserves the right to limit KCASE enrollments. The KCASE forms are available for the Office of the Registrar. Participating institutions are subject to change.

### **Study Abroad Programs**

Park University offers Study Abroad Programs to several foreign countries in the summer. For more information, please contact the Office of International Education at (816) 584-6868.

Degree-seeking students enrolled in a study-abroad program that is approved for credit by Park University are considered enrolled for the purpose of applying for assistance for federal financial aid.

### **Professional Development Institute (PDI)**

Park University's outreach and enrichment programs afford students an opportunity to take credit hours through the Park University Professional Development Institute (PDI). Students are offered a multitude of educational options to fulfill their goals while still managing their busy life. Through PDI partnerships with educational entities and businesses, students may enroll in face-to-face courses offered on-site at their place of business; on-line courses from the comfort of their own environment; or in-service workshops sponsored by school districts and businesses and approved by Park University. These continuing education credits may be taken as stand-alone courses, or the credits may be applied toward the completion of a certificate, or a maximum of six hours may be applied toward the completion of a degree program at Park University.

PDI seeks educational partnerships, assists in developing programs of study to meet the needs of the specific community, provides guidance in course development and approval, offers assistance in registering students, and ensures that students are comfortable in accessing the on-line environment. Additional information about PDI may be obtained from the University web site - [www.park.edu/pdi](http://www.park.edu/pdi).

### **English as an International Language Program\* (Parkville Campus Center Only)**

Park University offers a 3-level English as an International Language Program, Beginning, Intermediate, and Advanced. This program is designed to assist students in the acquisition of the English language, moving students from basic language learning to advanced, academic use. This program will also teach a wide range of American culture and values to international students, helping them to adjust to Park University and to American culture in general. All courses offer specialized one-on-one language tutoring. Students must test out of one level to advance to the next level. All classes require exit examination before the student receives credit for the course.

Those students who apply for the beginning level of classes do not have to be admitted with a TOEFL score or transcripts from a previous institution. Beginning students must advance through all levels of EIL for classes to replace TOEFL scores for academic admission.

The intermediate and advanced academic classes are designed for international students admitted to Park who need to develop their English proficiency. To determine if proficiency is needed, all international students, including first year students and transfer students, will be required to take a Language Placement Exam (LPE) before enrollment. If students test out of English, they may petition to receive 6-8 hours of Modern Language credit to apply towards graduation. If the English Language Placement test shows the student needs further study in English, the student must take assigned EIL courses. These courses will apply toward the 6-8 hours of Modern Language requirement for graduation.

### **English Placement Exam**

All International students, including transfer students, must take this examination, comprised of a Reading, Writing, and Speaking/Listening component. TOEFL scores have no bearing on the English Language Placement Test, which will be given to all incoming international students, both transfer students and freshmen, despite their TOEFL scores.

Based on their scores, students will be assigned a specific level of EIL. Students who pass the test will not be required to take EIL courses. Transfer students who have received college credit for previous EIL classes or freshman composition courses must take the English Placement Exam. Students will only be allowed to CLEP out of the language requirement if they have not done so in their native language.

English as an International Language courses:

EI 101	Beginning Reading and Writing I (3 cr.)
EI 102	Beginning Reading and Writing II (3 cr.)
EI 111	Beginning Listening and Speaking I (3 cr.)
EI 112	Beginning Listening and Speaking II (3 cr.)
EI 121	Beginning Grammar I (3 cr.)
EI 122	Beginning Grammar II (3 cr.)
EI 130	Beginning Integrated Skills I (3 cr.)
EI 140	Beginning Integrated Skills II (3 cr.)
EI 145	American Culture (3 cr.)
EI 201	Intermediate Reading and Writing (3 cr.)
EI 210	Intermediate Speaking and Listening for International Students (3 cr.)
EI 221	Intermediate Grammar (3 cr.)
EI 230	Integrated Skills I (3 cr.)
EI 245	Advanced American Culture (3 cr.)
EI 301	Academic Reading and Writing (3 cr.)
EI 310	Academic Speaking and Listening for International Students (3 cr.)
EI 321	Academic Grammar (3 cr.)
EI 330	Academic Integrated Skills I (3 cr.)
EI 340	Study Skills for International Students (3 cr.)
EI 350	Academic Integrated Skills III (3 cr.)

**Reserve Officer Training Corps (ROTC)**

Park University affords students the opportunity to complete the Army or Air Force Reserve Officer Training Corps (ROTC) program while earning a baccalaureate degree. Completion of the four-year program leads to a commission as a second lieutenant in the active Army, Army Reserves, Army National Guard or the United States Air Force.

Cadets must meet military medical, fitness and weight standards prior to entrance into Advanced ROTC.

ROTC scholarships are also available to students who have excellent academic records as freshmen and sophomores, and who exhibit outstanding leadership potential in school or community activities. These scholarships, for two or three years, provide full tuition and fees reimbursement, a textbook and supplies allowance each semester and \$150 per academic month to defray other living costs. In addition, Park University awards ROTC scholarship winners room and board remission at the Parkville Daytime Campus Center

Prior military service in the Army, Air Force, Navy or Marine Corps automatically waives the first two years (freshman and sophomore) of ROTC courses, and permits direct entrance into Advanced Military Science (junior and senior) courses.

**Army ROTC Program Summary**

Army ROTC is offered to Parkville Daytime Campus Center students by special arrangement. Park Accelerated Programs-Kansas City Area students in a full-time equivalent status may qualify and at Extended Learning Campus Centers where cross-town agreements have been established.

**Freshman and Sophomore Years:**

MI 101	Basic Military Science I	1 credit
MI 102	Basic Military Science II	1 credit
MI 210	Basic Military Science III	1 credit
MI 211	Basic Military Science IV	1 credit

**Junior and Senior Years:**

MI 301	Advanced Military Science I	3 credits
MI 310	Advanced Military Science II	3 credits
MI 401	Advanced Military Science III	3 credits
MI 410	Advanced Military Science IV	3 credits

ROTC basic summer camp of six weeks may be substituted for the first two years of ROTC for community college graduates and students who do not complete basic ROTC courses in their first two years of college. Attendance at a five-week Summer ROTC Advanced Camp is required between junior and senior years.

Park University awards four semester hours of lower level electives for completion of Basic Military Science and six semester hours of upper level electives for completion of Advanced Military Science. These 10 hours may be applied toward the graduation elective requirement. There are no course fees; textbooks and uniforms are government-furnished.

Upon entering junior-level Advanced ROTC, cadets are contracted by the Army to accept a commission upon graduation with a bachelor of arts or bachelor of science degree and are paid \$150 per month while a full-time student at Park University. In addition, cadets are paid approximately \$700 plus room, board and transportation for attendance at Summer Camps.

#### Air Force ROTC Program Summary

Air Force ROTC Program/Aerospace Studies courses are offered only at Air Force Campus Centers offering AFROTC with cross-town agreements.

#### **Freshman and Sophomore Years:**

MI 101 AF	Introduction to the Air Force Today I	1 credit
MI 102 AF	Introduction to the Air Force Today II	1 credit
MI 201 AF	The Air Force Way I	1 credit
MI 202 AF	The Air Force Way II	1 credit

#### **Junior and Senior Years:**

MI 301 AF	Air Force Leadership and Management I	3 credits
MI 302 AF	Air Force Leadership and Management II	3 credits
MI 400 AF	Leadership Laboratory	3 credits
MI 401 AF	National Security Affairs	3 credits
MI 402 AF	Preparations for Active Duty	3 credits

Most scholarships pay full college tuition and most laboratory, textbooks, and incidental fees, plus a \$200-\$400 monthly nontaxable allowance during the school year.

Aerospace Studies consists of the General Military course and the Professional Officer Course. The General Military Course is the first half of the four-year program and is taken during the freshman and sophomore years, giving the student an opportunity to "try out" Air Force ROTC for up to two years without incurring any obligations, unless the student has an ROTC scholarship. The General Military Course consists of four semesters of study with one hour of classroom work, one and one-half hours of leadership laboratory, and one hour of physical fitness training per week. The Professional Officer Course consists of two semesters of study and leads to a commission in the United States Air Force. Leadership and management skills as they apply to a junior officer in the Air Force are emphasized. Three classroom hours, and one and one-half hours in leadership laboratory, and one hour of physical fitness training are required weekly. Students interested in this program leading to a commission should contact the Professor of Aerospace Studies at the participating cross-town institution.

#### **Honors Degree Program (Parkville Daytime Campus Center Only)**

The Park University Degree with Honors Program seeks to create a cooperative learning environment where each student can establish him/herself both academically and personally. This program offers students the opportunity to pursue supervised research or creative projects and independent study. This option allows the student to concentrate time and effort in an area of particular interest to the student, to develop intellectual relationships with faculty members, and provides opportunities for academic achievement. Honors students are excited about learning and are not satisfied with simply meeting minimum grade and/or graduation requirements. Park University Degree with Honors Program is seeking students who truly desire to learn, as well as give back to the community. The program also acknowledges that often the most creative learning opportunities for students life in the intersections between seemingly diverse academic disciplines. For this reason, interdisciplinary work is encouraged.

The program requires that students remain at Park University for at least two (2) years after admission into the program. During the first semester in the program, the student must enroll in HN 300 which is a one hour class, during which the student will identify an Honors Advisor and the topic. During the second and third semesters the student will enroll in HN 302 and will work with their advisor on the project. The fourth semester HN 400 will be primarily concerned with preparing for the public presentation. Appropriate presentations will be made to the University and public communities near the completion of the semester, as well as in other possible venues.

## **HONORS SOCIETIES**

### **Pi Gamma Mu**

#### **International Honor Society in Social Science**

A Chapter of PI GAMMA MU, was established at Park in 1959. The society has as its primary objectives to encourage the study of social science among undergraduate students and faculty members in colleges and universities throughout the world, and to recognize outstanding achievement through election to membership and the presentation of various awards for distinguished achievement. Any Park University student of good moral character who is a junior or senior can be considered for nomination. A qualified student shall have at least twenty semester hours of social science with a grade point average of 3.0 or better and an overall GPA of 3.7; academically ranked in the upper 35 percent of his/her class; junior or senior status; and no record of academic failure in the social sciences. Contact the Associate Dean for the School of Business and Management or Campus Center Director for further information.

#### **Pinnacle National Honor Society (Accelerated Programs only)**

A chapter of PINNACLE, a national honor society, was established at Park in 1991. PINNACLE is dedicated to recognizing and encouraging superior scholarship among adult and non-traditional college students. Good character, demonstrated leadership, and community involvement are essential supporting attributes for those selected for membership. Eligibility for invitation to membership is reserved for students with senior status (exceptional juniors may be admitted to membership) and a minimum grade point average of 3.0. The Campus Center Academic Advisory Council reviews and recommends extending invitations for membership to nominees. Contact the Campus Center Director for further information.

## **PORTFOLIO**

The Portfolio Plan is an individualized degree completion program for mature, self-motivated students who wish to earn a baccalaureate degree without giving up full-time employment. Students entering the Portfolio program will have earned 27+ credit hours from an accredited institution of higher education. Requests may be made for exceptions on a case-by-case basis. To request an exception, evidence must be provided to demonstrate that the student is highly motivated with a strong academic background and would be able to succeed in a program that requires independent work. The request for exception is forwarded to the Director, Park Accelerated Programs-Kansas City Area, 911 Main Street, Suite 800, Kansas City, Missouri, 64105. It is particularly applicable to those adults whose job or personal responsibilities preclude attending classes in the traditional manner. The program is designed to serve students who reside in the Kansas City area.

Portfolio applicants submit official college transcripts, a detailed resume, and documentation of any military training. Evaluation takes place and credit may be awarded for experiential learning as well as for prior college work. Students work with a faculty advisor to determine their educational goals. Coursework is completed by individual study tutorials and/or by formal classroom work.

### **Portfolio Terms of Enrollment**

The Portfolio term of registration begins the 16th and continues until the last day of the calendar month prior to the term of enrollment. Students wishing to enter the program will begin during the first week of the month that follows their acceptance into the program.



**Portfolio Term Dates**

Students admitted to the Portfolio program may begin their program of study at the beginning of any of the following term dates:

	Month	Session	Term Begins	Term Ends
2005	July	PO 01	July 1	August 28
	August	PO 02	August 1	September 28
	September	PO 03	September 1	October 28
	October	PO 04	October 1	November 28
	November	PO 05	November 1	December 28
	December	PO 06	December 1	January 28
2006	January	PO 07	January 1	February 28
	February	PO 08	February 2	March 28
	March	PO 09	March 1	April 28
	April	PO 10	April 1	May 28
	May	PO 11	May 1	June 28
	June	PO 12	June 1	July 28

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*First eight days of each term is Enrollment Adjustment*

**Portfolio Satisfactory Academic Progress**

The Portfolio Program is a total program in which the student contracts his/her degree with a stated number of credit hours. For satisfactory progress, the student must be continuously enrolled in course work, completing each course in a reasonable length of time (8 weeks) unless otherwise specified by the tutor or advisor.

**Portfolio Withdrawal Refund Policy**

If the student finds it necessary to withdraw from the program, the refund policy will be the same as stated elsewhere in the catalog for an 8-week term. The effective date of withdrawal will be the date on which the student met with the instructor. The withdrawal form can be obtained from the Portfolio Administrative Office at 911 Main, Suite 800, Kansas City, MO 64105.

A student enrolling at Park University in 2005-2006 can, within reason, expect the academic programs described in this catalog to be available during the academic year with some courses offered on a two-year or three-year cycle. However, they may be subject to change without notice.

The programs, policies, statements, and procedures contained in this catalog are subject to change by the University without prior notice. The Undergraduate Catalog is maintained on the Park University web page at [www.park.edu/undergrad](http://www.park.edu/undergrad). Changes to the catalog are updated on this web page.

		Extended Learning	Online Learning	Kansas City 8-Week	Parkville 16-week	Portfolio
Accounting	B.A.				x	
	minor				x	
Athletic Training /Sports Medicine	B.A.				x	
Biology	B.A.				x	
	B.S.				x	
	minor				x	
Business Administration	B.A.			x	x	
	minor				x	
Business Economics	B.A.				x	
Chemistry	B.A.				x	
	B.S.				x	
	minor				x	
Child and Family Studies	B.A.			x	x	
Communication Arts	B.A.				x	
	minor				x	
Communication Theory and Human Relations	B.A.			x		
Computational Sciences	B.A.				x	
Computer Based Information Systems	B.S.			x		
Computer Science	A.S.	x				
	B.S.	x				
Construction Management	A.S.	x				
Criminal Justice Administration	A.S.	x			x	x
	B.S.	x	x			x
	B.A.			x	x	
	minor				x	
Early Childhood Education	B.A.				x	



		Extended Learning	Online Learning	Kansas City 8-Week	Parkville 16-week	Portfolio
Economics	B.A.				x	
	minor				x	
Education Studies	B.A.				x	
Elementary Education	B.A.				x	
Middle School Education	cert.				x	
Secondary Education	cert.				x	
English	B.A.				x	x
	minor				x	
Fine and Performing Arts	minor				x	
Fine Arts	B.A.				x	
	minor				x	
Fire Services Management	B.P.A.			x		x
Geography	B.A.				x	
	B.S.				x	
	minor				x	
Geoscience	minor				x	
Global Studies	minor				x	
Graphic Design	B.A.				x	
History	B.A.				x	x
	minor				x	
Information and Computer Science	B.S.				x	
Interior Design	B.A.				x	
Legal Studies	B.A.				x	
	minor				x	
Liberal Arts	A.S.	x				
	B.A.	x		x		
Liberal Studies	B.A.			x	x	x
Management	A.S.	x		x		
	B.S.	x	x	x		x
Management/ Accounting	A.S.	x		x		
	B.S.	x		x		
Management/ Aviation	A.S.	x				
Management/ Computer Information Systems	B.S.	x	x	x		x
Management/ Engineering Administration	B.S.	x				
Management/ Finance	B.S.	x		x		
Management/ Heath Care	B.S.	x	x			

		Extended Learning	Online Learning	Kansas City 8-Week	Parkville 16-week	Portfolio
Management/ Human Resources	B.S.	x	x	x		
Management/ Logistics	A.S.	x				
	B.S.	x				
Management/ Marketing	B.S.	x	x	x		
Mathematics	B.A.				x	
	minor				x	
Medical Records Management	A.S.	x				
Music	B.A.				x	
	minor				x	
Natural Science	B.A.				x	
Nursing	A.S.				x	
Office Management	A.S.	x				
Peace Studies	minor				x	
Philosophy and Religion	minor				x	
Political Science	B.A.				x	
	minor				x	
Pre Law Studies					x	
Psychology	B.A.				x	
	minor				x	
Public Administration	B.A.				x	
	B.P.A.			x		x
	minor				x	
Social Psychology	A.S.	x		x		
	B.S.	x	x	x		x
Social Studies	B.A.				x	
Social Work	B.S.W.			x	x	
Sociology	B.A.				x	
	minor				x	
Spanish	B.A.				x	
	minor				x	
Theatre	B.A.				x	

## Degree Requirements



## Accounting

This program is offered through:

**B.A. | Minor**

The accounting major is designated to prepare students for a professional career in public accounting, managerial accounting, tax accounting or governmental accounting. The curriculum stresses professional ethics. It is excellent preparation for graduate study in accounting, business administration or law.

### Requirements for Major - 65 hours, 2.0 GPA

*Business Core Curriculum:*

AC 201	Principles of Accounting I	3 cr.
AC 202	Principles of Accounting II	3 cr.
AC 230	Computer Based Accounting Systems	3 cr.
CS 140	Introduction to Computer Science	3 cr.
EC 141	Principles of Economics I (Macro)	3 cr.
EC 142	Principles of Economics II (Micro)	3 cr.
EC 315	Intermediate Statistical Analysis	3 cr.
FI 360	Financial Management	3 cr.
MG 260	Business Law I	3 cr.
MG 495	Business Policy	3 cr.
MK 351	Principles of Marketing	3 cr.
MG 352	Principles of Management	3 cr.

*Professional Core:*

AC 309	Individual Income Tax	3 cr.
AC 309A	Income Tax Practicum	2 cr.
AC 312	Business Income Tax	3 cr.
AC 315	Cost Accounting	3 cr.
AC 320	Intermediate Accounting I	3 cr.
AC 325	Intermediate Accounting II	3 cr.
AC 420	Advanced Accounting I	3 cr.
AC 425	Advanced Accounting II	3 cr.
AC 430	Auditing	3 cr.
MG 261	Business Law II	3 cr.

TOTAL 65 cr.

### Requirements for Minor - 24 hours, 2.0 GPA

EC 141, AC 201, AC 202, AC 230, AC 309, AC 315, AC 320, and MG 260

## Athletic Training / Sports Medicine

This program is offered through:

**B.A.**

The athletic training major, accredited by CAAHEP (Commission on Accreditation of Allied Health Education Programs), provides graduates with a variety of course and practical experiences related to the prevention, care, and rehabilitation of athletic injuries. Admission to this program occurs prior to the sophomore year. Transfer students who qualify to be at the sophomore level or higher will be required to apply to the athletic training program prior to enrollment in athletic training courses. Acceptance is based on a minimum overall grade point average, success in designated professional courses, recommendations, athletic training competencies and proficiencies, and a minimum completion of observational hours under the direct supervision of a Certified Athletic Trainer. Once accepted into the program, students will be required to do a total of six clinical assignments over no less than four semesters but no more than a five-year period. Upon completion of the athletic training major, students are eligible to apply for the National Athletic Training Association certification exam. The career outlook for athletic training specialists is excellent. Positions for Certified Athletic Trainers include public high-schools, two-and four-year colleges and universities, professional sports, sports medicine clinics and fitness facilities. Professional and graduate schools complement the athletic training major by offering curricula in health-related areas such as physical or occupational therapy, biomechanics, exercise physiology, and health promotion.

**Mission Statement:**

The mission of Park University Athletic Training Program shall provide academic excellence that will allow students to effectively explore their knowledge in caring for the physically active while continuing to positively serve their respective community.

**Vision Statement:**

Park University Athletic Training Program will be committed to the development of athletic training education and will strive to produce leaders for the athletic training profession.

**Goals:**

The department will prepare entry-level athletic trainers that represent the dynamic changes of the profession while upholding the standards of professional practice. In addition, the department will strive to have students who will have a positive contribution to society.

**Objectives:**

The Athletic Training student at Park University will be educated and prepared toward specific competencies in the following:

- \* Practice risk management and injury prevention
- \* Demonstrate knowledge in the pathology of injuries and illnesses
- \* Perform assessment and evaluation
- \* Execute acute care of injury and illness
- \* Demonstrate and understand pharmacological ideas and theories
- \* Apply therapeutic modalities

- \* Design and administer therapeutic exercise programs
- \* Manage general medical conditions and disabilities
- \* Examine the nutritional aspects of injury and illness
- \* Appreciate the awareness of psychosocial intervention and referral
- \* Recognize the need for health care administration
- \* Accept the necessity for professional development and responsibilities

### **Admission To The Athletic Training Program**

The candidate Athletic Training student must complete the core requirements prior to being officially accepted into the program. The core requirements are: completion of 60 observational hours, completion of Phase I and Phase II competencies and proficiencies, completion of all academic requirements with a cumulative GPA of 2.75 or higher, and an official application to the athletic training education program by **April 1st** or **November 1st**. Once all application materials are submitted, candidate Athletic Training students will have a formal interview with the athletic training admissions committee. Performance during the first 60 contact hours will be very important in the application process. **Only 15 qualified applicants will be chosen per year. There are no guarantees even if the applicant completes all necessary requirements.**

The candidate Athletic Training student must have completed all necessary steps prior to **April 1st** or **November 1st** to be considered eligible for application to the Park University Athletic Training Education Program. The following steps are necessary:

1. Admission to Park University
2. Completion of Phase I academic requirements
3. Completion of Phase I Competencies and Proficiencies
4. Cumulative GPA of 2.75 or above (including transfer credits)
5. Completed application to Park University Athletic Training Educational Program prior to April 1st or November 1st
6. Three letters of recommendation
7. Immunization records
8. Hepatitis B vaccination or signed assumption of risk waiver (*If the student decides they want the Hepatitis B vaccination, it will be the responsibility of the student to get the first two Hepatitis B series shots prior to application deadline. Proof of this decision will need to be included in the application packet. Proof of the third Hepatitis B series shot will have to be submitted prior to beginning any clinical assignments*).
9. Signed technical standards form
10. Physical examination by an M.D., D.O., F.N.P. or P.A.
11. Formal interview with athletic training admissions committee

Transfer students will have to follow the same policies and procedures as four-year traditional students. All transfer students will be evaluated on a case-by-case basis. If a student is transferring from another accredited athletic training program it will be at the discretion of the program director as to the placement of the student within the appropriate didactic and clinical levels of the program.

### **Technical Standards**

The Athletic Training Educational Program is a rigorous and intense program that places specific requirements and demands on the students enrolled in the program. All students admitted to the athletic training educational program must meet the following abilities and expectations. In the event a student is unable to fulfill these technical standards, with or without reasonable accommodation, the student will not be admitted into the program. Candidate Athletic Training Students for selection must demonstrate the qualifications of the athletic training educational program and Park University technical standards.

**Athletic Training Technical Standards:**

1. The mental capacity to assimilate, analyze, synthesize, integrate concepts and problem solve to formulate assessments and therapeutic judgments and to be able to distinguish deviations from the norm;
2. Sufficient postural and neuromuscular control, sensory function, and coordination to perform appropriate physical examinations using accepted techniques; and accurately, safely and efficiently use equipment and materials during the assessment and treatment of patients;
3. The ability to communicate effectively and sensitively with patients and colleagues, including individuals from different cultural and social backgrounds; this includes, but is not limited to, the ability to establish rapport with patients and communicate judgments and treatment information effectively. Students must be able to understand and speak the English language at the level consistent with competent professional practice;
4. The ability to record the physical examination results and a treatment plan clearly and accurately;
5. The capacity to maintain composure and continue to function well during periods of high stress;
6. The perseverance, diligence and commitment to complete the athletic training educational program as outlined and sequenced;
7. Flexibility and the ability to adjust to changing situations and uncertainty in clinical situations; and
8. Effective skills and appropriate demeanor and rapport that relate to professional education and quality patient care.

*Park University Technical Standards:* Please refer to the Park University web page: [www.park.edu/support/policy.asp](http://www.park.edu/support/policy.asp).

Candidates for selection to the athletic training educational program will be required to verify they understand and meet these standards or that they believe that, with certain accommodations, they can meet the standards.

Park University's Academic Support Services will evaluate a student who states s/he could meet the program's technical standards with accommodation and confirm that the stated condition qualifies as a disability under applicable laws.

If a student states s/he can meet the technical standards with accommodation, then Park University will determine whether it agrees that the student can meet the technical standards with reasonable accommodation; this includes a review whether the accommodations requested are reasonable, taking into account whether accommodation would jeopardize clinician/patient safety, or the educational process of the student or the institution, including all coursework, clinical experiences and internships deemed essential to graduation.

**Academic Performance**

Students must achieve a "C" or better in the core athletic training courses (AT 144 through AT 451). In addition students need to maintain at least a cumulative 2.75 GPA throughout their entire academic career or they will be subjected to program probation or dismissal from the athletic training program

*For a full description of all the policies and procedures of the athletic training educational program, please visit the department's website (<http://captain.park.edu/athletictraining>).*

**Requirements for Major - 84-85 hours, 2.75 GPA**

AT 144	Phase I Competencies in Athletic Training	1 cr.
AT 145	Phase II Competencies in Athletic Training	1 cr.
AT 231	First Aid and Emergency Procedures	2 cr.
AT 236	Kinesiology	3 cr.
AT 246	Phase III Competencies in Athletic Training	1 cr.

AT 247	Phase IV Competencies in Athletic Training	1 cr.
AT 250	Exercise Physiology	3 cr.
AT 261	Care & Prevention of Athletic Injuries	3 cr.
AT 348	Phase V Competencies in Athletic Training	2 cr.
AT 349	Phase VI Competencies in Athletic Training	2 cr.
AT 350	Pathology in Athletics	4 cr.
AT 355	Therapeutic Modalities in Athletic Training	4 cr.
AT 356	Administration of Athletic Training	3 cr.
AT 365	Advanced Athletic Training	4 cr.
AT 366	Therapeutic Exercise & Rehabilitation	4 cr.
AT 421	Special Topics in Athletic Training	3 cr.
AT 450	Phase VII Competencies in Athletic Training	2 cr.
AT 451	Phase VIII Competencies in Athletic Training	2 cr.
BI 114	General Biology	4 cr.
BI 122	Human Nutrition	3 cr.
BI 211	Human Anatomy & Physiology I	4 cr.
BI 212	Human Anatomy & Physiology II	4 cr.
BI 214	Personal & Community Health	3 cr.
CH 105	Introductory Chemistry	
	OR	5 cr./4 cr.
CH 107	Introduction to Chemistry I and Lab	
CH 351	Introduction to Pharmacology & Pharmacy	3 cr.
MA 120	Basic Concepts in Statistics	3 cr.
PS 101	Introduction to Psychology	3 cr.
PY 155	Concepts of Physics I	4 cr.
PY 156	Concepts of Physics II	4 cr.
<b>TOTAL</b>		<b>84-85 cr.</b>



# Biology

This program is offered through:

B.A. | B.S. | Minor

## Bachelor of Arts

The major in biology provides the graduate with a variety of courses for a diversity of experiences in natural science. This program includes general biology, botany, anatomy, physiology, genetics, microbiology and research techniques. The student pursuing a B.A. in Biology is strongly advised to seek an additional major to provide maximum employment flexibility. A combination of journalism and biology provides management opportunities in editing and science writing. Training in business and biology provides management opportunities in science-oriented companies, as well as pharmaceutical sales. With a major or minor in chemistry, additional opportunities may be found in employment with various county, state, and federal agencies in health services, environmental control, and the food and drug areas. The pharmaceutical and chemical industries provide additional opportunities at the baccalaureate level of training in laboratory technician capacity.

## Bachelor of Science

The major in biology provides the graduate with a variety of courses for a diversity of experience in natural science. This program includes general biology, botany, anatomy, physiology, genetics, microbiology and research techniques. With the basic core biology courses, required supporting chemistry, physics, and mathematics courses and elective biology courses, the biology graduate should be prepared for most university graduate school programs in biology, botany, or zoology or for entrance into medical, dental, or veterinary schools. Additional opportunities may be found in employment with various county, state, and federal agencies in health services, environmental control, and the food and drug areas. The pharmaceutical and chemical industries additionally provide positions at the baccalaureate level of training in laboratory technician capacity.

## Requirements for BA Major - 50 hours, 2.0 GPA Requirements for BS Major - 70 hours, 2.0 GPA

		BA	BS
<i>Core Curriculum (Required of both majors)</i>			
BI 114	Biology for Science Majors	4 cr.	4 cr.
BI 225	Botany	4 cr.	4 cr.
BI 226	Zoology	4 cr.	4 cr.
BI 231	Introductory Molecular Cell Biology	3 cr.	3 cr.
BI 306	Biological Literature	3 cr.	3 cr.
BI	Electives (from approved list)	19 cr.	15 cr.
BI 300	Evolution (3 cr.)		
BI 304	Ethology (3 cr.)		
BI 320	Genetics (4 cr.)		
BI 326	Ethics in Science (3 cr.)		
BI 330	Paleobiology (4 cr.)		
BI 337	Biochemistry (3 cr.)		

BI	337L	Biochemistry Lab (1 cr.)		
BI	340	Comparative Anatomy (4 cr.)		
BI	342	Embryology (4 cr.)		
BI	344	Animal Physiology (4 cr.)		
BI	350	Microbiology (4 cr.)		
BI	360	Cell Biology (4 cr.)		
BI	378	Ecology (4 cr.)		
BI	417	Developmental Biology (3 cr.)		
BI	422	Individual Research (1-3 cr.)		
BI	470	Internship in Biology (1-4 cr.)		
BI	490	Advanced Topics in Biology (1-4 cr.)		
CH	107	Introduction to Chemistry I	3 cr.	3 cr.
CH	107L	Introduction to Chemistry I Lab	1 cr.	1 cr.
CH	108	Introduction to Chemistry II	3 cr.	3 cr.
CH	108L	Introduction to Chemistry II Lab	1 cr.	1 cr.
MA	120	Basic Concepts of Statistics	3 cr.	3 cr.
NS	401	Natural Science Colloquium (1 cr.)	2 cr.	2 cr.
CH	317	Organic Chemistry I		3 cr.
CH	317L	Organic Chemistry I Lab		1 cr.
CH	318	Organic Chemistry II		3 cr.
CH	318L	Organic Chemistry II Lab		1 cr.
MA	210	Calculus & Analytic Geometry I		3 cr.
MA	211	Calculus & Analytic Geometry II		3 cr.
PY	205	Introduction to Physics I		5 cr.
PY	206	Introduction to Physics II		5 cr.
<b>TOTAL</b>			<b>50 cr.</b>	<b>70 cr.</b>

Senior Examinations, a series of written examinations, are to be taken during the seventh and eighth semesters as scheduled at the beginning of the fall semester.

### Requirements for the Minor - 18 hours, 2.0 GPA

12 of the 18 hours must be numbered above the 220 level.

## Business Administration

This program is offered through:

**B.A. | Minor**



KANSAS CITY 8 WEEK PROGRAM

Students taking the business administration major receive a broad education covering the major functional areas of business. This major will help a student prepare for a career in business or government leadership and provide him/her with knowledge and skills desired by all types of employers. It can also give one the background to organize and manage his/her family business. Graduates in business administration typically find jobs in business, production management, personnel management, marketing management, or financial management. Many serve their communities as marketing or management specialists in insurance, real estate, investments, banking, communications, manufacturing, retailing and wholesaling. A number of students with this major move into graduate study in law, management, or other business specialties.

### Requirements for major - 51-57 hours, 2.0 GPA

*Core Curriculum:*

AC 201	Principles of Accounting I	3 cr.
AC 202	Principles of Accounting II	3 cr.
CS 140	Introduction to Computers	3 cr.
EC 141	Principles of Economics I (Macro)	3 cr.
EC 142	Principles of Economics II (Micro)	3 cr.
EC 315	Intermediate Statistical Analysis	3 cr.
FI 360	Financial Management	3 cr.
MA 120	Basic Concepts of Statistics	3 cr.
MG 260	Business Law I	3 cr.
MG 352	Principles of Management	3 cr.
MG 495	Business Policy	3 cr.
MK 351	Principles of Marketing	3 cr.

**TOTAL 36 cr.**

*Specialty Area: (Choose One)*

**FINANCE:** 15 cr.

EC 301	Intermediate, Macroeconomics (3 cr.)
EC 303	Money, Credit and Banking (3 cr.)
FI 417	Investment Analysis and Management (3 cr.)
FI 425	Principles of Real Estate (3 cr.)
MG 261	Business Law II (3 cr.)

**HUMAN RESOURCES:** 21 cr.

EC 302	Labor Economics (3 cr.)
HR 353	Introduction to Human Resource Management (3 cr.)
HR 421	Corporate Training and Development (3 cr.)
HR 422	Organizational Development and Change (3 cr.)
HR 434	Compensation Management (3 cr.)
HR 491	Senior Seminar in Human Resources Development (3 cr.)
MG 365	Organizational Behavior (3 cr.)

**MARKETING:**

18 cr.

EC	300	Intermediate Microeconomics (3 cr.)
MK	380	Advertising (3 cr.)
MK	385	Consumer Behavior (3 cr.)
MK	395	International Marketing (3 cr.)
MK	411	Marketing Management (3 cr.)
MK	453	Marketing Research & Information Systems (3 cr.)

**MANAGEMENT:**

15 cr.

EC	300	Intermediate Microeconomics (3 cr.)
EC	302	Labor Economics (3 cr.)
HR	353	Introduction to Human Resource Management (3 cr.)
MG	365	Organizational Behavior (3 cr.)
MG	375	Production Operations Management (3 cr.)

**\* INTERNATIONAL BUSINESS:**

21 cr.

EC	300	Intermediate Microeconomics (3 cr.)
EC	301	Intermediate Macroeconomics (3 cr.)
EC	407	International Trade and Finance (3 cr.)
GG	110	Cultural Geography (3 cr.)
IB	315	International Business Perspectives (3 cr.)
IB	451	Seminar on International Business (3 cr.)
MK	395	International Marketing (3 cr.)

**TOTAL****51-57 cr.**

\* Not Available through Park Accelerated Programs

### Requirements for the Minor - 2.0 GPA (Parkville Daytime Campus Only)

*Bus. Admin/Finance:*

18 cr.

EC 141, AC 201, EC 303, FI 360, FI 417, FI 425

*Bus. Admin/Human Resources:*

21 cr.

MG 260, MG 352, HR 353, HR 421, HR 422, HR 434, HR 491

*Bus. Admin/Management:*

21 cr.

EC 141, AC 201, EC 302, MK 351, MG 352, HR 353, MG 375

*Bus. Admin/Marketing:*

21 cr.

EC 141, MG 260, MK 453, MK 351, CA 380, MK 385, MK 411

## Business Economics

This program is offered through:

**B.A.**



This degree program is designed to give students a comprehensive economics education with a major emphasis in business and a focus throughout on international subjects. This degree prepares students for staff and management positions in business, government and international organizations. Students who plan to attend graduate school will find this major provides an excellent basis for advanced degrees in Economics, Business, and/or Law.

### Requirements for Major - 54 hours, 2.0 GPA

AC 201	Principles of Accounting I	3 cr.
AC 202	Principles of Accounting II	3 cr.
CS 140	Introduction to Computers	3 cr.
EC 141	Principles of Economics I (Macro)	3 cr.
EC 142	Principles of Economics II (Micro)	3 cr.
EC 300	Intermediate Microeconomics	3 cr.
EC 301	Intermediate Macroeconomics	3 cr.
EC 309	Economic Development	3 cr.
EC 315	Intermediate Statistical Analysis	3 cr.
EC 402	Comparative Economic Systems	3 cr.
EC 404	Managerial Economics	3 cr.
EC 407	International Trade and Finance	3 cr.
FI 360	Financial Management	3 cr.
MA 120	Basic Concepts of Statistics	3 cr.
MG 260	Business Law I	3 cr.
MG 352	Principles of Management	3 cr.
MG 495	Business Policy	3 cr.
MK 351	Principles of Marketing	3 cr.
<b>TOTAL</b>		<b>54 cr.</b>

# Chemistry

This program is offered through:

B.A. | B.S. | Minor



In contemporary society, it is evident that the science of chemistry is no longer confined to the research laboratory, but is exerting a profound impact on social, political, and economic decisions at the local, national, and international levels. Chemistry is the recognized physical basis for the biological and psychological sciences and is important in every effort of our industrialized society. Students wishing to pursue a career in the chemical profession, medicine, dentistry, veterinary medicine, laboratory technology, or the environmental science are encouraged to consider the major program in chemistry with appropriate minors in other disciplines for their preparatory work.

## Requirements for BA Major - 53 hours, 2.0 GPA Requirements for BS Major - 74 hours, 2.0 GPA

		BA	BS
CH 107	Introduction to Chemistry I	3 cr.	3 cr.
CH 107L	Introduction to Chemistry I Lab	1 cr.	1 cr.
CH 108	Introduction to Chemistry II	3 cr.	3 cr.
CH 108L	Introduction to Chemistry II Lab	1 cr.	1 cr.
CH 310	Introduction to Inorganic Chemistry	4 cr.	4 cr.
CH 317	Organic Chemistry I	3 cr.	3 cr.
CH 317L	Organic Chemistry Lab	1 cr.	1 cr.
CH 318	Organic Chemistry II	3 cr.	3 cr.
CH 318L	Organic Chemistry II Lab	1 cr.	1 cr.
CH 328	Analytical Chemistry	4 cr.	4 cr.
CH 329	Intro. to Instrumental Analysis	4 cr.	4 cr.
CH 405	Fundamentals of Physical Chemistry		4 cr.
CH 407	Physical Chemistry I		4 cr.
CH 408	Physical Chemistry II		4 cr.
MA 210	Calculus and Analytic Geometry I	3 cr.	3 cr.
MA 211	Calculus and Analytic Geometry II	3 cr.	3 cr.
MA 212	Calculus and Analytic Geometry III		3 cr.
MA 213	Calculus & Analytic Geometry IV		
	OR		
MA 302	Ordinary Differential Equations		3 cr.
	OR		
MA 311	Linear Algebra		
NS 401	Natural Science Colloquium (1 cr.)	2 cr.	2 cr.
PY 205	Introduction to Physics I	5 cr.	5 cr.
PY 206	Introduction to Physics II	5 cr.	5 cr.
<i>Electives selected from the following:</i>		<b>7 cr.</b>	<b>10 cr.</b>
CH 321	Introduction to Medicinal Chemistry (3 cr.)		
CH 337	Biochemistry (3 cr.)		
CH 337L	Biochemistry Lab (1 cr.)		
CH 400	Special Topics in Chemistry (1-3 cr.)		

CH 429	Advanced Analytical Chemistry (4 cr.)
CH 440	Organic Synthesis (5 cr.)
CH 451	Internship in Chemistry (1-6 cr.)
CH 490	Research in Chemistry (1-3 cr.)

**TOTAL****53 cr.      74 cr.**

**Written comprehensive examinations may be required.**

### **Requirements for Minor - 26-28 hours, 2.0 GPA**

CH 107, CH 107L, CH 108, CH 108L, CH 317, CH 317L, CH 318, CH 318L, and three upper level chemistry courses from the list of electives. Chemistry minors may also include CH328, CH329, and CH405 as elective choices. The minor is recommended to all students majoring in biology or the pre-health studies.

**Written comprehensive examinations may be required.**

## Child and Family Studies

This program is offered through:

**B.A.**



The Bachelor of Arts degree in Child and Family Studies is an interdisciplinary program designed to prepare graduates for positions of responsibility and leadership in the field of early care and education, including child care centers, private preschools, family child care, school-age care, and programs and agencies serving children and families. The degree program combines knowledge of child growth and development, planning and assessing learning experiences, guidance, and working effectively with families from diverse cultural/linguistic and socio-economic backgrounds. **Does not result in certification.**

### *Admission to Child and Family Studies Program*

The following criteria must be met in order to gain full entry:

- \* No grade lower than a "C" in core requirements
- \* Sophomore standing
- \* Cumulative GPA of 2.75 or better (GPA is computed on all work, transfer and Park University)
- \* Successful completion of two of the three areas of GE requirements
- \* Successful completion of EDU 203, EDC 220, EDC 222, MA 131 and CS 140
- \* Letter of reference from a faculty member outside of the Park University School of Education
- \* Acceptable beginning portfolio based upon Missouri Department of Elementary and Secondary Education Early Childhood Competencies
- \* Successful completion of the Writing Competency Test

### **Requirements for Major - 84-85 hours, 2.75 GPA**

EDU	203	Educational Psychology	3 cr.
EDC	220	Child Growth and Development for Early Childhood and Elementary Teachers	3 cr.
EDC	222	Early Childhood Principles	3 cr.
EDU	300	Writing in Education	3 cr.
EDE	311	Children's Literature for Early Childhood and Elementary Teachers	3 cr.
EDU	375	Exceptional Children	3 cr.
EDE	376	Art, Music and Movement for Early Childhood and Elementary Teachers	3 cr.
EDC	353	Language and Literacy Development in Early Childhood	3 cr.
EDC	354	Observation, Assessment & Screening in ECE	3 cr.
EDC	355	Social and Emotional Learning in Early Childhood	3 cr.
EDC	356	Family and Community Resources	3 cr.
EDC	357	Family Involvement in Early Childhood Education	3 cr.
EDC	358	Early Childhood Program Management	2 cr.
EDC	359A	Infants and Toddlers	3 cr.
EDC	360A	Infant and Toddler Practicum for Child Family Studies	1 cr.
EDC	359B	Integrating the Curriculum: PreK	3 cr.



EDC	360B	PreK Practicum for Child and Family Studies	1 cr.
EDC	379	Advanced Teaching Strategies and Practicum	8 cr.
CA	104	Interpersonal Communication	3 cr.
CA	330	Multicultural Communication	3 cr.
SO	302	Study of the Family	3 cr.
TH	302	Creative Dramatics	3 cr.
		Modern Language	8 cr.
		Science with a Lab	
			4-5 cr.

*Select one course from the following:*

3 cr.

PS	221	Adolescent Psychology (3 cr.)
PS	222	Adult Development and Aging (3 cr.)

*Select one course from the following:*

3 cr.

SO	208	Social Inequality (3 cr.)
SO	303	Urban Sociology (3 cr.)
SO	315	Minority Group Relations (3 cr.)

**TOTAL**

**84-85 cr.**

## Communication Arts

This program is offered through:

B.A. | Minor



The Communication Arts Department offers five related concentrations: 1) journalism, 2) broadcasting, 3) communication theory and human relations, 4) photojournalism, and 5) public relations. These communication art majors are designed to prepare the student for successful pursuit of occupational goals; and an individual graduating from this program will also be equipped to function well in the larger setting of society. Each major combines traditional course work with practical application in the field of choice. This has proved to be invaluable to professionally oriented students and may take the form of internships, private employment, or work assignments (or a combination of all three). In the print journalism and photojournalism majors, students work for academic credit on school publications: The Stylus, the century-old park newspaper, and Narva, the yearbook.

In the electronic media, students work at KGSP-FM, the Park University radio station, or in the production of programs for the Platte-Clay commercial cable service. Students who select the communication theory and human relations or the public relations majors often have specified occupational goals in mind, such as public relations, personnel management, human resources or related fields.

### Requirements for Majors - 46-54 credits; 2.0 GPA

#### *Core Curriculum:*

CA 103	Public Speaking	3 cr.
CA 104	Interpersonal Communication I	3 cr.
CA 302	Communication Ethics and Law	3 cr.
CA 322	Theory & History of Mass Media	3 cr.

#### *Specialty Area (Choose One):*

Journalism, Broadcasting, Communication Theory and Human Relations, Public Relations	28-42 cr.
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**TOTAL** **46-54 cr.**

The student must complete an approved portfolio or a senior project (CA 491). Approval for the senior project option must be obtained from the student's advisor prior to enrolling in the course.

*Journalism Concentration:* 34 cr.

CA 201 (3), CA 241 (4), CA 311 (3), CA 315 - A, B (3) or CA 125 (3),  
CA 315 - G (3), CA 316 (3), CA 317 (3), CA 341 (3), CA 450 (3)  
English above 200 (6)

*Photojournalism Concentration:* 34 cr.

A hands-on approach to mastering the techniques of photographic communication strongly

rooted in the fundamental principles of journalism. Practical experience leads to creation of a professional portfolio.

CA 201 (3), CA 241 (4), CA 311 (3), CA 315 D (3), CA 315 G (3),  
CA 317 (3), CA 341 (3), CA 441 (3), CA 450 (3), Art Electives (6)

*Broadcasting Concentration:*

34 cr.

CA 115 (3), CA 241 (4), TH 105 (3), CA 201 (3), CA 316 (3),  
CA 231 (3), CA 221 (3), CA 335 (3) or CA 325 (Three hours  
required but student may take up to 9 hours for credit),  
and CA 490 B (3).

**Students are strongly urged to choose one of these two companion minors:**

Public Relations minor - CA 218 Public Relations, CA 380 Advertising,  
and MK 351 Marketing.

Journalism minor - CA 317 Feature Writing, PO 200 or PO 201, PO 336 or EC 101

Students who do not choose Public Relations or Journalism minor, add  
six hours of English above 200 (6), not including EN 306.

*Communication Theory & Human Relations Concentration:*

42 cr.

CA 201 (3), CA 218 (3), CA 301 (3), MK 351 (3), CA 380 (3),  
MK 411 (3), CA 400 (3), CA 402 (3), CA 404 (3), CA 420 (3),  
CA 491 (6) English above 200 (6).

*Public Relations Concentration:*

37 cr.

CA 115 (3), CA 218 (3), CA 241 (4), CA 201 (3), CA 231 (3),  
CA 301 (3), CA 317 (3), CA 311 (3), CA 318 (3), PO 200 (3)  
or PO 201 (3), CA 380 (3), CA 400 (3).

**TOTAL**

**46-54 cr.**

## **Requirements for Minors**

In journalism, photojournalism, broadcasting, public relations or communication theory and human relations - 21 hours, 2.0 GPA.

CA 103, CA 104, CA 302, CA 322 and three courses selected by faculty advisor from the appropriate concentration.

## Communication Theory and Human Relations

This program is offered through:

**B.A.**



KANSAS CITY 8 WEEK PROGRAM

### Requirements for Major - 54 hours, 2.0 GPA

CA 103	Public Speaking	3 cr.
CA 104	Interpersonal Communication I	3 cr.
CA 201	Reporting I	3 cr.
CA 218	Public Relations	3 cr.
CA 301	Interpersonal Communication II	3 cr.
CA 302	Communication Ethics and Law	3 cr.
CA 322	Theory & History of Mass Media	3 cr.
CA 380	Advertising	3 cr.
CA 400	Interviewing: Theory and Practice	3 cr.
CA 402	Organizational Communication	3 cr.
CA 404	Special Topics in Communication Arts	3 cr.
CA 420	Human Relations in Group Interaction	3 cr.
CA 491	Senior Project (3 cr. x 2)	6 cr.
	English Electives above 200 level	6 cr.
MK 351	Principles of Marketing	3 cr.
MK 411	Marketing Management	3 cr.
<b>TOTAL</b>		<b>54 cr.</b>

# Computational Sciences

This program is offered through:

B.A.



In a society committed to technology, knowledge of computer science with strong support from mathematics provides the necessary background for individuals to enter and make successful progress through a wide variety of job settings and/or graduate studies. This major clearly lends itself to coupling with area concentrations in Chemistry, Biology, Physics, Business or Economics.

## Requirements for Major - 60 hours, 2.0 GPA

### *Computer Science Courses:*

CS 151	Introduction to Programming	3 cr.
CS/		
MA 208	Discrete Mathematics	3 cr.
CS 219	Programming Fundamentals	3 cr.
CS 220	Computer Architecture	3 cr.
CS 225	Programming Concepts	3 cr.
CS 351	Computer Operating Systems	3 cr.
CS 352	Data Structures	3 cr.
CS 415	Special Topics Computers: Numerical Analysis	3 cr.

### *Mathematics Courses:*

MA 210	Calculus and Analytic Geometry I	3 cr.
MA 211	Calculus and Analytic Geometry II	3 cr.
MA 212	Calculus and Analytic Geometry III	3 cr.
MA 213	Calculus and Analytic Geometry IV	3 cr.
MA 305	Probability and Statistics	3 cr.
MA 311	Linear Algebra	3 cr.
MA 380	Mathematical Statistics	3 cr.

### *At least five (5) courses from the following:*

CS 301	Assembly Language (3 cr.)	15 cr.
CS 305	Artificial Intelligence (3 cr.)	
CS 360	Database Management (3 cr.)	
CS 365	Computer Networking (3 cr.)	
CS 380	Compilers (3 cr.)	
CS 415	Special Topics in Computers: Analysis of Algorithms (3 cr.)	
MA 302	Ordinary Differential Equations (3 cr.)	
MA 312	Abstract Algebraic Structures (3 cr.)	
MA 370	Number Theory (3 cr.)	
MA 401	Analysis (3 cr.)	
MA 406	Special Topics in Mathematics (3 cr.)	

**TOTAL**

**60 cr.**

## Computer Based Information Systems

This program is offered through:

**B.S.**



KANSAS CITY 8 WEEK PROGRAM

There is no organization, whether it is large or small, that can survive without the support of its data processing department. The number of jobs available in business and government for computer-trained personnel continues to increase. The major specifically prepares the student in the area of data processing, business management, and accounting. The combination of computer and business courses prepares the students for careers in programming, system analysis, and management of computer systems.

### Requirements for Major - 66 hours

AC 201	Principles of Accounting I	3 cr.
AC 202	Principles of Accounting II	3 cr.
CS 140	Introduction to Computers	3 cr.
CS 151	Introduction to Programming	3 cr.
CS 208	Discrete Mathematics	3 cr.
CS 219	Programming Fundamentals	3 cr.
CS 225	Programming Concepts	3 cr.
CS 314	User Interface Design	3 cr.
CS 351	Computer Operating Systems	3 cr.
CS 360	Database Management	3 cr.
CS 365	Computer Networking	3 cr.
CS/IS	Elective (any three-credit CS/IS course that is not in this list of required courses)	3 cr.
EC 315	Intermediate Statistical Analysis	3 cr.
FI 360	Financial Management	3 cr.
IS 205	Managing Information Systems	3 cr.
IS 216	COBOL I	3 cr.
IS 217	COBOL II	3 cr.
IS 315	Computer Systems Analysis and Design I	3 cr.
IS 316	Computer Systems Analysis and Design II	3 cr.
MA 120	Basic Concepts of Statistics	3 cr.
MG 352	Principles of Management	3 cr.
MG 375	Production and Operations Management	3 cr.
<b>TOTAL</b>		<b>66 cr.</b>

# Computer Science

This program is offered through:

A.S. | B.S.



SCHOOL OF EXTENDED LEARNING  
(SELECTED CAMPUSES)

## ASSOCIATE OF SCIENCE

33 credits in the major field distributed as follows:

CS 140	Introduction to Computers	3 cr.
CS 151	Introduction to Programming	3 cr.
CS 208	Discrete Mathematics	3 cr.
CS 219	Programming Fundamentals	3 cr.
CS 220	Computer Architecture	3 cr.
CS 225	Programming Concepts	3 cr.
CS/IS	Elective (any three credit CS/IS course that is not in this list of required courses)	3 cr.
MA 120	Basic Concepts of Statistics	3 cr.
MA 141	College Trigonometry	
	OR	3 cr.
MA 150	Precalculus Mathematics	
MA 210	Calculus and Analytic Geometry I	3 cr.
MA 211	Calculus and Analytic Geometry II	3 cr.
<b>TOTAL</b>		<b>33 cr.</b>

## BACHELOR OF SCIENCE

One of the essential tools of the modern technology is the computer. The computer is used to support scientific research, development of applications, and the data processing environment. The Computer Science Program provides the necessary core curriculum and supporting courses to train individuals to enter a variety of computer industries. Individuals will also be well qualified to enter graduate programs in computer related areas.

60 credits in the major field distributed as follows:

CS 140	Introduction to Computers	3 cr.
CS 151	Introduction to Programming	3 cr.
CS 208	Discrete Mathematics	3 cr.
CS 219	Programming Fundamentals	3 cr.
CS 220	Computer Architecture	3 cr.
CS 225	Programming Concepts	3 cr.
CS 305	Artificial Intelligence	3 cr.
CS 314	User Interface Design	3 cr.
CS 321	Web Programming	3 cr.
CS 351	Computer Operating Systems	3 cr.
CS 352	Data Structures	3 cr.
CS 360	Database Management	3 cr.
CS 365	Computer Networking	3 cr.
CS 380	Compilers	3 cr.
CS/IS	Elective (any three CS/IS credit course that is not in this list of required courses.)	3 cr.

MA 120	Basic Concepts of Statistics	3 cr.
MA 141	College Trigonometry	
	OR	3 cr.
MA 150	Pre-calculus Mathematics	
MA 210	Calculus and Analytic Geometry I	3 cr.
MA 211	Calculus and Analytic Geometry II	3 cr.
MA 212	Calculus and Analytic Geometry III	3 cr.
<b>TOTAL</b>		<b>60 cr.</b>



## Construction Management

This program is offered through:

**A.S.**



SCHOOL OF EXTENDED LEARNING  
(SELECTED CAMPUSES)

### 33 credits in the major field distributed as follows:

CO 111	Intro. To Engr. Const. Tech. Design and Materials	3 cr.
CO 121	Plans Analysis	3 cr.
CO 215	Construction Safety and Health	3 cr.
CO 225	Building Codes	3 cr.
CO 235	Construction Planning	3 cr.
CO 245	Construction Estimating	3 cr.
CO 360	Critical Path Analysis	3 cr.
CS 140	Introduction to Computers	3 cr.
EG 101	Introduction to Engineering Management	3 cr.
MG 260	Business Law I	3 cr.
MG 271	Principles of Supervision	3 cr.
<b>TOTAL</b>		<b>33 cr.</b>

# Criminal Justice Administration

This program is offered through:

A.S. | B.S. | B.A. | Minor



## ASSOCIATE OF SCIENCE (School of Extended Learning, Kansas City 8-Week Program and Portfolio) 27 credits in the major field distributed as follows:

CJ 100	Introduction to Criminal Justice Administration	3 cr.
CJ 105	Criminal Law	3 cr.
CJ 200	Criminology	3 cr.
CJ 220	Criminal Justice and the Community	3 cr.
CJ 311	Criminal Investigation	3 cr.
CJ 400	Constitutional Law in Criminal Justice	3 cr.
CS 140	Introduction to Computers	3 cr.
EN	Any 200 level English elective	3 cr.
MA 120	Basic Concepts of Statistics	3 cr.
<b>TOTAL</b>		<b>27 cr.</b>

## BACHELOR OF ARTS (Parkville 16 Week Program and Kansas City 8 Week Program)

The major in criminal justice administration is designed to provide a comprehensive understanding of the complete criminal justice system within society in the United States. This comprehensive understanding will be based on theoretical, philosophical, and practical knowledge of criminal justice. This understanding will provide a broad background for over 40 basic career opportunities in the criminal justice system, both in the public sector and in the private sector at the local, county, state, and national levels. There are three areas of concentration, building upon the basic courses: Law Enforcement, Corrections, and Security.

## Requirements for BA Major - 54 hours, 2.0 GPA

### Core Curriculum

CJ 100	Intro to Criminal Justice Administration	3 cr.
CJ 105	Criminal Law	3 cr.
CJ 200	Criminology	3 cr.
CJ 221	Criminal Procedure	3 cr.
CJ 300	Agency Administration	3 cr.
CJ 311	Criminal Investigation	3 cr.
CJ 430	Research in Criminal Justice	3 cr.
CJ 440	Internship in Criminal Justice	3 cr.
CJ 450	Senior Seminar in Criminal Justice	3 cr.

*Four of the following:*

12 cr.

CJ 205	Juvenile Delinquency (3 cr.)
CJ 220	Criminal Justice and the Community (3 cr.)
CJ 231	Introduction to Law Enforcement (3 cr.)
CJ 232	Introduction to Corrections (3 cr.)
CJ 233	Introduction to Security (3 cr.)
CJ 250	Selected Topics in Criminal Justice (3 cr.)

*Three of the following:*

9 cr.

PO 332	Public Budget and Finance (3 cr.)
PO 334	Public Personnel Administration (3 cr.)
CJ 302	Media & Criminal Justice* (3 cr.)
CJ 310	Leadership and Team-building (3 cr.)
CJ 365	Financial Investigations (3 cr.)
CJ 400	Constitutional Law in Criminal Justice (3 cr.)
CJ 420	Forensic Science (3 cr.)
CJ 425	Comparative Criminal Justice Systems (3 cr.)
CJ 490	Special Topics in Criminal Justice (3 cr.)

\* Cross listed class with Communication Arts.

*One of the following areas:*

**Area A. Law Enforcement** - CJ 312 and 313

**Area B. Corrections**- CJ 322 and CJ 323

**Area C. Security**- CJ 332 and CJ 333

**TOTAL****54 cr.**

### **Requirements for Minor - 18 hours, 2.0 GPA (Parkville 16-Week Program)**

18 hours which must include CJ 100, CJ 105, CJ 200, and 9 hours of CJ electives excluding CJ 440 and CJ 450

## **BACHELOR OF SCIENCE** *(School of Extended Learning, School of Online Learning, and Portfolio)*

The basic aim of the Criminal Justice Administration Bachelor of Science degree is to develop a comprehensive understanding of the total criminal justice system within the larger society by providing a firm base in the theoretical, philosophical, and practical knowledge of criminal justice. The program aspires to provide a broad focus at the early stages of the students professional development by increasing his/her ability to deal effectively in the criminal justice mission in society. Well over 40 basic career opportunities in the criminal justice system (law enforcement, corrections, probation, parole, the courts, prosecution, and defense) at the community, municipal, county, state, and federal levels await the Criminal Justice Administration program graduate.

### **Requirements for Major - 51 hours, 2.0 GPA**

*Core Curriculum:*

CJ 100	Introduction to Criminal Justice Administration	3 cr.
CJ 105	Criminal Law	3 cr.
CJ 200	Criminology	3 cr.
CJ 300	Agency Administration	3 cr.
CJ 350	Criminal Justice Management and Planning	3 cr.
CJ 400	Constitutional Law in Criminal Justice*	3 cr.
CJ 440	Internship in Criminal Justice*	3 cr.
CJ 450	Senior Seminar in Criminal Justice*	3 cr.
CS 140	Introduction to Computers	3 cr.

ML	Modern Language (one language) (6 cr.)	
	OR	6 cr.
CS 151	Introduction to Programming(3 cr.)	
	AND	
CS 219	Programming Fundamentals (3 cr.)	
MA 120	Basic Concepts of Statistics	3 cr.

\* CJ 451 Senior Writing Project may be substituted for CJ 440 or CJ 450.

*One of the following areas:*

15 cr.

**Area A: Law Enforcement** - CJ 311, CJ 312, and CJ 313

Plus 6 semester hours upper division work in one of the following areas: political science, sociology, or psychology.

OR

**Area B: Corrections** - CJ 232, CJ 322, CJ 323

Plus 6 semester hours upper division work in one of the following areas: political science, sociology, or psychology.

OR

**Area C: Security** - CJ 233, CJ 332, and CJ 333

Plus 6 semester hours upper division work in one of the following areas: political science, sociology, or psychology.

**TOTAL**

**51 cr.**

## Economics

This program is offered through:

**B.A. | Minor**



This degree program is designed to give students in-depth education in one of the applied social sciences. Economics is the social science, which investigates the conditions and laws affecting the production, distribution and consumption of wealth in an organized society. Students who major in economics use their degree in working for business, government and other institutions serving in various staff and management positions. Many students combine the economics major with another related major such as political science, information and computer sciences, business or communications, which broadens the range of options available to them. Others plan to do graduate work in economics or other areas, which qualifies them to serve as economists or other specialists in government, business or higher education.

### Requirements for Major - 42 hours, 2.0 GPA

CS 140	Introduction to Computer Science	3 cr.
EC 141	Principles of Economics I (Macro)	3 cr.
EC 142	Principles of Economics II (Micro)	3 cr.
EC 300	Intermediate Microeconomics	3 cr.
EC 301	Intermediate Macroeconomics	3 cr.
EC 302	Labor Economics	3 cr.
EC 303	Money, Credit and Banking	3 cr.
EC 315	Intermediate Statistical Analysis	3 cr.
EC 404	Managerial Economics	3 cr.
EC 407	International Trade & Finance	3 cr.
EC 450	Senior Seminar in Economics	3 cr.
EC	Upper Division Electives	6 cr.
MA 120	Basic Concepts of Statistics	3 cr.
<b>TOTAL</b>		<b>42 cr.</b>

#### *Senior Comprehensive Examination:*

All economics majors must pass all parts of a four-part examination.

### Requirements for Minor-18 hours, 2.0 GPA

EC 141 and EC 142, plus 12 hours of upper division Economics electives.

## Education, Early Childhood

This program is offered through:

**B.A.**



### EARLY CHILDHOOD EDUCATION (BIRTH THROUGH GRADE 3)

**Requirements for the Major - 85 hours; 2.75 GPA  
NO GRADE LOWER THAN A "C" IN EDUCATION CORE**

#### *Professional Curriculum*

EDU 105	Career Inquiry in Education	3 cr.
EDU 203	Educational Psychology	3 cr.
EDC 220	Child Growth and Development for Early Childhood and Elementary Teachers	3 cr.
EDC 222	Early Childhood Principles	3 cr.
EDE 311	Children's Literature for ECE and Elementary Teachers	3 cr.
EDE 325	Modern Grammar	3 cr.
EDU 300	Writing in Education	3 cr.
EDC 353	Language and Literacy Development in ECE	3 cr.
EDC 354	Observation, Assessment & Screening in ECE	3 cr.
EDC 355	Social and Emotional Learning in Early Childhood	3 cr.
EDC 356	Families in a Pluralistic Society	3 cr.
EDC 357	Family Involvement in ECE	3 cr.
EDC 358	Early Childhood Program Management	2 cr.
EDC 359A	Infants and Toddlers	3 cr.
EDC 360A	Infant and Toddler Practicum for ECE Certification	2 cr.
EDC 359B	Integrating the Curriculum: PreK	3 cr.
EDC 360B	PreK Practicum for ECE Certification	2 cr.
EDC 359C	Integrating the Curriculum: K-3	3 cr.
EDC 360C	K-3 Practicum for ECE Certification	2 cr.
EDU 361	Ethics and Professionalism in the Classroom	1 cr.
EDU 375	Exceptional Children	3 cr.
EDE 376	Art, Music & Movement for ECE and Elementary Teachers	3 cr.
EDE 378	Science for ECE and Elementary Teachers	2 cr.
EDE 379	Math for ECE and Elementary Teachers	3 cr.
EDE 380	Literacy for ECE and Elementary Teachers	6 cr.
EDC 410	ECE Directed Teaching with Seminar	14 cr.
<b>TOTAL</b>		<b>85 cr.</b>

## GENERAL CURRICULUM - EARLY CHILDHOOD

*Humanities*

Music or Art (MU 205 or AR 115 recommended) 3 cr.

*One course of the following* 3 cr.

Modern Language

Western and Non-Western Cultures

Philosophy

Literature

Classical Studies

Theatre (not including TH 105)

*Communication Skills*

English Composition (EN 105 required) 3 cr.

English Composition (EN 106 required) 3 cr.

Oral Communication (CA 104, CA 103, or TH 105 required) 3 cr.

*Social Studies*

U.S. History (HI 205 or HI 206 recommended) 3 cr.

Political Science (Am. Gov- PO 100 recommended) 3 cr.

*One course of the following* 3 cr.

Geography (GG 110 or GG 315 recommended)

Sociology (SO 141 recommended)

Economics (EC 101 recommended)

Anthropology (AN 100 recommended)

Psychology (PS101 Recommended)

*Natural Science*

Biology (BI 111 recommended) 4 cr.

Physical or Earth Science 4 cr.

Both science courses must have a lab

*Mathematics*

Math (MA 131 or MA 110 recommended) 3 cr.

## Education, Elementary

This program is offered through:

**B.A.**



### ELEMENTARY EDUCATION (GRADE 1 THROUGH GRADE 6)

**Requirements for the Major - 79 hours; 2.75 GPA  
NO GRADE LOWER THAN A "C" IN EDUCATION CORE**

#### *Professional Curriculum*

CS	140	Introduction to Computers	3 cr.
EDU	105	Career Inquiry in Education	3 cr.
EDU	203	Educational Psychology	3 cr.
EDE	205	Child Psychology	3 cr.
EDU	210	School as a Social System	3 cr.
EDU	300	Writing in Education	3 cr.
EDE	311	Children's Literature for Early Childhood and Elementary Teachers	3 cr.
EDE	325	Modern Grammar	3 cr.
EDU	330	Issues in Diversity	3 cr.
EDE	355	Classroom Management	3 cr.
EDE	359	Elementary Teaching Strategies with Practicum	5 cr.
EDE	360	Practicum	2 cr.
EDU	361	Ethics and Professionalism in the Classroom	1 cr.
EDU	367	Assessment in Education	3 cr.
EDU	375	Exceptional Children	3 cr.
EDE	376	Art, Music and Movement for Early Childhood and Elementary Teachers	3 cr.
EDE	378	Science for Early Childhood & Elementary Teachers	2 cr.
EDE	379	Math for Early Childhood & Elementary Teachers	3 cr.
EDE	380	Literacy for Early Childhood & Elementary Teachers	6 cr.
EDU	383	Technology in Education	3 cr.
EDE	391	Diagnosis & Remediation for Reading Difficulties	6 cr.
EDE	410	Elementary Directed Teaching with Seminar	12 cr.

**TOTAL**

**79 cr.**

#### *AREA OF CONCENTRATION*

The student must have a total of at least 21 semester hours in an area of concentration (courses taken as part of the General Curriculum may be counted as part of the area of concentration). This concentration must be approved by the student's advisor. Areas available are:

- Social Studies
- Mathematics
- Science
- English
- Science and Mathematics
- Art
- Fine Art



## GENERAL CURRICULUM - ELEMENTARY

HUMANITIES

Music or Art (MU 205 or AR 115 recommended) 3 cr.

*One course from the following:* 3 cr.

Modern Language

Western and Non-Western Cultures

Philosophy

Literature

Classical Studies

Theatre (not including TH 105)

COMMUNICATION SKILLS

English Composition (EN 105 required) 3 cr.

English Composition (EN 106 required) 3 cr.

Oral Communication (CA 104, CA 103, or TH 105 recommended) 3 cr.

SOCIAL STUDIES

U. S. History (HI 205 or HI 206 recommended) 3 cr.

Political Science (Am.Gov.- PO 100 recommended) 3 cr.

Geography (GG 110 or GG 315 recommended) 3 cr.

Economics (EC 101 recommended) 3 cr.

Sociology (SO 141 recommended) 3 cr.

NATURAL SCIENCE

Biology (BI 111 recommended) 4 cr.

Physical or Earth Science 4 cr.

Both science courses must have a lab.

HEALTH

Biology (BI 214 recommended) 3 cr.

MATHEMATICS

Math (MA 131 recommended) 3 cr.

Math (MA 110 or MA 120 recommended) 3 cr.

## Education, Middle School

This program is offered through:

CERTIFICATION



### MIDDLE SCHOOL EDUCATION (GRADES 5 THROUGH 9)

Students seeking middle school certification must select from one of the following majors:

English (either Language and Literature or Writing)  
 Mathematics  
 Science (Natural Science major)  
 Social Studies (History or Political Science major only)

Post-baccalaureate students seeking certification only must have a bachelor's degree in one of the above areas, with an analogous major to Park University's majors above. Suitability of such degrees will be determined by the School of Education. Students must see an education advisor within one semester of declaring an intent to seek middle school certification.

### Courses Required for Certification Recommendation Requirements for the major -62 hours; 2.75 GPA NO GRADE LOWER THAN A "C" IN EDUCATION CORE OR MAJOR FIELD

#### *Professional Curriculum*

CS	140	Introduction to Computers	3 cr.
EDU	105	Career Inquiry in Education	3 cr.
EDU	203	Educational Psychology	3 cr.
EDM	221	Adolescent Psychology	3 cr.
EDU	210	The School as a Social System	3 cr.
EDU	330	Issues in Diversity	3 cr.
EDM	355	Classroom Management	3 cr.
EDM	359	Middle School Strategies with Practicum	5 cr.
EDM	360	Practicum (2+2+2)	6 cr.
EDU	361	Ethics and Professionalism in the Classroom	1 cr.
EDU	367	Assessment in Education	3 cr.
EDU	375	Exceptional Children	3 cr.
EDU	383	Technology in Education	3 cr.
EDM	380	Literacy for Middle School Teachers	6 cr.
EDM	397	Methodology in Teaching Content Area in Middle & Secondary Classrooms	2 cr.
EDM	410	Middle School Directed Teaching with Seminar	12 cr.
<b>TOTAL</b>			<b>62 cr.</b>

## GENERAL CURRICULUM - MIDDLE SCHOOL

HUMANITIES (One course from two of the following) 6 cr.

Music (MU205 recommended; applied music excluded)

Art (AR 115 recommended)

Modern Language

Western and Non-Western Cultures

Philosophy

Literature

Classical Studies

Theatre and Drama

COMMUNICATION SKILLS

English Composition (EN 105 required) 3 cr.

English Composition (EN 106 required) 3 cr.

Oral Communication (CA 104, CA 103, or TH 105 recommended) 3 cr.

SOCIAL STUDIES

American History (HI 205 recommended) 3 cr.

Political Science (U. S. or State, PO 100 recommended) 3 cr.

*One course from the following:* 3 cr.

Geography

Economics

Sociology

Anthropology

Psychology

NATURAL SCIENCE

Physical Science or Earth Science 4 cr.

Biological Science (BI 111 recommended) 4 cr.

Both courses must have a lab component.

MATHEMATICS

MA 131 (required) 3 cr.

MA 110 or MA 120 (recommended) 3 cr.

## Education, Secondary

This program is offered through:

**CERTIFICATION**



### SECONDARY EDUCATION (GRADES 9 THROUGH 12)

Students seeking secondary certification should declare this intent at the time of major declaration and contact the Education advisor in addition to the major advisor in order to assure proper completion of state requirements.

**Courses Required for Certification Recommendation**  
**Requirements for Major - 60 credits; 2.75 GPA**  
**NO GRADE LOWER THAN A "C" IN EDUCATION CORE OR MAJOR FIELD**

#### *Professional Curriculum*

CS	140	Introduction to Computers	3 cr.
EDU	105	Career Inquiry in Education	3 cr.
EDU	203	Educational Psychology	3 cr.
EDU	210	The School as a Social System	3 cr.
EDS	221	Adolescent Psychology	3 cr.
EDU	330	Issues in Diversity	3 cr.
EDS	355	Classroom Management	3 cr.
EDS	359	Secondary Teaching Strategies with Practicum	5 cr.
EDS	360	Practicum (2+2+2)	6 cr.
EDU	361	Ethics and Professionalism in the Classroom	1 cr.
EDU	367	Assessment in Education	3 cr.
EDU	375	Exceptional Children	3 cr.
EDS	380	Literacy in the Secondary Classroom	4 cr.
EDU	383	Technology in Education	3 cr.
EDS	397	Methodology in Teaching Content Area in Middle & Secondary Classrooms	
		OR	2 cr.
EDU	398	Content Area Methodology for K-12 Teachers	
EDS	410	Secondary Directed Teaching with Seminar	12 cr.
<b>TOTAL</b>			<b>60 cr.</b>

#### *ACADEMIC MAJOR*

The student must complete an academic major that is part of the secondary school curriculum. Additional courses may be required for state certification. The following areas of certification are available:

- Art (K-12)
- Unified Science (9-12) (Natural Science: Biology or Chemistry)
- English (9-12)
- Journalism\* (9-12)
- Mathematics (9-12)
- Spanish (K-12)
- Social Studies (9-12) (Political Science or History)

\* We strongly recommend certification in an additional field

## GENERAL CURRICULUM - SECONDARY

HUMANITIES (One course from two of the following) 6 cr.

Music (MU205 recommended; applied music excluded)

Art (AR 115 recommended)

Modern Language

Western and Non-Western Cultures

Philosophy

Literature

Classical Studies

Theatre and Drama

COMMUNICATION SKILLS

English Composition (EN 105 required) 3 cr.

English Composition (EN 106 required) 3 cr.

Oral Communication (CA 104, CA 103, or TH 105 recommended) 3 cr.

SOCIAL STUDIES

American History (HI 205 or HI 206 recommended) 3 cr.

Political Science (U. S. or State, PO 100 or PO 200 recommended) 3 cr.

*One course from the following:* 3 cr.

Geography

Economics

Sociology

Anthropology

Psychology

NATURAL SCIENCE

Physical Science or Earth Science 4 cr.

Biological Science (BI 111 recommended) 4 cr.

One course must have a lab component.

MATHEMATICS

MA 131 (recommended) 3 cr.

## Education Studies

This program is offered through:

**B.A.**



### EDUCATION STUDIES

#### Requirements for the degree - 71 hours; 2.75 GPA

**This degree does not lead to certification.** Admission and graduation GPA requirement is 2.75, with no grade lower than "C". Courses numbered above 350 require formal admission to the School of Education.

*Young Child emphasis:*

EDU 105	Career Inquiry in Education	3 cr.
EDU 203	Educational Psychology	3 cr.
EDC 220	Child Growth and Development for Early Childhood and Elementary Teachers	3 cr.
EDC 222	Early Childhood Principles	3 cr.
EDE 311	Children's Literature for ECE and Elementary Teachers	3 cr.
EDE 325	Modern Grammar	3 cr.
EDU 300	Writing in Education	3 cr.
EDC 353	Language and Literacy Development in ECE	3 cr.
EDC 354	Observation, Assessment & Screening in ECE	3 cr.
EDC 355	Social and Emotional Learning in Early Childhood	3 cr.
EDC 356	Families in a Pluralistic Society	3 cr.
EDC 357	Family Involvement in ECE	3 cr.
EDC 358	Early Childhood Program Management	2 cr.
EDC 359A	Infants and Toddlers	3 cr.
EDC 360A	Infant and Toddler Practicum for ECE Certification	2 cr.
EDC 359B	Integrating the Curriculum: PreK	3 cr.
EDC 360B	PreK Practicum for ECE Certification	2 cr.
EDC 359C	Integrating the Curriculum: K-3	3 cr.
EDC 360C	K-3 Practicum for ECE Certification	2 cr.
EDU 361	Ethics and Professionalism in the Classroom	1 cr.
EDU 375	Exceptional Children	3 cr.
EDE 376	Art, Music & Movement for ECE and Elementary Teachers	3 cr.
EDE 378	Science for ECE and Elementary Teachers	2 cr.
EDE 379	Math for ECE and Elementary Teachers	3 cr.
EDE 380	Literacy for ECE and Elementary Teachers	6 cr.

**TOTAL**

**71 hrs.**

*Youth emphasis:*

CS 140	Introduction to Computers	3 cr.
EDU 105	Career Inquiry in Education	3 cr.
EDU 203	Educational Psychology	3 cr.
EDE 205	Child Psychology	3 cr.
EDU 210	School as a Social System	3 cr.
EDU 300	Writing in Education	3 cr.

EDE	311	Children's Literature for Early Childhood and Elementary Teachers	3 cr.
EDE	325	Modern Grammar	3 cr.
EDU	330	Issues in Diversity	3 cr.
EDE	355	Classroom Management	3 cr.
EDE	359	Elementary Teaching Strategies with Practicum	5 cr.
EDE	360	Practicum (2+2+2)	6 cr.
EDU	361	Ethics and Professionalism in the Classroom	1 cr.
EDE	367	Assessment in Education	3 cr.
EDU	375	Exceptional Children	3 cr.
EDE	376	Art, Music and Movement for Early Childhood and Elementary Teachers	3 cr.
EDE	378	Science for Early Childhood & Elementary Teachers	2 cr.
EDE	379	Math for Early Childhood & Elementary Teachers	3 cr.
EDE	380	Literacy for Early Childhood & Elementary Teachers	6 cr.
EDU	383	Technology in Education	3 cr.
EDE	391	Diagnosis & Remediation for Reading Difficulties	6 cr.
<b>TOTAL</b>			<b>71 hrs</b>

# English

This program is offered through:

B.A. | Minor



English majors may concentrate on either of two programs: language and literature or writing. Both programs encourage students to explore many facets of human nature and culture through the study of literature and to develop understanding and skillful use of language. Both concentrations help students acquire the knowledge, analytical skills, and writing abilities needed by such professionals as writers, editors, teachers, business managers, and lawyers.

## Requirements for Major - 54 hours, 2.0 GPA

### *Core Curriculum*

EN 201	Introduction to Literature	3 cr.
EN 231	Introduction to Language	3 cr.
EN 307	Professional Writing in English Studies	3 cr.
EN 315	Earlier English Literature	3 cr.
EN 316	Later English Literature	3 cr.
EN 317	Earlier American Literature	3 cr.
EN 318	Later American Literature	3 cr.
EN 319	Modern Literature	3 cr.
EN 325	Modern Grammar	3 cr.
EN 351	Foundations of Literature	3 cr.
EN 380	Literary Theory and Criticism	3 cr.
EN 440	Shakespeare	3 cr.
EN 490	Capstone Seminar	3 cr.

### *Specialty Area: Choose One*

Language and Literature Concentration 15 cr.  
 EN 203 (3) or EN 232 (3), and EN 233 (3), EN 234 (3), EN 304 (3),  
 EN 450 (3)

Writing Concentration 15 cr.  
 EN311 (3), two of the following: CA 201 (3), EN 232 (3), EN 233 (3),  
 EN234 (3), or EN 355 (3) six hours from the following: CA 315 (3),  
 EN 401 (6), or ED 409/411/412 (12 hr courses of which 6 hours may  
 be applied to this requirement.)

**TOTAL**

**54 cr.**

### *Senior Examinations*

All majors must pass a three-hour written comprehensive examination in English language and literature, covering one period in English literature, one in American, and a third area.

A one-hour oral examination follows the written examination: it is conducted by members of the English Department and may include one other faculty member.

The student must pass both examinations. Students who fail either or both parts must retake the examinations in the next semester.

## Requirements for Minor - 18 hours, 2.0 GPA (Parkville Daytime Campus)

EN 201, and 15 credit hours of other core curriculum courses.



## Fine and Performing Arts

This program is offered through:

**Minor**



The Disciplines of Art, Theatre and Music offer a combined minor. This minor will provide an historical overview and an introduction to performance in the three areas, as well as an opportunity for additional upper level study in one or more areas.

### Requirements for Minor - 21 hours, 2.0 GPA

Art (two courses)	6 cr.
Music (two courses)	6 cr.
Theatre (two courses)	6 cr.
Capstone Course*	3 cr.
<b>TOTAL</b>	<b>21 cr.</b>

Within each of the three disciplines, three credit hours (one course) will be a history course (Art History, Music Survey, etc.) and three credit hours (one course or the equivalent) will be in a performance-based course (Drawing, Applied Music, Theatre Practicum, etc.).

Of the 21 hours required for the minor, a minimum of six must be 300 - 400 level courses.

\* The final capstone course (which should be one of the 300 - 400 level courses) will include an appropriate public performance or exhibit (a recital, play role, or participation in an art exhibit) as approved by the minor advisor.

## Fine Art

This program is offered through:

**B.A. | Minor**



The Department of Art and Design, along with the Departments of Music and Theatre, are grouped in the larger Department of Visual and Performing Arts.

The Department of Art and Design offers three related majors, 1) Fine Art, 2) Graphic Design, and 3) Interior Design, plus the opportunity to become certified to teach art (K-12) by completing additional requirements in the School for Education. All three majors share a freshman core curriculum of five courses and a similar capstone course, the Senior Seminar. Students seeking double majors in art (for example, Graphic Design and Fine Art) must fulfill two (2) sections of AR 497 Senior Seminar, as capstones for each major.

Within the context of Park University's strong liberal arts tradition, Art and Design students receive a solid education in the studio disciplines and in the history of art. Internships allow upper level students the opportunity to explore careers in many art and design fields. Our spacious main studio, the entire top floor of Alumni Hall, overlooks Parkville, the Missouri River, the Kansas City skyline and the scenic Parkville Daytime Campus Center, and provides year-round landscape subjects. Our Sixth Street Studio is a freestanding building that houses the ceramic and fiber studio. Two separate studio complexes in Park University's underground Mabee Learning Center house the Graphic Design Studio (with state-of-the-art Macintosh workstations, digital cameras, scanners, printers and extensive software) and the Interior Design Studios (with AutoCAD lab, drafting room and materials resource lab).

The Campanella Gallery, located in McAfee Memorial Library, offers a year round cycle of exhibits in all media by professional artists in addition to providing graduating seniors with a professional quality exhibition space for their senior exhibits. Workshops and guest speakers, ready access to the exhibitions and programs of the Nelson-Atkins Museum in Kansas City and the Spencer Museum in nearby Lawrence, and the numerous commercial and educational galleries in the Greater Kansas City area add depth and variety to the classroom and the studio experience.

Students majoring in Fine Art can pursue in-depth work in painting, drawing and ceramics. Fine Art majors frequently work toward K-12 art education certification in concert with their studio majors; others go on to graduate school or set up their own studios and begin actively producing their art work while finding employment in related fields.

### Requirements for Major - 60 hours, 2.0 GPA

#### *Freshman Core:*

15 cr.

- AR 115 Introduction to the Visual Arts (3 cr.)
- AR 150 Drawing I (3 cr.)
- AR 203 Three-Dimensional Design (3 cr.)
- AR 204 Two-Dimensional Design: Black and White (3 cr.)
- AR 208 Color Theory (3 cr.)

#### *Fine Arts Curriculum:*

31 cr.

- AR 215 Art History I (3 cr.)
- AR 216 Art History II (3 cr.)
- AR 241 Photography I (4 cr.)
- AR 251 Drawing II (3 cr.)
- AR 260 Painting I (3 cr.)

AR 261	Painting II (3 cr.)
AR 316	Modern Art (3 cr.)
AR 320	Ceramics I (3 cr.)
AR 350	Drawing III (3 cr.)
AR 370	Fiber I (3 cr.)

**In order to achieve depth in the major, each Fine Art student must choose a studio discipline to emphasize by earning a minimum of 12 credit hours in it. Available studio disciplines are: drawing, painting, ceramics, photography and fiber.**

AR	Electives 300 & 400 level	12 cr.
AR 497B	Senior Seminar	2 cr.
<b>TOTAL</b>		<b>60 cr.</b>

### **Art Education Certification**

Students wishing to become certified to teach art on the elementary or secondary level (K-12) may do so at Park University. Art Education students complete either a Fine Art (60 credit hours) or a Graphic Design major (69 credit hours) and both the general and professional curriculum required by the School of Education. Please consult both the Art and Education chairs regarding this option.

### **Requirements for the Minor in Art or Design -18 hours**

AR 150	Drawing I	3 cr.
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<i>And one of the following art or design history courses:</i>	3 cr.
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AR115, AR215, AR216, AR298, AR314, AR316, AR317, AR390

<i>And 12 hours of art electives, of which six are upper level</i>	12 cr.
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### **Portfolios:**

All graduating art and design majors are required to individually document (either by means of color slide photography or digital photography) selected examples of their best work. These final portfolios are to be submitted to their major advisors as part of their Senior Seminar. These slides, CDs, zip disks, etc. will remain the property of the Department of Art and Design.

### **Art Supplies:**

Art and Design majors must plan, when preparing their yearly educational budgets, to spend at least \$250 per semester on art supplies. All studio art courses require varying amounts of personal equipment and supplies. Studio fees collected at registration for some art courses provide only a portion of the supplies needed. Supply lists will be provided on the first day of classes. The only exceptions are *AR100 and ceramic classes* for which the studio fee provides most of the supplies.

## Fire Services Management

This program is offered through:

**B.P.A.**



The Fire Services Management program, with its emphasis in public administration, offers the student a degree, which can lead to career mobility within the safety area or into new fields. The Fire Services Management program provides the student with an understanding of the management and administration of public organization with an emphasis on fire services organizations.

An Associate of Applied Science, Associate of Arts, or Associate of Sciences degree in Fire Service Technology or equivalent is prerequisite.

### Requirement for Major - 39 hours, 2.5 GPA

CS 140	Introduction to Computers	3 cr.
MA 120	Basic Concepts of Statistics	3 cr.
PO 200	American National Government	3 cr.
PO 201	State and Local Government	3 cr.
PO 330	Public Administration	3 cr.
PO 331	Public Organizations	3 cr.
PO 332	Budget and Finance	3 cr.
PO 333	Public Management and Leadership	3 cr.
PO 334	Public Personnel Administration	3 cr.
PO 428	Senior Seminar Fire Services Management	3 cr.

*Three of the following:*

9 cr.

AC 201	Principles of Accounting
CJ 350	Criminal Justice Management and Planning
PO 335	Administrative Politics
PO 336	Media and Public Administration
PO 337	Administrative Law
PO 350	Special Topics in Politics
PO 430	Research in Public Administration

**TOTAL**

**39 cr.**

# Geography

This program is offered through:

B.A. | B.S. | Minor



## BACHELOR OF ARTS/BACHELOR OF SCIENCE

The skills obtained by studying geography make graduates in demand for a wide range of employment opportunities. The geography curriculum will prepare students for business and academics while encouraging life long learning skills. The link between geography and the world (cultural and physical) makes a varied list of careers. Geographic skills are essential to understanding physical patterns, human patterns, and Earth's processes. These skills are important for anyone critically thinking about the global community. Students majoring in Geography will choose one of four specialty areas: Cultural Geography, Human Geography, Physical Geography, or Technical Geography.

### Requirements for Major - 66-71 hours, 2.0 GPA

<i>Core Curriculum:</i>		B.A.	B.S.
GG 110	Cultural Geography	3 cr.	3 cr.
GG 130	Human Geography	3 cr.	3 cr.
GG 140	Economic Geography	3 cr.	3 cr.
GG 200	Geography of the United States and Canada	3 cr.	3 cr.
GG 315	World Physical Geography	3 cr.	4 cr.
GG 350	Geographical Information Systems (GIS)		4 cr.
GO 141	Introduction to Physical Geology	4 cr.	4 cr.
GO 200	Oceanography		4 cr.
GO 205	Introduction to Meteorology	4 cr.	4 cr.
MA 120	Basic Concepts of Statistics	3 cr.	3 cr.
		<b>26 cr.</b>	<b>34 cr.</b>

*Select One Specialty Area:* **36 cr.** **36 cr.**  
 Cultural Geography, Human Geography, Physical Geography or Technical Geography

### Cultural Geography Concentration:

*Select Any Four from the following:* **12 cr.**

GG 201	Geography of Africa (3 cr.)
GG 202	Geography of Latin America (3 cr.)
GG 203	Geography of Europe (3 cr.)
GG 204	Geography of Asia (3 cr.)
GG 205	Geography of Russia (3 cr.)
GG 206	Geography of the Middle East (3 cr.)
GG 209	Geography of Missouri and Kansas (3 cr.)
GG 210	Geography of Terrorism (3 cr.)

*Select Electives from the following:***24 cr.**

Anthropology	AN 100
Art	AR 317
Biology	BI 301
Communication Arts	CA 330
Chemistry	CH 301
History	HI 101, HI 102, HI 201, HI 202, HI 205, HI 206, HI 307, HI 311, HI 312, HI 314, HI 315, HI 319, HI 320, HI 321, HI 322, HI 330, HI 335, HI 340, HI 343, HI 353, HI 365, HI 370, HI 375, HI 378
Latin American Studies	LA 305, LA 306, LA 307, LA 308
Mathematics	MA 350
Music	MU 210
Natural Science	NS 241, NS 304, NS 319
Peace Studies	PC 200, PC 300, PC 315, PC 320, PC 385
Political Science	PO 216, PO 320
Religion	RE 103, RE 109, RE 215, RE 223, RE 224, RE 303, RE 305, RE 307
Sociology	SO 141, SO 208, SO 212

Human Geography Concentration:**36-37 cr.***Select Any Four from the following:***12 cr.**

GG 223	Urban Geography (3 cr.)
GG 226	Resources and People (3 cr.)
GG 365	Geography of Disease (3 cr.)
BI 380	Issues in Biodiversity (3 cr.)

*Select Electives from the following:***24-25 cr.**

Biology	BI 111, BI 301
Economics	EC 101
Education	EDU 330
English	EN 221, EN 355, EN 356
Geology	GO 125
History	HI 101, HI 102, HI 201, HI 202, HI 205, HI 206, HI 307, HI 311, HI 312, HI 314, HI 315, HI 319, HI 320, HI 321, HI 322, HI 330, HI 335, HI 340, HI 343, HI 353, HI 365, HI 370, HI 375, HI 378
Latin American Studies	LA 305, LA 306, LA 307, LA 308
Mathematics	MA 350
Music	MU 210, MU 260, MU 261
Natural Science	NS 241, NS 304, NS 319
Peace Studies	PC 200, PC 300, PC 315, PC 320, PC 385
Philosophy	PH 302
Political Science	PO 216
Religion	RE 103, RE 109, RE 215, RE 223, RE 224, RE 303, RE 305, RE 307
Sociology	SO 141, SO 208, SO 212, SO 315

Physical Geography Concentration:**32-36 cr.***Select Any Four from the following:***12-16 cr.**

GO 125	Natural Disasters (3 cr.)
GO 130	Astronomy (4 cr.)
GO 151	History of the Earth (4 cr.)

GO 200	Oceanography (4 cr.)
GO 300	Introduction to Dinosaurs (3 cr.)
GO 310	Sedimentology and Stratigraphy (4 cr.)
GO 320	Geomorphology (4 cr.)
GO 330	Paleobiology (4 cr.)
GG 370	Biogeography (3 cr.)
BI 380	Issues in Biodiversity (3 cr.)

*Select Electives from the following:*

**20 cr.**

Biology	BI 225, BI 226, BI 378
Chemistry	CH 107, CH 108
Physics	PY 155, PY 156

Technical Geography Concentration:

**33-35 cr.**

*The following:*

**24 cr.**

GG 270	Spatial Analysis (4 cr.)
GG 330	Cartography (4 cr.)
GG 335	Remote Sensing (4 cr.)
GG 340	Environmental Planning (4 cr.)
GG 345	Land Use Planning (4 cr.)
GG 350	Advanced GIS (4 cr.)

*Select One Geography Course from each of the following:*

**9-11 cr.**

Cultural Geography:	GG 201, GG 202, GG 203, GG 204, GG 205, GG 206, GG 209, GG 210
Human Geography:	GG 223, GG 226, GG 365
Physical Geography:	GG 370, BI 380, GO 125, GO 130, GO 151, GO 200, GO 300, GO 310, GO 320, GO 330.

**TOTAL**

**66 cr. - 71 cr.**

**Requirements for Minor - 21 hours, 2.0 GPA**

The minor provides students interested in geography an opportunity to pursue their studies in an academically complete methodology. A variety of geography subjects are available and students may select courses in line with their specific academic and career goals.

GG 110	Cultural Geography	3 cr.
GG 130	Human Geography	3 cr.
GG 140	Economic Geography	3 cr.
GG 315	World Physical Geography	3 cr.

Nine hours from any courses in  
Geography (GG) or Geology (GO)

9 cr.

**21 cr.**

## Geoscience

This program is offered through:

**Minor**



This minor provides students interested in the earth sciences an opportunity to pursue their studies in an academically complete method. A variety of Geoscience subjects are available and students may select courses in line with their specific academic and career goals.

### Requirements for Minor - 19 hours, 2.0 GPA

GO 141	Introduction to Physical Geology	4 cr.
GO 205	Introduction to Meteorology	4 cr.

Eleven hours from the following list of courses with at least three hours being upper level: **11 cr.**

GO 125	Natural Disasters	3 cr.
GO 130	Astronomy	4 cr.
GO 151	History of the Earth	4 cr.
GO 200	Oceanography	4 cr.
GO 215	Selected Topics in Geology	1-4 cr.
GO 300	Introduction to Dinosaurs	3 cr.
GO 315	Special Topics in Geology	1-4 cr.
GO 330	Paleobiology	4 cr.
GG 315	World Physical Geography	3 cr.

<b>TOTAL</b>	<b>19 cr.</b>
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## Global Studies

This program is offered through:

**Minor**



### Requirements for Minor - 21 hours, 2.0 GPA

*Core:*

**9 cr.**

- |        |   |
|--------|---|
| HU 315 | Model UN I (3 cr.)  |
| LS 304 | Special Topics in Liberal Studies: International Internship (3 cr.) |
| PO 216 | International Relations* (3 cr.)                                    |

(\* If PO216 is not available due to staffing difficulties, the student will be required to take three more elective hours from the list below.)

*Electives: Choose one course in each category*

**12 cr.**

History-3 hours

- |        |  |
|--------|--|
| HI 315 | Contemporary Europe                          |
| HI 340 | Japan: Modernization of a traditional people |
| HI 373 | History of Africa                            |
| HI 378 | History and culture of India                 |
| HI 319 | History of Russia                            |

Business, economics, and marketing-3 hours

- |        |                                     |
|--------|-------------------------------------|
| EC 407 | International trade and finance     |
| IB 315 | International business perspectives |
| MK 395 | International marketing             |
| IB 451 | International business seminar      |

Geography-3 hours

- |        |                              |
|--------|------------------------------|
| GG 202 | Geography of Latin America   |
| GG 203 | Geography of Europe          |
| GG 204 | Geography of Asia            |
| GG 205 | Geography of Russia          |
| GG 206 | Geography of the Middle East |

International humanities elective-3 hours

- |        |   |
|--------|---|
| AR 317 | World Art   |
| EN 319 | Modern Literature                                 |
| PC 315 | Global Peace Issues                               |
| RE 109 | World Religions                                   |
| ML 315 | Language across the Curriculum                    |
| MU 261 | Introduction to Music II: Music of the World (GE) |

**TOTAL**

**21 cr.**

# Graphic Design

This program is offered through:

**B.A.**



Students majoring in Graphic Design produce most of their work in the digital environment of Park University's fully equipped Macintosh studio. Today, most artists earn a living by producing a wide range of visual materials for publication. Graphic Design students learn visual communication, typography, layout, illustration and photography while building professional quality design portfolios. Instruction models conditions in the professional environment. Internship opportunities in graphic design firms and other professional settings provide real world experience and a transition to the world beyond the campus.

## Requirement for Major - 69 hours, 2.0 GPA

### *Freshman Core:*

15 cr.

- AR 115 Introduction to the Visual Arts (3 cr.)
- AR 150 Drawing I (3 cr.)
- AR 203 Three-Dimensional Design (3 cr.)
- AR 204 Two-Dimensional Design: Black & White (3 cr.)
- AR 208 Color Theory (3 cr.)

### *Graphic Design:*

45 cr.

- AR 215 Art History I (3 cr.)
- AR 216 Art History II (3 cr.)
- AR 218 Graphic Design Software (3 cr.)
- AR 241 Photography I (4 cr.)
- AR 251 Drawing II (3 cr.)
- AR 260 Painting I (3 cr.)
- AR 314 History of Graphic Design (3 cr.)
- AR 318 Introduction to Graphic Design (3 cr.)
- AR 328 Intermediate Graphic Design (3 cr.)
- AR 329 Typography (3 cr.)
- AR 415 Internship in Graphic Design (3 cr.)\*
- AR 418 Advanced Graphic Design (3 cr.)
- AR 427 Web Page Design (3 cr.)
- AR 428 Graphic Design Portfolio (3 cr.)
- AR 497C Senior Seminar in Graphic Design (2 cr.)

(\*Alternatives to the internship requirement are possible with departmental approval)

### *Electives (9 hours from the following)*

9 cr.

- AR 313 Independent Study in Design (1-3 cr.)
- AR 315 Special Topics in Design (1-3 cr.)
- AR 341 Photography II (3 cr.)

AR 415	Internship in Graphic Design (additional internship credit beyond the 3-credit requirement)
CA 380	Advertising (3 cr.)
CS 144	Beginning Programming with Multimedia Projects
	OR
CS 151	Introduction to Programming
KCASE	Kansas City Area Student Exchange (3 cr.)

**TOTAL****69 cr.****Portfolios:**

All graduating art and design majors are required to individually document (either by means of color slide photography or digital photography) selected examples of their best work. These final portfolios are to be submitted to their major advisors as part of their Senior Seminar. These slides, CDs, zip disks, etc. will remain the property of the Department of Art and Design.

**Art Supplies:**

Art and Design majors must plan, when preparing their yearly educational budgets, to spend at least \$250 per semester on art supplies. All studio art courses require varying amounts of personal equipment and supplies. Studio fees collected at registration for some art courses provide only a portion of the supplies needed. Supply lists will be provided on the first day of classes. The only exceptions are *AR100* and *ceramic classes* for which the studio fee provides most of the supplies.

## History

This program is offered through:

**B.A. | Minor**



The study of history encompasses the important events and intellectual achievements of the past. The present conditions of our species are illuminated by an understanding of the sweep of human experience. History at Park University includes study of the artistic expression of individuals and societies as well as humanity's political and economic achievements.

### **Requirements for Major - 36 hours, 2.0 GPA**

The major in history at Park University prepares students for careers in teaching, journalism, government, law, and the rapidly growing area of historical reconstruction. A major consists of a program of 36 credit hours developed by the student with the consent of the department chair. 12 credit hours must come from world history offerings; at least 3 of the 12 credit hours must come from a non-Western history course. The major always includes HI 405 or HI 410.

The courses credited for a history major include many taught in other disciplines. They include courses in the history of art, of literature, of music and theatre, of philosophy, political science and religion.

### **Requirements for Minor - 18 hours, C or better (Parkville 16-Week Program)**

Most of the history courses listed in this catalog are offered alternate years.

## Information and Computer Science

This program is offered through:

**B.S.**



The Information and Computer Science (ICS) curriculum prepares students for a broad range of computer opportunities in industry as well as in graduate studies. ICS students choose one or more specialty areas from among these five options: Computer Science, Software Engineering, Systems Analysis, Data Management, or Networking. Depending on their chosen specialty area, ICS graduates are well prepared for these industry positions: Web programmer, applications programmer, systems analyst, information technology (IT) project manager, database analyst, or network analyst.

**Objectives-Upon graduation, ICS students should be able to:**

- \* Identify the organizational context of problems needing a technological solution.
- \* Apply creativity, critical thinking, and problem-solving skills in producing technology solutions.
- \* Demonstrate proficiency in the use of popular computer technologies, programming languages, and methodologies.
- \* Communicate effectively, ethically, and professionally in a team environment.

### Requirements for Major - 66 hours, 2.0 GPA

<i>Core Curriculum:</i>		<b>30 cr.</b>
CA 103	Public Speaking	3 cr.
CS 140	Introduction to Computers	3 cr.
CS 151	Introduction to Programming	3 cr.
CS 208	Discrete Mathematics	3 cr.
CS 219	Programming Fundamentals	3 cr.
CS 365	Computer Networking	3 cr.
IS 206	Information Systems Management I	3 cr.
IS 207	Information Systems Management II	3 cr.
IS 361	Data Management Concepts	3 cr.
MA 120	Basic Concepts of Statistics	3 cr.

*Specialty Areas: (Select One)*

<u>Computer Science:</u>		<b>36 cr.</b>
CS 220	Computer Architecture	3 cr.
CS 225	Programming Concepts	3 cr.
CS 305	Introduction to Artificial Intelligence	3 cr.
CS 321	Web Programming I	3 cr.
CS 322	Web Programming II	3 cr.
CS 351	Computer Operating System	3 cr.
CS 352	Data Structures	3 cr.
MA 150	Pre-Calculus Mathematics	3 cr.
MA 210	Calculus and Analytic Geometry I	3 cr.
MA 211	Calculus and Analytic Geometry II	3 cr.
MA 311	Linear Algebra	3 cr.

CS/IS	Elective (Any 3-credit CS/IS course level 300 or above that is not required by this specialty area)	
	OR	3 cr.
AR 427	Web Page Design	

**Software Engineering:** **36 cr.**

AC 201	Principles of Accounting I	3 cr.
CS 220	Computer Architecture	3 cr.
CS 225	Programming Concepts	3 cr.
CS 314	User Interface Design	3 cr.
CS 352	Data Structures	3 cr.

*Select either of these two-course sequences:*

IS 216 and IS 217-COBOL I and II	
OR	6 cr.
CS 321 and CS 322-Web Programming I and II	

CS/IS	Elective (Any 3-credit CS/IS course level 300 or above that is not required by this specialty area)	
	OR	3 cr.
AR 427	Web Page Design	
EC 141	Principles of Economics I (Macro)	3 cr.
MG 352	Principles of Management	3 cr.
MG 365	Organizational Behavior	3 cr.

*Select one course from this list:*

AC 202	Principles of Accounting II	3 cr.
CA 104	Interpersonal Communication I	3 cr.
EC 315	Intermediate Statistical Analysis	3 cr.
FI 360	Financial Management	3 cr.
HR 422	Organizational Development and Change	3 cr.
MG 495	Business Policy	3 cr.
MK 351	Principles of Marketing	3 cr.
MK 385	Consumer Behavior	3 cr.

**Systems Analysis:** **36 cr.**

AC 201	Principles of Accounting I	3 cr.
CS 314	User Interface Design	3 cr.
EC 141	Principles of Economics I (Macro)	3 cr.
IS 317	Systems Analysis and Design	3 cr.
IS 320	Object-Oriented Modeling	3 cr.
IS 450	Systems Analysis Senior Seminar	3 cr.
MG 352	Principles of Management	3 cr.
MG 365	Organizational Behavior	3 cr.

*Select two courses from this list:*

CS 321	Web Programming I	3 cr.
CS 322	Web Programming II	3 cr.
IS 216	COBOL I	3 cr.
IS 217	COBOL II	3 cr.
AR 427	Web Page Design	3 cr.

*Select two courses from this list:*

AC 202	Principles of Accounting II	3 cr.
CA 104	Interpersonal Communication I	3 cr.
EC 315	Intermediate Statistical Analysis	3 cr.
FI 360	Financial Management	3 cr.

HR 422	Organizational Development and Change	3 cr.
MG 495	Business Policy	3 cr.
MK 351	Principles of Marketing	3 cr.
MK 385	Consumer Behavior	3 cr.

Data Management:**36 cr.**

AC 201	Principles of Accounting I	3 cr.
CS 225	Programming Concepts	3 cr.
CS 314	User Interface Design	3 cr.
CS 352	Data Structures	3 cr.
EC 141	Principles of Economics I (Macro)	3 cr.
IS 320	Object-Oriented Modeling	3 cr.
IS 317	Systems Analysis and Design	3 cr.
IS 362	Applied Database Management	3 cr.
MG 352	Principles of Management	3 cr.
MG 365	Organizational Behavior	3 cr.

*Select two courses from this list:*

AC 202	Principles of Accounting II	3 cr.
CA 104	Interpersonal Communications I	3 cr.
EC 315	Intermediate Statistical Analysis	3 cr.
FI 360	Financial Management	3 cr.
HR 422	Organizational Development and Change	3 cr.
MG 495	Business Policy	3 cr.
MK 351	Principles of Marketing	3 cr.
MK 385	Consumer Behavior	3 cr.

Networking:**36 cr.**

AC 201	Principles of Accounting I	3 cr.
CS 321	Web Programming I	3 cr.
CS 367	Network Administration	3 cr.
CS 368	Distributive Computing	3 cr.
EC 141	Principles of Economics I (Macro)	3 cr.
IS 470	Security and Risk Management	3 cr.
IS 317	Systems Analysis and Design	3 cr.
MG 352	Principles of Management	3 cr.
MG 365	Organizational Behavior	3 cr.
CS/IS	Elective (Any 3-credit CS/IS course level 300 or above that is not required by this specialty area)	
	OR	3 cr.
AR 427	Web Page Design	

*Select two courses from this list:***6 cr.**

AC 202	Principles of Accounting II	
MK 351	Principles of Marketing	
FI 360	Financial Management	
MK 385	Consumer Behavior	
MG 495	Business Policy	
HR 422	Organizational Development and Change	
CA 104	Interpersonal Communication I	
EC 315	Intermediate Statistical Analysis	

**TOTAL****66 cr.**

# Interior Design

This program is offered through:

**B.A.**



“The professional interior designer is qualified by education, experience and examination to enhance the function and quality of interior spaces for the purpose of improving the quality of life, increasing productivity and protecting the health, safety and welfare of the public.”  
(Foundation for Interior Design Education and Research.)

Students majoring in Interior Design at Park University combine the common body of knowledge in interior design with the intellectual development found in a liberal arts education. A sequence of design studios and graphic communications studios with supporting lecture courses provides the practical content integral to the profession. Park University education, combined with work experience, will enable students to sit for the National Council for Interior Design Qualifications examination and become registered interior designers.

## Requirement for Major - 69 hours, 2.0 GPA

### *Freshman Core:*

15 cr.

- AR 115 Introduction to the Visual Arts (3 cr.)
- AR 150 Drawing I (3 cr.)
- AR 203 Three-Dimensional Design (3 cr.)
- AR 204 Two-Dimensional Design: Black & White (3 cr.)
- AR 208 Color Theory

### *Interior Design Curriculum:*

54 cr.

- AR 290 Interior Design Materials and Resources (3 cr.)
- AR 292A Interior Design Studio I: Visual Communications (3 cr.)
- AR 292B Interior Design Studio I: Introduction to Interior Design (3 cr.)
- AR 296 Textiles for Interior Design (3 cr.)
- AR 298 History of the Designed Environment I:  
Antiquity to Mid-Nineteenth Century (3 cr.)
- AR 299A Interior Design Studio II: Fundamentals of Interior Design (3 cr.)
- AR 299B Interior Design Studio II: Drawing Systems I (3 cr.)
- AR 390 History of the Designed Environment II:  
Mid-Nineteenth Century to the Present (3 cr.)
- AR 392 Human Factors in Interior Design (3 cr.)
- AR 393 Lighting Fundamentals for Interior Design (3 cr.)
- AR 396A Interior Design Studio III: Drawing Systems II (3 cr.)
- AR 396B Interior Design Studio III: Furniture Design (3 cr.)
- AR 397A Interior Design Studio IV: Visual Communications II (3 cr.)
- AR 397B Interior Design Studio IV: Office Design (3 cr.)
- AR 491 Interior Design Professional Practice (3 cr.)
- AR 495 Building Construction Systems (3 cr.)
- AR 498 Senior Seminar I: Thesis (3 cr.)
- AR 499 Senior Seminar II: Project and Portfolio (3 cr.)

**TOTAL**

**69 cr.**



**Portfolios:**

All graduating art and design majors are required to individually document (either by means of color slide photography or digital photography) selected examples of their best work. These final portfolios are to be submitted to their major advisors as part of their Senior Seminar. These slides, CDs, zip disks, etc. will remain the property of the Department of Art and Design.

**Art Supplies:**

Art and Design majors must plan, when preparing their yearly educational budgets, to spend at least \$250 per semester on art supplies. All studio art courses require varying amounts of personal equipment and supplies. Studio fees collected at registration for some art courses provide only a portion of the supplies needed. Supply lists will be provided on the first day of classes. The only exceptions are *AR100* and *ceramic classes* for which the studio fee provides most of the supplies.

## Legal Studies

This program is offered through:

**B.A. | Minor**



The Bachelor's Degree in Legal Studies is meant to prepare students to be successful in law school or in graduate schools leading to legal careers.

The program emphasizes critical thinking, logical reasoning, and analysis of contemporary legal and social issues, reading and writing. The internship allows students to see the practical application of their studies.

### Requirements for Major - 54-63 hours, 2.5 GPA

AC 201	Principles of Accounting	3 cr.
CJ 105	Criminal Law	3 cr.
CJ 400	Constitutional Law in Criminal Justice	3 cr.
EC 141	Principles of Economics I (Macro)	3 cr.
	OR	
EC 142	Principles of Economics II (Micro)	3 cr.
EN 319	Modern Literature	3 cr.
EN	English Elective above 300	3 cr.
MG 260	Business Law I	3 cr.
MG 261	Business Law II	3 cr.
PH 211	Fundamentals of Logic	3 cr.
PO 100	American Politics and Citizenship	3 cr.
PO 200	American National Government	3 cr.
PO 220	History of Political Philosophy	3 cr.
PO 302	Legal Analysis	3 cr.
PO 303	Legal History	3 cr.
PO 304	Constitutional Law	3 cr.
PO 329	Law School and LSAT Preparation	3 cr.
PO 440	Senior Project in Legal Studies	3 cr.
PO 450	Internship	3-12 cr.
<b>TOTAL</b>		<b>54-63 cr.</b>

#### *Senior Examinations:*

Students must pass both of the following:

- A four to six hour written comprehensive examination in Political Science.
- A one to one and a half hour oral comprehensive examination in Political Science.

### Requirements for Minor - 18 hours, 2.5 GPA

PO 100, PO 200, PO 302, PO 304, or EC 141 or EC 142, and PH 316

*Senior Examination:* Students must pass a one to one and a half hour written comprehensive examination in Political Science.

## Liberal Arts

This program is offered through:

A.A. | B.A.



SCHOOL OF EXTENDED LEARNING  
(SELECTED CAMPUSES)



KANSAS CITY 8 WEEK PROGRAM

### ASSOCIATE OF ARTS (School of Extended Learning)

27 credits in the major field distributed as follows:

CS 140	Introduction to Computers	3 cr.
EN 201	Introduction to Literature	3 cr.
EN 317	Earlier American Literature	3 cr.
EN 318	Later American Literature	3 cr.
HI 205	Themes in American History, 1492-1865	3 cr.
HI 206	Themes in American History, 1865-1945	3 cr.
HU 211	Introduction to the Humanities	3 cr.
HU 212	Introduction to the Arts	3 cr.
PH 101	Introduction to Philosophical Thinking	3 cr.

**TOTAL**

**27 cr.**

### BACHELOR OF ARTS (School of Extended Learning and Kansas City 8 Week Program)

An understanding of the basic elements of modern civilization is important to making informed decisions. The program in liberal arts provides a variety of experiences in the various aspects of a liberal arts education. Courses are provided to cover topics in the Humanities, Social Sciences, Natural and Applied Sciences, and Mathematics, with each area contributing to a fundamental understanding of our world today.

51 credits in the major field distributed as follows:

CA 104	Interpersonal Communication	3 cr.
CA 218	Public Relations	3 cr.
CS 140	Introduction to Computers	3 cr.
EN 201	Introduction to Literature	3 cr.
EN 311	Creative Writing	3 cr.
EN 317	Earlier American Literature	3 cr.
EN 318	Later American Literature	3 cr.
EN 319	Modern Literature	3 cr.
HI 202	Europe, 1914-1950s	3 cr.
HI 205	Themes in American History, 1492-1865	3 cr.
HI 206	Themes in American History, 1865-1945	3 cr.
HU 211	Introduction to the Humanities	3 cr.
HU 212	Introduction to the Arts	3 cr.
PH 101	Introduction to Philosophical Thinking	3 cr.
PH 221	Ethics and Society	3 cr.
PH 307	Analytical Thinking	3 cr.
PH 311	History of Ideas	3 cr.

**TOTAL**

**51 cr.**

## Liberal Studies

This program is offered through:

**B.A.**



The liberal studies major allows the student a major composed of various disciplines rather than one discipline only. It therefore emphasizes breadth, while requiring a concentration of 15 credits in a single discipline. It is intended that, by broadening the student's cultural perspective, heightening the student's analytical powers, and providing models for understanding experience, the liberal studies major will make a valuable contribution to whatever vocation the students elects. It may be taken along with vocational courses, or as a second major, or as preparation for a graduate or professional degree.

### Requirements for Major - 51 hours, 2.0 GPA

*Core Curriculum:*

15 cr.

- LS 211 Introduction to the Humanities (3 cr.)
- LS 212 Introduction to the Arts (3 cr.)
- LS 301 Contemporary Issues (3 cr.)
- LS 400 Senior Project (3 cr.) (3 cr.)

*Any two of the following:*

6 cr.

- EN 319 Modern Literature (3 cr.)
- EN 351 Foundations of Literature (3 cr.)
- EN 450 Romanticism in Literature (3 cr.)
- HI 320 Ancient Greeks and the Classical Tradition (3 cr.)
- HI 321 19th Century Romantics & the Romantic Tradition (3 cr.)
- HI 322 Modernism in the 20th Century (3 cr.)
- PH 316 Philosophy and Skepticism (3 cr.)
- PO 216 International Relations (3 cr.)

*Concentration in one of these disciplines:*

15 cr.

History, Philosophy, Religion, English, Communication Arts, Art, Music, or Theatre. (Concentrations in Art, Music, and Theatre are not available through Park Accelerated Programs or Portfolio).

*Upper-level electives chosen from among the following disciplines, but not in the discipline of the concentration:*

9 cr.

History, Philosophy, Religion, English, Communication Arts, Art, Music, or Theatre.

*Modern Language:*

6 cr.

Parkville Daytime Campus Center students will meet this requirement by satisfying the modern language graduation requirement. Park Accelerated Program and Portfolio will satisfy this requirement by taking six credit hours of modern or classical language courses, not necessarily in one language.

**TOTAL**

**51 cr.**

**Senior Oral Examination:**

All Majors must pass a two-hour oral examination covering the above concentrations (including the student's official area of concentration and one other to be selected by the student.) The examination should be taken a full semester prior to graduation for Parkville Daytime Campus Center students or a full term prior to graduation for Park Accelerated Program and Portfolio students. This allows for retake of the examination during the student's last semester/term in case of failure. The examination board will be composed of five members including the liberal studies department chair/program coordinator, the Park Accelerated Program-Parkville Campus Center Director, one faculty member from each concentration to be examined, and one other person selected by the candidate.

*STIPULATIONS:*

1. The senior project normally is in the discipline of concentration, but may be interdisciplinary. It is proposed by the student and completed through Independent study.
2. Courses counted toward the 51-hour major requirement may not be used to fulfill the Liberal Learning (LL) requirement.

# Management

This program is offered through:

A.S. | B.S.



## ASSOCIATE OF SCIENCE (School of Extended Learning and Kansas City 8 Week Program) 30 credits in the major field distributed as follows:

AC 201	Principles of Accounting I	3 cr.
AC 202	Principles of Accounting II	3 cr.
CS 140	Introduction to Computers	3 cr.
EC 141	Principles of Economics I (Macro)	3 cr.
EC 142	Principles of Economics II (Micro)	3 cr.
MA 120	Basic Concepts of Statistics	3 cr.
MG 260	Business Law I	3 cr.
MG 261	Business Law II	3 cr.
MG 352	Principles of Management	3 cr.
MG 365	Organizational Behavior	3 cr.

**TOTAL** 30 cr.

## BACHELOR OF SCIENCE (School of Extended Learning, School of Online Learning, Kansas City 8 Week Program, and Portfolio)

Students taking the Management core receive a broad education covering the major functional areas of management. This degree will help a student prepare for business or government leadership and provide him/her with knowledge and skills desired by all types of employers. It will also give one the background to organize and manage his/her own family business. Graduates in Management typically find jobs in business such as production management, personnel management, marketing management, or financial management. The intent of this program is also to meet the educational needs of students who intend to enroll in graduate work in business administration. The program is designed to provide the student with the necessary background to satisfy the demands for alternatives while at the same time developing a breadth of knowledge in the liberal arts tradition.

**54 credits in the major field distributed as follows:**

AC 201	Principles of Accounting I	3 cr.
AC 202	Principles of Accounting II	3 cr.
CS 140	Introduction to Computers	3 cr.
EC 141	Principles of Economics I	3 cr.
EC 142	Principles of Economics II	3 cr.
EC 301	Intermediate Macroeconomics	3 cr.
EC 315	Intermediate Statistical Analysis	3 cr.
FI 360	Financial Management	3 cr.
FI 363	Financial Institutions and Markets	3 cr.
MA 120	Basic Concepts of Statistics	3 cr.

MG 260	Business Law I	3 cr.
MG 261	Business Law II	3 cr.
MG 352	Principles of Management	3 cr.
MG 365	Organizational Behavior	3 cr.
MG 375	Production and Operations Management	3 cr.
MG 420	Labor Relations	3 cr.
MG 495	Business Policy	3 cr.
MK 351	Principles of Marketing	3 cr.
<b>TOTAL</b>		<b>54 cr.</b>

## Management/Accounting

This program is offered through:

A.S. | B.S.



### ASSOCIATE OF SCIENCE 33 credits in the major field distributed as follows:

AC 201	Principles of Accounting I	3 cr.
AC 202	Principles of Accounting II	3 cr.
AC 309	Individual Income Tax	3 cr.
AC 315	Cost Accounting	3 cr.
CS 140	Introduction to Computers	3 cr.
EC 141	Principles of Economics I (Macro)	3 cr.
EC 142	Principles of Economics II (Micro)	3 cr.
FI 360	Financial Management	3 cr.
MA 120	Basic Concepts of Statistics	3 cr.
MG 260	Business Law I	3 cr.
MG 352	Principles of Management	3 cr.

**TOTAL** **33 cr.**

### BACHELOR OF SCIENCE

The management/accounting major is designed to prepare students for a professional career in public accounting, managerial accounting, tax accounting, or governmental accounting. The curriculum stresses professional ethics. It is excellent preparation for graduate study in accounting, business administration, or law.

### 69 credits in the major field distributed as follows:

AC 201	Principles of Accounting I	3 cr.
AC 202	Principles of Accounting II	3 cr.
AC 309	Individual Income Tax	3 cr.
AC 312	Business Income Tax	3 cr.
AC 315	Cost Accounting	3 cr.
AC 320	Intermediate Accounting I	3 cr.
AC 325	Intermediate Accounting II	3 cr.
AC 420	Advanced Accounting I	3 cr.
AC 425	Advanced Accounting II	3 cr.
AC 430	Auditing	3 cr.
CS 140	Introduction to Computers	3 cr.
EC 141	Principles of Economics I (Macro)	3 cr.
EC 142	Principles of Economics II (Micro)	3 cr.
EC 315	Intermediate Statistical Analysis	3 cr.
FI 360	Financial Management	3 cr.
MA 120	Basic Concepts of Statistics	3 cr.
MG 260	Business Law I	3 cr.
MG 261	Business Law II	3 cr.
MG 352	Principles of Management	3 cr.



MG 365	Organizational Behavior	3 cr.
MG 375	Productions and Operations Management	3 cr.
MG 495	Business Policy	3 cr.
MK 351	Principles of Marketing	3 cr.
<b>TOTAL</b>		<b>69 cr.</b>

## Management/Aviation

This program is offered through:

A.S. | B.S.



### ASSOCIATE OF SCIENCE

27 credits in the major field distributed as follows:

AC 201	Principles of Accounting I	3 cr.
AV 103	Air Transportation	3 cr.
AV 104	General Aviation Management	3 cr.
AV 262	Aviation Marketing	3 cr.
AV 267	Aviation Law and Regulations	3 cr.
CS 140	Introduction to Computers	3 cr.
MA 120	Basic Concepts of Statistics	3 cr.
MG 352	Principles of Management	3 cr.
MG 365	Organizational Behavior	3 cr.
<b>TOTAL</b>		<b>27 cr.</b>

### BACHELOR OF SCIENCE

This degree program will prepare graduates for aviation-related managerial and supervisory positions in industry and government. In government, positions with the Federal Aviation Agency, U.S. Department of Transportation, State, County and City aviation authorities and regulatory agencies, require a knowledge of aviation industry practices, problems, law, economics, safety, and managerial principles. In industry, graduates will seek managerial and administrative careers with airlines, air cargo, airport management, fixed-based operations, aviation supply and maintenance firms, and in aviation sales and marketing. A bachelor's degree is considered by many airlines as added requirement for pilot positions, and this aviation-related degree program will fulfill that prerequisite.

57 credits in the major field distributed as follows:

AC 201	Principles of Accounting I	3 cr.
AC 202	Principle of Accounting II	3 cr.
AV 103	Air Transportation	3 cr.
AV 104	General Aviation Management	3 cr.
AV 262	Aviation Marketing	3 cr.
AV 267	Aviation Law and Regulations	3 cr.
AV 370	Airline Management	3 cr.
AV 402	Special Topics in Aviation Management	3 cr.
AV 403	Airport Management	3 cr.
AV 426	Aviation Safety	3 cr.
AV 428	Senior Project in Aviation Management	3 cr.
CS 140	Introduction to Computers	3 cr.
EC 315	Intermediate Statistical Analysis	3 cr.
MA 120	Basic Concepts of Statistics	3 cr.
MG 352	Principles of Management	3 cr.
MG 365	Organizational Behavior	3 cr.
MG 420	Labor Relations	3 cr.
MG 495	Business Policy	3 cr.
PO 330	Public Administration	3 cr.
<b>TOTAL</b>		<b>57 cr.</b>

## Management/Computer Information Systems

This program is offered through:

**B.S.**



Today, to be a successful manager one needs to understand how computers can be used to support the organization as a whole as well as for the individual worker. This major specifically prepares the student in computer usage while enhancing knowledge and tools of business management and organizational theory. It is both a theoretical and practical program which can prepare the student for careers in computer management, systems applications and other computer related positions in business, government, and industry.

### 66 credits in the major field distributed as follows:

AC 201	Principles of Accounting I	3 cr.
AC 202	Principles of Accounting II	3 cr.
CS 140	Introduction to Computers	3 cr.
CS 151	Introduction to Programming	3 cr.
	Electives (any two three-credit CS/IS courses that are not in this list of required courses.)	6 cr.
CS 219	Programming Fundamentals	3 cr.
CS 360	Database Management	3 cr.
CS 365	Computer Networking	3 cr.
EC 141	Principles of Economics I (Macro)	3 cr.
EC 142	Principles of Economics II (Micro)	3 cr.
EC 315	Intermediate Statistical Analysis	3 cr.
FI 360	Financial Management	3 cr.
IS 205	Managing Information Systems	3 cr.
IS 315	Computer Systems Analysis & Design I	3 cr.
IS 316	Computer Systems Analysis & Design II	3 cr.
MA 120	Basic Concepts of Statistics	3 cr.
MG 352	Principles of Management	3 cr.
MG 365	Organizational Behavior	3 cr.
MG 375	Production and Operations Management	3 cr.
MG 495	Business Policy	3 cr.
MK 351	Principles of Marketing	3 cr.
<b>TOTAL</b>		<b>66 cr.</b>

## Management/Engineering Administration

This program is offered through:

**B.S.**



SCHOOL OF EXTENDED LEARNING  
(SELECTED CAMPUSES)

The Bachelor of Science degree in Engineering Administration has an “applied” orientation whereby the student is prepared to put to practical use the knowledge gained from the program. Courses in the program are designed to develop technical, administrative, and leadership skills required in managing construction personnel and activities. Skills developed in the program may be applied to management career in private construction company, as an owner, in preparing for senior management careers in a large construction firm, or in managing construction personnel and projects within a military environment.

### 72 credits in the major field distributed as follows:

AC 201	Principles of Accounting I	3 cr.
AC 202	Principles of Accounting II	3 cr.
CO 111	Intro. To Eng. Const. Tech/Design/and Materials	3 cr.
CO 121	Plans Analysis	3 cr.
CO 215	Construction Safety and Health	3 cr.
CO 225	Building Codes	3 cr.
CO 235	Construction Planning	3 cr.
CO 245	Construction Estimating	3 cr.
CO 360	Critical Path Analysis	3 cr.
CS 140	Introduction to Computers	3 cr.
EC 142	Principles of Economics II (Micro)	3 cr.
EC 315	Intermediate Statistical Analysis	3 cr.
EG 360	Environmental Impact of Engineering	3 cr.
EG 390	Eng. Admin. Decision-Making Models	3 cr.
EG 470	Engineering Administration Economics	3 cr.
EG 491	Senior Seminar in Engineering Administration	3 cr.
FI 360	Financial Management	3 cr.
HR 353	Introduction to Human Resources Management	3 cr.
MA 120	Basic Concepts of Statistics	3 cr.
MG 260	Business Law I	3 cr.
MG 352	Principles of Management	3 cr.
MG 375	Production and Operations Management	3 cr.
MG 420	Labor Relations	3 cr.
MG 495	Business Policy	3 cr.

**TOTAL**

**72 cr.**

## Management/Finance

This program is offered through:

**B.S.**



SCHOOL OF EXTENDED LEARNING  
(SELECTED CAMPUSES)



KANSAS CITY 8 WEEK PROGRAM

This program is designed to impart an understanding of the various areas and principles of finance and provide the student with a body of specialized knowledge and analytical methods. The intent of the program is to meet the educational needs of students who wish to pursue careers in private or public organizations or graduate studies in finance or business administration. In addition, the finance curriculum should be of interest to students wishing to enhance their academic background.

### 63 credits in the major field distributed as follows:

AC 201	Principles of Accounting I	3 cr.
AC 202	Principles of Accounting II	3 cr.
CS 140	Introduction to Computers	3 cr.
EC 141	Principles of Economics I (Macro)	3 cr.
EC 142	Principles of Economics II (Micro)	3 cr.
EC 301	Intermediate Macroeconomics	3 cr.
EC 315	Intermediate Statistical Analysis	3 cr.
FI 360	Financial Management	3 cr.
FI 363	Financial Institutions and Markets	3 cr.
FI 410	Problems in Corporate Finance	3 cr.
FI 415	Financial Analysis and Planning	3 cr.
FI 417	Investment Analysis and Management	3 cr.
MA 120	Basic Concepts of Statistics	3 cr.
MG 352	Principles of Management	3 cr.
MG 260	Business Law I	3 cr.
MG 261	Business Law II	3 cr.
MG 365	Organizational Behavior	3 cr.
MG 375	Production and Operations Management	3 cr.
MG 495	Business Policy	3 cr.
MK 351	Principles of Marketing	3 cr.

*One course from the following:* 3 cr.

EC 405	Public Finance (3 cr.)
FI 201	Personal Financial Management (3 cr.)
FI 325	Risk and Insurance (3 cr.)
FI 425	Principles of Real Estate (3 cr.)
FI 430	Public Financial Management (3 cr.)
IB 431	International Finance (3 cr.)

**TOTAL**

**63 cr.**

## Management/Health Care

This program is offered through:

**B.S.**



The intent of this program is to meet the educational needs of students who intend to pursue active careers in health care fields or enroll in graduate work in health administration. This program is designed to provide the student with the necessary background to satisfy the demands of either alternative while at the same time developing a breadth of knowledge in the liberal arts tradition.

### 66 credits in the major field distributed as follows:

AC 201	Principles of Accounting I	3 cr.
AC 202	Principles of Accounting II	3 cr.
BI 214	Personal and Community Health	3 cr.
CS 140	Introduction to Computers	3 cr.
EC 141	Principles of Economics I (Macro)	3 cr.
EC 142	Principles of Economics II (Micro)	3 cr.
EC 315	Intermediate Statistical Analysis	3 cr.
FI 360	Financial Management	3 cr.
HC 260	Legal Issues in Health Care Delivery	3 cr.
HC 351	Organ. & Admin. of Health Care Programs	3 cr.
HC 451	Health Care and the Political Process	3 cr.
HC 465	Basic Issues in Community Based Health Care Delivery	3 cr.
HC 491	Senior Seminar in Health Care Management	3 cr.
HR 353	Introduction to Human Resources Management	3 cr.
MA 120	Basic Concepts of Statistics	3 cr.
MG 352	Principles of Management	3 cr.
MG 365	Organizational Behavior	3 cr.
MG 420	Labor Relations	3 cr.
MG 495	Business Policy	3 cr.
MK 351	Principles of Marketing	3 cr.

*The student is required to take two of the following courses:* 6 cr.

HC 461	The Hospital and The Community (3 cr.)
HC 463	Third Party Reimbursement & Risk Management (3 cr.)
HC 466	Planning & Organizing Community Health Services (3 cr.)
PS 301	Social Psychology (3 cr.)

**TOTAL**

**66 cr.**

## Management/Human Resources

This program is offered through:

**B.S.**



SCHOOL OF EXTENDED LEARNING  
(SELECTED CAMPUSES)



KANSAS CITY 8 WEEK PROGRAM



SCHOOL OF ONLINE LEARNING

This program focuses on the study of organizations and the use of personnel as a primary institutional resource. Emphasis is placed on a behavioral science/management approach in which the understanding of individual behavior and group processes is combined with the techniques of the management of personnel within an organization. This interdisciplinary approach draws from the fields of Management, Social Psychology, and Organizational Behavior to create skills in interpersonal and intergroup relations.

### 63 credits in the major field distributed as follows:

AC 201	Principles of Accounting I	3 cr.
AC 202	Principles of Accounting II	3 cr.
CA 104	Interpersonal Communications	3 cr.
CS 140	Introduction to Computers	3 cr.
EC 141	Principles of Economics I (Macro)	3 cr.
EC 142	Principles of Economics II (Micro)	3 cr.
EC 315	Intermediate Statistical Analysis	3 cr.
FI 360	Financial Management	3 cr.
HR 353	Intro. to Human Resources Management	3 cr.
HR 422	Organizational Development & Change	3 cr.
HR 434	Compensation Management	3 cr.
HR 491	Senior Seminar in Human Resources Development	3 cr.
MA 120	Basic Concepts of Statistics	3 cr.
MG 352	Principles of Management	3 cr.
MG 365	Organizational Behavior	3 cr.
MG 420	Labor Relations	3 cr.
MG 495	Business Policy	3 cr.
MK 351	Principles of Marketing	3 cr.
PS 206	Introduction to Guidance and Counseling	3 cr.
PS 301	Social Psychology	3 cr.
PS 302	Tests and Measurements	3 cr.

**TOTAL**

**63 cr.**

\* Not currently offered as an online course.

## Management/Logistics

This program is offered through:

A.S. | B.S.



### ASSOCIATE OF SCIENCE 36 credits in the major field distributed as follows:

AC 201	Principles of Accounting I	3 cr.
AC 202	Principles of Accounting II	3 cr.
CS 140	Introduction to Computers	3 cr.
EC 141	Principles of Economics I (Macro)	3 cr.
EC 142	Principles of Economics II (Micro)	3 cr.
LG 324	Contract Management and Law	3 cr.
LG 415	Quality Control	3 cr.
LG 424	Purchasing and Vendor Management	3 cr.
LG 426	Logistics Management	3 cr.
MA 120	Basic Concepts of Statistics	3 cr.
MG 352	Principles of Management	3 cr.
MG 260	Business Law I	3 cr.
<b>TOTAL</b>		<b>36 cr.</b>

### BACHELOR OF SCIENCE

The Bachelor of Science Management/Logistics is a program designed to meet the educational and professional needs of students who wish to pursue careers in operations and/or industrial management with emphasis on logistical processes, systems, and functions. The program focuses on the study of theories, concepts, practices, and techniques in both general management and the management of logistics systems. In addition, the program is designed to provide the student with the necessary preparation for graduate work in business administration and to assist with further advanced study and experience in preparing for the professional certification sponsored by the American Production and Inventory Control Society and the National Association of Purchasing Management.

### 75 credits in the major field distributed as follows:

AC 201	Principles of Accounting I	3 cr.
AC 202	Principles of Accounting II	3 cr.
AC 315	Cost Accounting	3 cr.
CA 103	Public Speaking	3 cr.
CS 140	Introduction to Computers	3 cr.
EC 141	Principles of Economics I (Macro)	3 cr.
EC 142	Principles of Economics II (Micro)	3 cr.
EC 315	Intermediate Statistical Analysis	3 cr.
EN 306A	Professional Writing in the Disciplines: Scientific and Technical Writing	3 cr.
	OR	
EN 306B	Professional Writing in the Disciplines: Business Communications	3 cr.
FI 360	Financial Management	



HR 353	Introduction to Human Resource Management	3 cr.
LG 201	Systems Engineering and Analysis	3 cr.
LG 302	Logistics Engineering	3 cr.
LG 312	Transportation and Distribution Systems	3 cr.
LG 324	Contract Management and Law	3 cr.
LG 415	Quality Control	3 cr.
LG 424	Purchasing and Vendor Management	3 cr.
LG 426	Logistics Management	3 cr.
MA 120	Basic Concepts of Statistics	3 cr.
MG 352	Principles of Management	3 cr.
MG 260	Business Law I	3 cr.
MG 365	Organizational Behavior	3 cr.
MG 375	Production and Operations Management	3 cr.
MG 495	Business Policy	3 cr.
MK 351	Principles of Marketing	3 cr.
<b>TOTAL</b>		<b>75 cr.</b>

## Management/Marketing

This program is offered through:

**B.S.**



This program is designed to provide students an in-depth understanding of the various marketing disciplines. The marketing major will provide students with the skills and knowledge necessary to find jobs in advertising, personal selling, marketing management, international marketing, retailing, marketing research and transportation among other careers. The curriculum is designed to cover trends in business and industry while considering professional ethics and social responsibility. A number of students with this major move to graduate study in management, marketing or other business specialties.

### 60 credits in the major field distributed as follows:

AC 201	Principles of Accounting I	3 cr.
AC 202	Principles of Accounting II	3 cr.
CS 140	Introduction to Computers	3 cr.
EC 141	Principles of Economics I (Macro)	3 cr.
EC 142	Principles of Economics II (Micro)	3 cr.
EC 315	Intermediate Statistical Analysis	3 cr.
FI 360	Financial Management	3 cr.
MA 120	Basic Concepts of Statistics	3 cr.
MG 352	Principles of Management	3 cr.
MG 260	Business Law I	3 cr.
MG 261	Business Law II	3 cr.
MG 365	Organizational Behavior	3 cr.
MG 495	Business Policy	3 cr.
MK 351	Principles of Marketing	3 cr.
MK 385	Consumer Behavior	3 cr.
MK 395	International Marketing	3 cr.
MK 401	Sales Management	3 cr.
MK 411	Marketing Management	3 cr.
MK 455	Promotional Policies and Strategies	3 cr.
MK 491	Seminar in Marketing	3 cr.
<b>TOTAL</b>		<b>60 cr.</b>

# Mathematics

This program is offered through:

**B.A. | Minor**



Mathematics is both a body of knowledge concerning a class of symbols and the relation between them, as a system of thought and communication, as well as the application of that system to other areas of human experience. As a system of thought, it derives from philosophy and provides a language, which has particular beauty and clarity. Applied to other areas of human experience mathematics has provided great power and precision to a wide range of endeavors, and thereby has supplied an essential contribution to the rise of modern civilization. The study of mathematics prepares students for graduate studies in mathematics, related sciences, economics and business administration. Other options include beginning actuarial work, teaching at the secondary level and beginning work in the area of data processing. Third and fourth year MA courses will be determined in consultation with the students advisor.

## Requirements for the Major - Min. 39 hours, 2.0 GPA

MA 210	Calculus and Analytic Geometry I	3 cr.
MA 211	Calculus and Analytic Geometry II	3 cr.
MA 212	Calculus and Analytic Geometry III	3 cr.
MA 213	Calculus and Analytic Geometry IV	3 cr.
MA 301	Mathematical Thought	3 cr.
MA 305	Probability	3 cr.
MA 311	Linear Algebra	3 cr.
MA 312	Abstract Algebraic Structures	3 cr.
MA 450	Seminar in Mathematics	3 cr.

*At least four courses of the following:* 12 cr.

MA 302	Ordinary Differential Equations (3 cr.)
MA 350	History of Mathematics (3 cr.)
MA 360	Modern Geometries (3 cr.)
MA 370	Number Theory (3 cr.)
MA 380	Mathematical Statistics (3 cr.)
MA 401	Analysis (3 cr.)
MA 402	Topology (3 cr.)
MA 406	Special Topics (3 cr.)

**TOTAL** 39 cr.

**Written or oral examinations may be required for the major.  
Two semesters of French or German are recommended.**

*Recommended major courses for the Secondary Teachers:*

The core requirements and MA 312, MA 360, MA 370, MA 406 (Enrichment Topics)

*Recommended major courses for actuarial or other technical preparations:*

The core requirements and MA 370, MA 380, MA 401, MA 406 (Selected Problems)

*Recommended major courses to be coupled with majors in chemistry, biology, physics or other science:*

The core requirements and MA 302, MA 312, MA 380, MA 406 (Selected Problems)

*Recommended major courses to be combined with a major in Computer Science:*

The core requirements and MA 302, MA 312, MA 380, MA 406 (Numerical Analysis)

*(Students doing a double major in mathematics and computer science should seriously consider the major in computational sciences.)*

*Recommended major courses for the student preparing for graduate study in Mathematics:*

The core requirements and MA 312, MA 380, MA 401, MA 406 (Numerical Analysis)

### **Requirement for Minor-19-21 hours with a minimum 2.0 G.P.A.**

MA210, MA211, MA212, and four additional courses numbered at the 205 level or above.

**Written or oral examinations may be required for the minor.**

*Curricular concentration for the elementary teacher:*

Any 21 hours selected from the MA-prefixed courses will suffice. Recommended: MA110, MA120, MA131, MA210, MA311, MA370, MA406 (Enrichment topics).

## Medical Records Management

This program is offered through:

**A.S.**



SCHOOL OF EXTENDED LEARNING  
(SELECTED CAMPUSES)

This program does not lead to certification by AHIMA

**33 credits in the major field distributed as follows:**

BI 210	The Human Body	3 cr.
CS 140	Introduction to Computers	3 cr.
HC 250	Principles of the Health Care Process	3 cr.
HC 260	Legal Issues in Health Care Delivery	3 cr.
MA 120	Basic Concepts of Statistics	3 cr.
MG 352	Principles of Management	3 cr.
MR 205	Medical Terminology I	3 cr.
MR 206	Medical Terminology II	3 cr.
MR 220	Coding	3 cr.
MR 242	Medical Records I	3 cr.
MR 243	Medical Records II	3 cr.
<b>TOTAL</b>		<b>33 cr.</b>

## Music

This program is offered through:

B.A. | Minor



The objective of the music curriculum is to develop within students, excellence in creating, performing, and appreciating music. The program's course offerings provide the opportunity to: (1) pursue careers in music; (2) develop one's perception of the intrinsic aesthetic values within musical expression; (3) understand the interrelatedness of music to culture; (4) prepare for service in local and global community; and (5) relate music to life-long learning.

The program serves the total student body by providing ensembles, lessons, and courses, which are open to all students. Also, the program makes available to the student body concerts and recitals throughout the year in the Graham Tyler Memorial Chapel.

Programs of study for students choosing music are a Bachelor of Arts in Music with an Emphasis in Applied or General Music, or Music Minor with Emphasis in Applied, Music History or Music Theory.

### Requirements for Major - 66-77 hours, 2.0 GPA

#### *Core Curriculum:*

MU 115	Computer Music Editing	1 cr.
MU 160	Introduction to Music Theory (lab required)	4 cr.
MU 161	Music Theory (lab required)	4 cr.
MU 240	Advanced Music Theory I (lab required)	4 cr.
MU 241	Advanced Music Theory II (lab required)	4 cr.
MU 341	Choral Conducting	3 cr.
MU 345	Music History: Medieval, Renaissance, and Baroque	3 cr.
MU 346	Music History: Classic, Romantic and Modern	3 cr.
MU 365	Orchestration	3 cr.
MU 465	Counterpoint	3 cr.
MU 470	Forms and Analysis	3 cr.

#### Applied Emphasis:

Designed for students interested in music performance and private studio teaching

Major performance medium		16cr.
Ensemble		8 cr.
Voice Majors: MU 331	Diction for Singers	3 cr.
Voice Majors: MU 372	Voice Methods (or pedagogy)	3 cr.
(Voice majors must take University French, German or Italian as their language requirement)		
Piano Majors: MU 373	Piano Methods (or pedagogy)	3 cr.
Piano Majors:	Three elective upper division music credits	3 cr.
Other instrument majors:	MU 374 Directed Study-Methods	3 cr.
Other instrument majors:	Three elective upper division music credits	3 cr.

One recital during each the junior and senior year.

General Music Emphasis:

Designed to give the student a general background in music, a working knowledge of its elements and, as a cultural artifact, its place in the global community.

Major Applied	8 cr.
Ensemble	8 cr.
MU 261 Introduction to Music II: Music of the World	3 cr.
MU 359 Folk Music in America	3 cr.
MU 415 Independent Study in Music	3 cr.

*Two multi-cultural courses selected from* 6 cr.

AR 317	World Art
EN 351	Foundations of Literature
EN 355	American Ethnic Literature
HI 315	Contemporary Europe
HI 319	Russia in the 20th Century
HI 340	Japan: Modernization of a Traditional People
HI 370	The American Indian
HI 375	The American Frontier
LA 305	History and Culture of Latin America
LA 306	History and Culture of Mexico
LA 307	History and Culture of South America
LA 308	History and Culture of Central America and the Caribbean
PH 217	Ancient and Medieval Philosophy
PH 316	Modern Philosophy
PH 321	Eastern Philosophy
RE 109	World Religions
RE 223	Ancient Christianity
RE 305	Traditional Religions of Africa

**Additionally, music majors are required to:**

- \* Participate in a minimum of one ensemble each semester
- \* Participate in four semesters in the major ensemble appropriate for their performance medium
- \* Study privately each semester in their performance medium (voice or instrument). An additional fee required.
- \* Pass a juried examination in their performance medium each semester. A minimum of six examinations must be on file to qualify for graduation in music. Exceptions will only be by permission from the Music Program Director
- \* Pass a keyboard proficiency (determined by examination)
- \* Attend ten approved recitals or concerts during each semester (determined by instructor of major performance medium)

## Music Minor

### Requirements: 24-27 hours, 2.0 GPA

Core Curriculum:

MU 115	Computer Music Editing	1 cr.
MU 160	Introduction to Music Theory	4 cr.
MU 161	Music Theory (lab required)	4 cr.
MU 415	Independent Study in Music	3 cr.

Performance Emphasis:

Applied Music	8 cr.
Ensemble	4 cr.
Select one of the following:	3 cr.
MU 345	Music History: Medieval, Renaissance and Baroque
MU 346	Music History: Classic, Romantic and Modern

Perform a half recital in the senior year.

Music History Emphasis:

Applied Music	2 cr.
Ensemble	4 cr.
MU 345 Music History: Medieval, Renaissance and Baroque	3 cr.
MU 346 Music History: Classic, Romantic and Modern	3 cr.

Write a major research paper on a topic approved by the Music Program Director

Music Theory Emphasis:

Applied Music	2 cr.
Ensemble	4 cr.
MU 240 Advanced Music Theory I (lab required)	4 cr.
MU 241 Advanced Music Theory II (lab required)	4 cr.

Write an original composition that is subsequently performed in recital

**Additionally music minor are required to:**

- \* Participate in four semesters in the major ensemble appropriate for their performance medium
- \* Pass a juried examination in their performance medium each semester of study. A minimum of two examinations must be on file to qualify for graduation in music. Exceptions will only be by permission from the Music Program Director.
- \* Attend five approved recitals or concerts during each semester (determined by instructor of major performance medium)



# Natural Science

This program is offered through:

**B.A.**



The purpose of the Natural Science major is to give the student a broad background in the natural sciences, while still allowing the coverage of one field in some depth, both for the subject matter and problem solving methods. Completion of the core requirements and the “secondary certification additions” will prepare those who are planning to teach in secondary schools. Completion of the core methods plus the professional science concentration will prepare students to enter most graduate programs in interdisciplinary biology. Those with other career or postgraduate goals should confer with an advisor about additional core work.

## Requirements for Major - 57 hours, 2.0 GPA

*Core Curriculum:*

BI 114	General Biology	4 cr.
BI 225	Botany	4 cr.
BI 306	Biological Literature	
	OR	3 cr.
CH 306	Chemical Bibliography	
CH 107	Introduction to Chemistry I Laboratory	3 cr.
CH 107L	Introduction to Chemistry I	1 cr.
CH 108	Introduction to Chemistry II	3 cr.
CH 108L	Introduction to Chemistry II Laboratory	1 cr.
MA 210	Calculus & Analytic Geometry I*	3 cr.
MA 211	Calculus & Analytic Geometry II*	3 cr.
NS 401	Natural Science Colloquium	2 cr.
PY 205	Introduction to Physics I*	5 cr.
PY 206	Introduction to Physics II*	5 cr.

**Concentration: Complete 20 hours from one of the following four areas: 20 cr.**

*Biology:* BI 226, BI 231, BI 300, BI 301, BI 304, BI 320,  
BI 330, BI 337, BI340, BI 342, BI 344, BI 350, BI 360  
BI 378, BI422, and BI 490

*Chemistry:* CH 310, CH317/317L, CH318, CH318L, CH 321,  
CH 328, CH 329, CH 337/337L, CH 400, CH 407,  
CH 408, CH 429, and CH 490

*Geoscience:* GO 125, GO 130, GO 141, GO 151, GO 200,  
GO 205, GO 215, GO 315, GO 330, and GG 315

*Professional Science:* NS 315 or BI 422 or CH 490 (3), CH 317/317L (4),  
CH 318/318L (4), approved BI or CH upper division  
electives. (9)

**TOTAL**

**57 cr.**

*Students seeking middle school or secondary science teaching certification must complete the following course in addition to the major:*

GO 141	Introduction to Physical Geology	4 cr.
NS 218	Foundations of Science	3 cr.
	OR	
NS 241	Cultural & Historical Aspects of the Scientific Endeavor	3 cr.
	OR	
NS 304	Science, Technology, and Society	
GO 130/		
PY 130	Astronomy	4 cr.
GO 205	Introduction to Meteorology	4 cr.
BI 226	Zoology	4 cr.
BI 378	Ecology	4 cr.
<b>TOTAL</b>		<b>23 cr.</b>

**\* Students seeking middle school science teaching certification should substitute PY 155 and PY 156 for PY 205/PY 206 and MA 141 and a CS elective for MA 210/MA 211 in the major.**

# Nursing

This program is offered through:

A.S.



The Associate Degree in Nursing of the Ellen Finley Earhart Program of Nursing is designed to provide upward mobility and career advancement for Licensed Practical Nurses. This program will prepare the LPN to take the Registered Nurse Licensure Exam (NCLEX-RN) and will serve as a foundation to pursue a baccalaureate degree in nursing. Practical nursing graduates must pass the NCLEX-RN to remain in nursing courses. Admission is limited to 40 students on the Parkville campus. Selection is based on nursing validation test scores and completed files.

All application forms, official transcripts and required references must be received by May

1.

The Nursing Program is also a member of the National League for Nursing Accrediting Commission, which serves as a repository for information about curriculum, tuition and fees for the nation's nursing profession. They may be contacted at the National League for Nursing Accrediting Commission, 61 Broadway, New York, New York 10006; phone 212-363-5555 ext. 153; fax 212-812-0390; website [www.nlnac.org](http://www.nlnac.org).

## SUGGESTED TWO-YEAR PLAN FOR NURSING

### Level I - Programs of Practical Nursing

Park University credit is granted for general courses and areas of nursing taught in state-accredited schools of practical nursing.

#### *General Courses*

BI 120	Anatomy & Physiology	4 cr.
BI 122	Human Nutrition	3 cr.
PS 121	Human Growth & Development	3 cr.

10 cr.

#### *Areas of Nursing (after validation testing)*

NU 101	Fundamentals of Nursing	6 cr.
NU 110	Maternal/Child Nursing	3 cr.
NU 140	Medical/Surgical Nursing	6 cr.

15 cr.

## REQUIREMENTS FOR MAJOR - 69 HOURS

### NURSING COURSES-GPA 2.5

### NON-NURSING COURSES-GPA 2.0

#### *Core Curriculum*

**Level I (by VLE and validation testing)** 25 cr.

### Level II - Parkville Campus

August

NU 200	Nursing Transitions	3 cr.
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## Fall

NU 210	Adult Health Nursing I	3 cr.
NU 220	Adult Health Nursing II	3 cr.
NU 235	Clinical Adult Health Nursing	5 cr.
NU 238	Nursing Health Assessment	3 cr.
EN 105	Writing Strategies and Concepts	3 cr.

## Spring

NU 240	Maternal/Child Health Nursing	3 cr.
NU 255	Mental Health Nursing	3 cr.
NU 265	Clinical Nursing Practice Applications	5 cr.
NU 275	Management & Issues in Nursing	3 cr.
EN 106	Writing Purposes and Research	3 cr.
BI 223	Clinical Microbiology	4 cr.

## May

PS 101	Introduction to Psychology OR	3 cr.
SO 141	Introduction to Sociology OR	
SW 205	Introduction to Social Work OR Any 200-level elective in Psychology or Sociology	

**TOTAL****69 cr.**

A flat rate fee is charged for the A.D.N. (Level II) and includes (partial list):

Tuition for Nursing courses

School Pin

Name Pin

Photographs

Clinical Nursing Fees (includes liability insurance)

Contact the Nursing Program Office for a complete list of expenses.

*Implementation of this curriculum in August, 2005, is pending approval by the  
Missouri State Board of Nursing.*

## Office Management

This program is offered through:

**A.S.**



SCHOOL OF EXTENDED LEARNING  
(SELECTED CAMPUSES)

**21 credits in the major field distributed as follows:**

CS 140	Introduction to Computers	3 cr.
HR 353	Intro. to Human Resources Management	3 cr.
MG 352	Principles of Management	3 cr.
MG 268	Office Administration	3 cr.
MG 271	Principles of Supervision	3 cr.
MG 273	Records Management	3 cr.
MG 365	Organizational Behavior	3 cr.
<b>TOTAL</b>		<b>21 cr.</b>

## Peace Studies

This program is offered through:

**Minor**



Peace Studies encompass the interdisciplinary study of war and the conditions for peace. The focus of the Peace Studies Program consists of three broadly defined areas: the causes and consequences of violence, norms, and institutions of peace. Each of these foci is viewed from an individual, group, and international perspective. Peace Studies is an interdisciplinary minor of 21 credits. While no part of Park University's curriculum is exempt from providing thoughts about peace, focus, structure and context are needed. The Peace Studies courses provide this emphasis, with suggested electives providing complementary material.

### Requirements for Minor - 21 hours, 2.0 GPA

*Twelve hours from the following list of Peace Studies core courses*

12 cr.

- PC 200 Introduction to Peace Studies (3 cr.)
- PC 300 Nations at War: People of Peace (3 cr.)
- PC 315 Global Peace Issues (3 cr.)
- PC 320 The Practice of Peacemaking (3 cr.)
- PC 321 Interpersonal Conflict Resolution (3 cr.)
- PC 385 The History of Peace (3 cr.)

*Nine hours of electives selected from the following:*

9 cr.

BI 301, CA 301, CA 402, EC 309, PH 302, RE 109,  
RE 307, SO 212, SO 302, SO 311, SO 315, SO 402, SO 490

**TOTAL**

**21 cr.**

## Philosophy and Religion

This program is offered through:

**Minor**



The principal objective of philosophy and religion courses is to assist students of all disciplines in their personal quest for meaning, to broaden their understanding of life and to sharpen their analytical powers.

Since they deal with values, meanings and problem solving, philosophy and religion courses also constitute valuable preparation for careers in public and social services and in the business world. Their value in career preparation may be enhanced by taking career-specific courses from other disciplines. Also, these courses may be used as a foundation for a graduate or professional degree.

The concentration in religion has been arranged to give students the opportunity to prepare themselves as effective lay church leaders at the same time they are preparing for careers in other fields.

Concentration in philosophy or religion may be achieved through the Liberal Studies major, the Personal major, the minor in philosophy or the minor in religion. (Note that there is not concentration in philosophy and religion although appropriate courses from the one discipline may be counted in a concentration in the other with departmental approval). Courses are offered on a schedule which allows students to complete requirements for a concentration in either philosophy or religion in any continuous four semesters of residency.

### Requirements for Minor - 18 hours, 2.0 GPA

A concentration of 18 hours in either philosophy or religion (see note above) is approved by the discipline. For the religion minor, RE 103, RE 223 or 224 and RE 109 World Religions or PH 321 Eastern Philosophy are strongly recommended. For the philosophy minor PH 217 Ancient and Medieval Philosophy and/or PH 223 Modern Philosophy, PH 316 Philosophy and Skepticism and an ethics course are strongly recommended.

#### *Pre-Seminary Studies*

A program of courses in preparation for seminary studies, designed to fit the needs of individual students, is available by consultation with the discipline coordinator.

## Political Science

This program is offered through:

B.A. | Minor



The Bachelor's Degree in Political Science provides students with information and abilities to become participative citizens and cope with problems of modern politics. The degree also seeks to prepare well-rounded students for careers in the public sector and to prepare those who seek admission to graduate school.

Specific requirements have been kept to a minimum, with an emphasis on breadth rather than specialization. Analytic skills, especially critical thinking, are stressed in all courses. The Senior Project provides an opportunity for students to develop research skills while the Internship exposes the students to opportunities for practical applications of what they have learned.

### Requirements for Major - 33-42 Hours, 2.0 GPA

EC 315	Statistics for Social & Administrative Sciences	3 cr.
PO 100	American Politics and Citizenship	3 cr.
PO 200	American National Government	
	OR	3 cr.
PO 201	State and Local Government	
PO 210	Comparative Political Systems	
	OR	3 cr.
PO 216	International Relations	
PO 220	History of Political Philosophy	
	OR	3 cr.
PO 221	Political Ideologies	
<i>Two of the following:</i>		6 cr.
PO 310	Parties and Elections (3 cr.)	
PO 320	American Foreign Policy (3 cr.)	
PO 330	Public Administration (3 cr.)	
PO 340	Public Policy (3 cr.)	
PO 350	Special Topics in Politics (3 cr.)	
PO 399	Scope and Methods of Political Science	3 cr.
PO 400	Senior Project in Political Science	3 cr.
PO 405	Senior Thesis	3 cr.
PO 450	Internship	3-12 cr.
<b>TOTAL</b>		<b>33-42 cr.</b>

#### Senior Examinations:

*Students must pass both of the following:*

- A four to six hour written comprehensive examination in Political Science.
- A one to one and a half hour oral comprehensive examination in Political Science.

### Requirements for Minor - 18 hours, 2.0 GPA

PO 100, PO 200 or PO 201, PO 210 or PO 216, PO 220 or PO 221 and two of the following:  
PO 310, PO 320, PO 330, PO 340, PO 350

**Senior Examination:** Students must pass a one to one and a half hour written comprehensive examination in Political Science.



## Pre Law Studies

This program is offered through:



The Association of American Law Schools prescribes no specific curriculum or degree concentration for pre-law studies, but it emphasizes the need for creative and critical thinking, understanding human institutions and values, and clear comprehension of and concise expression in the use of language.

Park University offers students several frameworks within which they may develop the skills necessary to prepare for and succeed in law school. One is the exciting and innovating Legal Studies Program, a challenging interdisciplinary curriculum that emphasizes critical thinking, logical reasoning, and analysis of contemporary and legal social issues, reading and writing. Legal Studies is offered as a concentration in political science. A detailed description of this program appears in the catalogue listing for political science.

Our academic requirements and general education courses also focus on the need to acquire and cultivate skills in the above areas. Pre-law students at Park University may therefore prepare for law school by pursuing any major and minor program of study, but courses in writing, literature, mathematics, computers, logic, history, and the social sciences - especially political science - are strongly recommended.

Students identifying pre-law as their area of professional interest will be assigned to a secondary advisor responsible for pre-law education.

# Psychology

This program is offered through:

**B.A. | Minor**



Psychology is both a science and an applied profession. Psychology is a broad discipline that deals with behavior and mental process. Career opportunities work in counseling, personal, business, industry, research and development, advertising, college teaching, medical settings, basic research, criminal justice, and government. For those students interested in becoming licensed psychologists or professional researchers, the major is designed to prepare them for possible graduate training.

## Requirements for Major - 39 hours, 2.0 GPA

MA 120	Basic Concept of Statistics	3 cr.
PS 101	Introduction to Psychology	3 cr.
PS 306	Experimental Psychology	3 cr.
PS 315	Theories of Personality	3 cr.
PS 404	History and Systems of Psychology	3 cr.
PS 407	Field Placement in Psychology	3 cr.
PS 408	Cognitive Psychology	3 cr.

*At least six of the following:*

**18 cr.**

BI 120	Anatomy and Physiology (5 cr.)
PS 121	Human Growth and Development (3 cr.)
PS 205	Child Psychology (3 cr.)
PS 206	Introduction to Guidance and Counseling (3 cr.)
PS 221	Adolescent Psychology (3 cr.)
PS 222	Adult Development and Aging (3 cr.)
PS 301	Social Psychology (3 cr.)
PS 302	Tests and Measurements (3 cr.)
PS 304	Ethology (3 cr.)
PS 305	Behavioral Research Methods (3 cr.)
PS 309	Human Sexuality (3 cr.)
PS 317	Psychology of Language (3 cr.)
PS 321	Exceptional Children (3 cr.)
PS 361	Cross Cultural Psychology
PS 374	Organizational Psychology (3 cr.)
PS 388	Learning and Motivation (3 cr.)
PS 390	Special Topics in Psychology (3 cr.)
PS 401	Abnormal Psychology (3 cr.)
PS 402	Systems of Psychotherapy (3 cr.)
PS 403	Special Problems in Psychology (3 cr.)
PS 405	Independent Study in Psychology (3 cr.)
PS 407	Field Placement (additional credits beyond core requirement) (3 cr.)

**TOTAL**

**39 cr.**

**Senior Examination:** Students must pass a comprehensive examination in Psychology, with a pass percentage of 70 or higher in order to graduate. A student may take examination up to three times per semester only.

### **Requirements for Minor**

18 hours which must include PS 101, PS 306, PS 315, and PS 404.

## Public Administration

This program is offered through:

**B.A. | Minor**



The Bachelor's Degree in Public Administration is meant to provide students with the abilities and skills to enter government service directly from their undergraduate work; or to prepare students for success in Masters of Public Administration programs or other advanced degree programs.

All areas of the field of Public Administration are presented to give breadth of knowledge for use in entry-level positions, but also so students can choose an area for concentration if they enter graduate school. The internship provides practical application of what they have learned.

### Requirements for Major - 39-48 hours, 2.5 GPA

EC 315	Intermediate Statistical Analysis	3 cr.
PO 200	American National Government	3 cr.
PO 201	State and Local Government	3 cr.
PO 330	Public Administration	3 cr.
PO 332	Public Budget and Finance	3 cr.
PO 333	Public Management and Leadership	3 cr.
PO 334	Public Personnel Administration	3 cr.
PO 340	Public Policy	3 cr.
PO 450	Internship	3 -12 cr.
SW 205	Introduction to Social Work	3 cr.

*Three of the following:*

**9 cr.**

AC 201	Principles in Accounting I (3 cr.)
CJ 350	Criminal Justice Management & Planning (3 cr.)
PO 331	Public Organizations (3 cr.)
PO 335	Administrative Politics (3 cr.)
PO 336	The Media and Public Administration (3 cr.)
PO 337	Administrative Law (3 cr.)
PO 430	Research in Public Administration (3 cr.)

**TOTAL**

**39-48 cr.**

#### Senior Examinations:

*Students must pass both of the following:*

- a) A four to six hour written comprehensive examination in Public Administration.
- b) A one to one and a half hour oral comprehensive examination in Public Administration.

### Requirement for Minor-21 hours with a minimum 2.5 G.P.A.

PO200, PO330, PO331, PO332, PO333, and two of the following: PO334, PO335, AC201, CJ350, and HS322.

## Bachelor of Public Administration

This program is offered through:

**B.P.A.**



KANSAS CITY 8 WEEK PROGRAM



PORTFOLIO PROGRAM

The intent of this program is to meet the educational needs of persons interested in the field of Public Administration whether at the municipal, state, or federal level. In addition, this program provides a necessary background at the undergraduate level for those students intending to pursue graduate studies in the disciplines of management, public administration, or business administration or entry level positions.

### Thirty-nine (39) credits distributed as follows in major field:

CS 140	Introduction to Computers	3 cr.
MA 120	Basic Concepts of Statistics	3 cr.
PO 200	American National Government	3 cr.
PO 201	State and Local Government	3 cr.
PO 330	Public Administration	3 cr.
PO 331	Public Organizations	3 cr.
PO 332	Budget and Finance	3 cr.
PO 333	Public Management and Leadership	3 cr.
PO 334	Public Personnel Administration	3 cr.
PO 403	Senior Project in Public Administration	3 cr.

*Three of the following:*

**9 cr.**

AC 201	Principles of Accounting
CJ 350	Criminal Justice Management and Planning
PO 335	Administrative Politics
PO 336	Media and Public Administration
PO 337	Administrative Law
PO 350	Special Topics in Politics
PO 430	Research in Public Administration

**TOTAL**

**39 cr.**

**Senior Examination:** Seniors must pass a one to one and one-half hour written comprehensive examination in Public Administration.

## Social Psychology

This program is offered through:

A.S. | B.S.



### ASSOCIATE OF SCIENCE

(Kansas City 8 Week Program, School of Extended Learning)  
27 credits in the major field distributed as follows:

CS 140	Introduction to Computers	3 cr.
MA 120	Basic Concepts of Statistics	3 cr.
PS 101	Introduction to Psychology	3 cr.
PS 221	Adolescent Psychology	3 cr.
PS 222	Adult Development and Aging	3 cr.
PS 301	Social Psychology	3 cr.
PS 315	Theories of Personality	3 cr.
SO 141	Introduction to Sociology	3 cr.
SO 302	The Study of the Family	3 cr.
<b>TOTAL</b>		<b>27 cr.</b>

### BACHELOR OF SCIENCE

(Kansas City 8 Week Program, School of Extended Learning,  
School of Online Learning, and Portfolio)

Drawing from the discipline of counseling psychology, this interdisciplinary major provides broad training in content methodology on which a student can base the acquisition of applied skills. The degree examines the structure and function of counseling and psychology and the human activity within the context of the point of view of the individual disciplines. The required courses will include the prerequisites from advanced courses in counseling psychology.

**51 credits in the major field are distributed as follows:**

CS 140	Introduction to Computers	3 cr.
MA 120	Basic Concepts of Statistics	3 cr.
MG 365	Organizational Behavior	3 cr.
MG 440	Complex Organizations	3 cr.
PS 101	Introduction to Psychology	3 cr.
PS 206	Introduction to Guidance and Counseling *	3 cr.
PS 221	Adolescent Psychology	3 cr.
PS 222	Adult Development and Aging	3 cr.
PS 301	Social Psychology	3 cr.
PS 302	Tests and Measurements	3 cr.
PS 315	Theories of Personality	3 cr.
PS 401	Abnormal Psychology	3 cr.
PS 402	Systems of Psychotherapy*	3 cr.
SO 141	Introduction to Sociology	3 cr.
SO 302	The Study of the Family	3 cr.
SO 305	Behavioral Research Methods	3 cr.
SO 315	Minority Group Relations	3 cr.
<b>TOTAL</b>		<b>51 cr.</b>

\*Not currently offered as an Online course.

## Social Studies

This program is offered through:

**B.A.**



### Requirements for Major - 54 hours

#### American History

12 cr.

- HI 205 Themes in American History, 1492-1865 (3 cr.)  
 HI 206 Themes in American History, 1865-1945 (3 cr.)  
 HI 314 American Civilization Since 1945 (3 cr.)  
 One American history course from the following:  
 HI 311, 312, 313, 330, 335, 343, 350, 351, 353, 370, 375, or 378 (3 cr.)

#### World History

15 cr.

- HI 101 Western Civilization I (3 cr.)  
 HI 201 Europe, 1789-1914 (3 cr.)  
 HI 202 Europe, 1914-1950s (3 cr.)  
 HI 315 Contemporary Europe (3 cr.)  
 HI 399 World History (3 cr.)

#### Political Science

9 cr.

- PO 200 American National Government (3 cr.)  
 PO 201 State and Local Government (3 cr.)  
 PO 210 Comparative Political Systems (3 cr.)

#### Geography

3 cr.

- GG 315 World Physical Geography (3 cr.)

#### Behavioral Sciences

6 cr.

- PS 101 Introduction to Psychology (3 cr.)  
 SO 141 Introduction to Sociology (3 cr.)

#### Anthropology

3 cr.

- AN 100 General Anthropology (3 cr.)

#### Economics

6 cr.

- EC 141 Principles of Economics (Macro) (3 cr.)  
 EC 142 Principles of Economics (Micro) (3 cr.)

#### **TOTAL**

**54 cr.**

*The general curriculum may be proposed as:*

\* Humanities:

6 credit hours: MU 205, AR 115, Modern Language, Western and Non-Western Cultures, Philosophy, Literature, Classical Studies, Theatre and Drama.

\* Communication Skills:

9 credit hours: EN 105 (Required), EN 106 (Required)  
CA 103, CA 104 or TH 105

\* Social Studies:

6 credit hours: HI 205 (Recommended), HI 206  
(Recommended), Political Science (U.S. or State, PO  
100 or PO 200 recommended).

\* Natural Science:

7 credit hours: BI 111, Physical/Earth Science

\* Mathematics:

3 credit hours: MA 131



## Social Work

This program is offered through:

**B.S.W.**



KANSAS CITY 8 WEEK PROGRAM

The social work degree program prepares students for beginning professional social work practice in a wide variety of social service settings. As generalist social work practitioners, graduates will be prepared to work with a diversity of client populations, particularly those who are vulnerable or economically deprived. The program includes both classroom work and a different field internship each semester of the senior year with a total of 450 hours.

### ADMISSION TO THE BACHELOR OF SOCIAL WORK DEGREE

*Criteria for admission to the Bachelor of Social Work Degree include:*

1. Completion of 45 credit hours of college coursework.
2. A cumulative GPA of 2.50 or higher. GPA is computed on all college credit, transfer and Park University.
3. Two letters of reference, one of which must be a college/university faculty member; the second letter may be from a faculty member or another person known in a professional capacity.
4. Successful completion of Park University's Writing Competency Test.
5. Completion of the following courses: EN 105 and EN 106 or equivalent English composition courses, SO 141 Introduction to Sociology, and PS 101 Introduction to Psychology.
6. Completion of the Introduction to Social Work course with a grade of C or better.
7. Completion of an essay, written in a supervised setting, which relates to the students interest in the social work profession.

In accordance with CSWE accreditation standards, the Social Work program does not grant course credit for life experience or previous work experience.

### Requirements for Major - 45 hours, 2.5 GPA

#### *Core Curriculum*

PS 309	Human Sexuality	3 cr.
SO 315	Minority Group Relations	3 cr.
SW 205	Introduction to Social Work	3 cr.
SW 325	Human Diversity & Social Justice	3 cr.
SW 330	Social Welfare Policy and Programs	3 cr.
SW 335	Social Work Research	3 cr.
SW 305	Human Behavior in Social Environment I	3 cr.
SW 405	Human Behavior in Social Environment II	3 cr.
SW 310	Social Work Practice I Individuals & Families	3 cr.
SW 320	Social Work Practice II Groups	3 cr.
SW 410	Social Work Practice III Org. & Communication	3 cr.
SW 420	Field Instruction I	5 cr.
SW 421	Field Instruction Seminar I	1 cr.
SW 430	Field Instruction II	5 cr.
SW 431	Field Instruction Seminar II	1 cr.
<b>TOTAL</b>		<b>45 cr.</b>

Conditional Admission to the Social Work Major (referred to as Pre-Major status). Students who have successfully completed Criteria 1 through 3 may be conditionally admitted to the Social Work Major and begin taking those social work courses not restricted to social work majors. Full admission to the major is contingent upon completion of Criteria 1 through 7.

**Note:** Park University is in the process of seeking accreditation from the Council on Social Work Education (CSWE) to offer the Bachelor of Social Work degree. Typically, new social work degree programs offer courses for two years in candidacy status before receiving full accreditation; students who complete their degree requirements during the candidacy period are covered retroactively by the accreditation when it is awarded. It should be noted; however, that accreditation at the end of the candidacy period is not guaranteed by CSWE in advance.

## Sociology

This program is offered through:

B.A. | Minor



Sociology is the study of social interaction and relationships among individuals, the study of social problems and processes such as conflict, deviance, inequality, also institutions such as family and religion, and the research methods used to observe and report social phenomena.

### Requirements for Major - 33 hours, 2.0 GPA

#### *Core Curriculum*

MA 120	Basic Concepts of Statistics	3 cr.
SO 141	Introduction to Sociology	3 cr.
SO 305	Behavioral Research Methods	3 cr.
SO 335	Social Therapy	3 cr.
SO 405	Basic Concepts of Statistics	3 cr.
SO	Sociology Electives	18 cr.

#### **TOTAL**

**33 cr.**

### Requirements for Minor - 18 hours, 2.0 GPA

SO 141 and SO 305 required plus 12 hours of electives.

# Spanish

This program is offered through:

**B.A. | Minor**



The Spanish Major is designed to assist students in the acquisition of this language as a tool of communication to be utilized in the local, national, and global communities. Along with the study of the Spanish language, the study of the Hispanic and indigenous cultures is an integral part of the program. The emphasis of this program is cultural studies and the development of skills for communication in the present day world. The study of literature will serve as a vehicle to a better understanding of the language and culture.

## TEACHER CERTIFICATION

Students seeking Teacher Certification must fulfill the requirements of the Missouri Department of Elementary and Secondary Education, in addition to the completion of the major. Course work in Education may be completed at Park University. Please consult with an Education advisor regarding the option.

## Requirements for Major - 39 hours, 2.0 GPA

ML 315L	Selected Topics in Literature and Culture: U.S. Latino Culture and Literatures	3 cr.
SP 201	Intermediate Spanish I	3 cr.
SP 202	Intermediate Spanish II	3 cr.
SP 294	Intermediate Spanish Conversation	3 cr.
SP 295	Intermediate Spanish Composition	3 cr.
SP 301	Advanced Spanish Conversation	3 cr.
SP 302	Advanced Spanish Composition and Grammar	3 cr.
SP 311	Culture and Civilization of Spain	3 cr.
SP 312	Culture and Civilization of Spain America and the Hispanic Caribbean	3 cr.
SP 394	Introduction to Literature of Spain	3 cr.
SP 395	Introduction to the Literatures of Spanish America	3 cr.
SP 399	The Major Capstone Project	3 cr.
	Elective-300-level	3 cr.
SP 310	Independent readings in Spanish may be utilized in lieu of Spanish 394 or Spanish 395, but not both. No more than six hours of credit may be earned by this substitution. Native speakers may take an additional three hours of credit through Spanish 310, in order to substitute Spanish 201.	

**TOTAL**

**39 cr.**

## Requirements for Minor - 18 hours, 2.5 GPA

Students with a good high school background in Spanish are encouraged to start their studies at the 200-level. In this case, students may take 300-level courses in order to complete the minor. Credit for Elementary Spanish I and II may be granted by examination, i.e. AP or “end-of-course examination.” Credit for Level I and II Spanish may be granted by a satisfactory score on the CLEP examination. A standard placement test may be utilized for students who are uncertain about the appropriate starting point for their studies.

The Spanish Minor is designed to assist students in gaining proficiency in oral and written communication in this world language, along with a solid understanding of Hispanic cultures. Students majoring in Business Administration with an international business emphasis, in Communication Arts, Education, English with a Language and Literature concentration should consider the completion of this minor.

### *Minor Tracks in Spanish:*

#### Business Track: 18 cr.

- ML 315 L Selected Topics in Literature and Culture: U. S.  
Latino Cultures and Literatures (3 cr.)
- SP 203 Business Spanish I (3 cr.)
- SP 204 Business Spanish II (3 cr.)
- SP 205 Issues in International Business (3 cr.)
- SP 294 Intermediate Spanish Conversation (3 cr.)
- SP 299 Capstone Project (3 cr.)

#### Communications Track: 18 cr.

- ML 315 L Selected Topics in Literature and Culture: U. S.  
Latino Cultures and Literatures (3 cr.)
- SP 223 Spanish for Global Communications I (3 cr.)
- SP 224 Spanish for Global Communications II (3 cr.)
- SP 225 Issues in Global Communication (3 cr.)
- SP 294 Intermediate Spanish Conversation (3 cr.)
- SP 299 Capstone Project (3 cr.)

#### Education Track: 18 cr.

- ML 315 L Selected Topics in Literature and Culture: U. S.  
Latino Cultures and Literatures (3 cr.)
- SP 201 Intermediate Spanish I (3 cr.)
- SP 202 Intermediate Spanish II (3 cr.)
- SP 230 Spanish for Educators (3 cr.)
- SP 294 Intermediate Spanish Conversation (3 cr.)
- SP 299 Capstone Project (3 cr.)

#### Medical Track: 18 cr.

- ML 315L Selected Topics in Literature and Culture: U.S.  
Latino Cultures and Literatures (3 cr.)
- SP 213 Spanish for Health Care I (3 cr.)
- SP 214 Spanish for Health Care II (3 cr.)
- SP 215 Cultural Issues in Medicine (3 cr.)
- SP 294 Intermediate Spanish Conversation (3 cr.)
- SP 299 Capstone Project (3 cr.)

# Theatre

This program is offered through:

B.A. | Minor



## Requirements for the Major Performance Emphasis- 45 hours, 2.0 GPA Design Emphasis- 48 hours, 2.0 GPA

In recognition of the fact that theatre is the one art and one science that encompasses all other arts and sciences in its practice and execution, the Park University Bachelor of Arts in Theatre degree is a truly multi-disciplinary program that incorporates courses from a variety of disciplines to ensure a well-rounded and well-grounded graduate with an integrated liberal arts degree.

The dual emphasis in performance and design provides the student with a wealth of course-of-study options. Included in the Performance emphasis are three required courses in Psychology and a required English course in Shakespeare. Integral to the Design emphasis are six required courses in Art, Interior Design, and the computer-assisted design process. Inclusion of these courses in the major curricula creates very accessible opportunities to acquire a double-major (or a minor) in the areas of Psychology, Art, Design, or English. Additionally, the interdisciplinary nature of the program requires intensive attention to oral and written skills in addition to the development of the creative, “out-of-the-box” style thinking that is currently in great demand by a broad spectrum of professions.

Park’s theatre tradition is as expansive and multi-faceted as the history of Park itself. Park’s current program is dedicated to serving both the academic and artistic needs of its theatre - interested students as well as the surrounding Parkville community. In addition to the academic curriculum (which also includes the option of a Theatre minor), two main stage presentations are offered each year. An experimental theater space creates an additional arena for student-mounted projects. These departmental activities allow students (with or without prior experience) the opportunity to participate in the process of theatrical presentation from a wealth of different perspectives and levels of involvement. Possibilities for additional theatrical venues are presented by the in-residence presence of the Bell Road Barn Players--a Parkville community theatre company with a direct connection to Park since 1954--and by the proximity of Parkville to the Kansas City theatre “scene,” which boasts more than 100 active theatre companies, making it one of the most active theatre cities in the country.

The guiding philosophy of the Park University Theatre program is that study of the arts in general is a vital element of contemporary education. Study of and exposure to the dramatic arts in particular provides not only an aesthetic experience to the participant, but should also serve as an essential resource for the student striving to attain a fully-rounded emotional, intellectual, and creative insight into the universal truths of the human spirit.

### PERFORMANCE EMPHASIS:

#### *Theatre Core:*

TH 101	Basic Principles of Acting	3 cr.
TH 115	Technical Theatre Production	3 cr.
TH 201	Acting Workshop I	3 cr.
TH 216	Directing I	3 cr.
TH 305	Acting Workshop II	3 cr.

TH 307	History and Literature of the Theatre I	3 cr.
TH 308	History and Literature of the Theatre II	3 cr.
TH 316	Directing II	3 cr.
TH 495	Senior Project	3 cr.
TH	Theatre Course Electives	6 cr.

Interdisciplinary Core:

EN 440	Shakespeare	3 cr.
PS 101	Introduction to Psychology	3 cr.
PS 301	Social Psychology	3 cr.
PS 315	Theories of Personality	3 cr.

DESIGN EMPHASIS:

*Theatre Core:*

TH 115	Technical Theatre Production	3 cr.
TH 216	Directing I	3 cr.
TH 217	Design I	3 cr.
TH 307	History and Literature of the Theatre I	3 cr.
TH 308	History and Literature of the Theatre II	3 cr.
TH 317	Design II	3 cr.
TH 495	Senior Project	3 cr.
TH	Theatre Course Electives	6 cr.

Interdisciplinary Core:

AR 150	Drawing I	3 cr.
AR 203	Three-Dimensional Design	3 cr.
AR 204	Two-Dimensional Design: Black and White	3 cr.
AR 208	Color Theory	3 cr.
AR 297	Interior Design Studio II: Drawing Systems I	3 cr.
AR 298	History of the Designed Environment: Mid-19th Century	3 cr.
AR 390	History of the Designed Environment: Mid-19th Century to Present	3 cr.

**Requirement for Minor-21 hours with a minimum 2.0 G.P.A.**

TH307 or TH308, TH115, and TH Theatre electives (to include not more than 6 hours total of practicum and/or internship credit.) **Total of 21 cr.**

# Course Descriptions





## AC-ACCOUNTING (SS)

- AC 201                    Principles of Accounting I**  
Introduction to financial accounting, including the concepts, procedures and terminology of modern accounting. Generally accepted accounting principles will be discussed and applied to various business concerns. 3:0:3
- AC 202                    Principles of Accounting II**  
Continuation of AC 201 with an emphasis on managerial uses of cost information for planning and controlling a business. Prerequisite: AC 201 or equivalent. 3:0:3
- AC 230                    Computer-Based Accounting Systems**  
An introduction to integrated accounting systems with emphasis on hands-on applications based on simulated accounting practice. Prerequisite: AC 201 and CS 140. 3:0:3
- AC 309                    Individual Income Tax**  
A study of the current Federal Income Tax law with emphasis on its application to individuals as part of a cooperative effort with the Internal Revenue Service. Prerequisites: AC 201 and CS 140. 3:0:3
- AC 309A                  Income Tax Practicum**  
Under supervision, students prepare federal, state and city income tax returns. Students must either be enrolled or have previously completed AC 309 or equivalent and CS140. This course may be repeated for one-hour additional credit each time repeated. Prerequisite: Consent of Instructor. 2:30:2
- AC 312                    Business Income Tax**  
A study of the current federal income tax law. Emphasis is on tax research and the problems faced by partnerships and organizations. Prerequisites: AC 309, AC 320 and CS 140 or equivalents. 3:0:3
- AC 315                    Cost Accounting**  
A study of the basic principles of cost accounting applied to manufacturing, merchandising, and service businesses. Emphasis is on various accepted cost methods such as job order, process, and standard cost system. Prerequisites: AC 202 and CS 140. 3:0:3
- AC 320                    Intermediate Accounting I**  
A study of the theoretical and technical basis of current accounting practices. Course includes basic theory, analysis of financial statements and accounting changes. Emphasis is on compliance with generally accepted accounting principles applied to business problems. Prerequisites: AC 202 and CS 140 or equivalents. 3:0:3
- AC 325                    Intermediate Accounting II**  
Continuation of AC 320. Course includes current assets and liabilities, plant, property and equipment; long term liabilities; and shareholders equity. Prerequisites: AC 320 and CS 140 or equivalents. 3:0:3
- AC 335                    Fund Accounting**  
A study of the financial accounting and reporting in non-profit service organizations such as governments, hospitals, colleges, and human service organizations. Prerequisites: AC 202 and CS 140 or equivalents. 3:0:3

- AC 420                      Advanced Accounting I**  
Continuation of AC 325. Selected topics in advanced financial accounting with emphasis on current accounting problems and pronouncements of the Financial Accounting Standards Board. Prerequisites: AC 325 and CS 140 or equivalents. 3:0:3
- AC 425                      Advanced Accounting II**  
Continuation of AC 420. Course includes consolidated financial statements and fund accounting. Prerequisites: AC 420 and CS 140 or equivalents. 3:0:3
- AC 430                      Auditing**  
A study of auditing theory and procedures, the development and use of internal controls, and the ethical and professional standards of an independent professional accountant. Prerequisites: AC 325 and CS 140 or equivalents. 3:0:3
- AC 440                      Special Topics in Accounting**  
An in-depth examination of specific areas in the field of accounting. Topics include, but are not limited to: governmental accounting, current problems, theory of income determination, budgetary control, information systems, and independent research. Variable credit: 1-3 hours.
- AC 451                      Accounting Internship**  
Open to accounting majors and minors who have demonstrated excellence in accounting and want to explore practical applications to the academic body of knowledge in the professional environment. Variable credit: 1-12 hours.

## AN-ANTHROPOLOGY (SS)

- AN 100                      General Anthropology (MGE)**  
This course is an introduction to the principles and processes of physical and cultural anthropology. Course topics include areas of human evolution, prehistoric archaeology, population genetics, development of cultural and social systems, ethnology and linguistics. Concepts examined include research and ideas from the various schools of anthropological thought. 3:0:3
- AN 207                      Field Study in Archaeology (NS)**  
Combines theoretical studies in archaeology with extensive fieldwork. Lectures delivered on site provide a conceptual framework, which makes meaningful the actual dig experience. Course requirements include a minimum of thirty-two hours excavation, identification, and classification of material; ten hours lecture; and extensive reading from a variety of sources. 3:0:3
- AN 221                      Urban Anthropology (MGE)**  
The anthropology of urban centers focuses on the study of human beings and their cultural institutions in cities. The course focuses on strategies of people and how they cope with demands imposed by urban environments. The ethnographic study of cities explore questions related to the nature of urban experiences, the differences and similarities between different settings and the vexing question of "what is a city?" The course will require supplemented field trips to Kansas City. 3:0:3

AN 241

**Culture and Globalization (MGE)**

This course studies refugees and forced migration as a means to understand certain processes, systems, and relationships that compose the phenomenon termed globalization. The course will examine the global directions of people across national frontiers from an anthropological perspective that is one which examines how these processes are experienced locally. Focus will explore the issues of refugee categories, identity construction, nation-state membership, migrant networks and the humanitarian support system that facilitates the migration of peoples. 3:0:3.

AN 301

**Cultural Anthropology (MLL)**

Cultural anthropology, or ethnography, is a study of humans as social beings, an analysis of society in a cross-cultural and global perspective, and the study of issues of cultural transformation and processes of globalization. The course will study the interrelated aspects of culture and world regions, including language, human cultural diversity, cultural pluralism, the existence and perpetuation of inequality in human society, human interaction with the environment, race, ethnicity nationalism, world-views, social organization, and the arts. 3:0:3

AN 410

**American Theoretical Culture (MLL)**

Anthropological culture and the study of American society examines the ideas surrounding mainstream or dominant American culture. The course will focus on issues related to themes that shape American culture, inform national conversations, and narratives related to citizenship, democracy, political participation, and the role of media in shaping opinions. The foundation of race, class, gender, and religion will form the basis, which are central themes of the discussion and study of American culture. 3:0:3.

AR-ART (H)
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AR 100

**Art for Non-Majors (GE)**

An introduction to a variety of two-dimensional and three-dimensional art media for the non-major. Students complete a number of studio projects. Emphasis is on personal visual expression within the limitations and craftsmanship imposed by each medium. Demonstrations and fieldtrips are included. 1:5:3

AR 115

**Introduction to the Visual Arts (MGE)**

A basic art appreciation course, which introduces the formal language of painting, sculpture, and architecture, relating them to the philosophical premises and historical events that they reflect. This course provides a framework of reference for appreciation of art as well as a basis for further study. While slide lecture is the usual format, demonstrations, fieldtrips and gallery tours augment classroom instruction. 3:0:3

AR 150

**Drawing I (GE)**

An introduction to drawing as the artist's first and most basic skill, as a way of seeing and solving problems and as a means of personal expression that anyone can learn. The techniques of drawing in line and value (overall shading) in a variety of media (graphite, charcoal and ink) are covered. Subject matter includes still life, landscape, portraiture, and linear perspective. 1:5:3

- AR 203                    Three-Dimensional Design**  
The basic principles of three-dimensional design that underlie all sculpture and such diverse fields as package, furniture, and interior design are systematically explored in a series of studio assignments in a variety of media. Additive, subtractive, constructive, and simple casting techniques are taught. 1:5:3
- AR 204                    Two-Dimensional Design: Black & White**  
Basic principles of two-dimensional design, in black and white, which underlie all art and design are systematically explored in a series of studio assignments in a variety of media. 1:5:3
- AR 208                    Color Theory**  
The basic principles of color theory, which apply to and underlie all the disciplines of design and fine art, are systematically explored in a series of studio assignments in a variety of media. 1:5:3
- AR 215                    Art History I (MGE)**  
A chronological survey of the history of art from the prehistoric and ancient eras through the medieval. Instruction is not limited to the western tradition but includes sections on Asia, India, Africa and the Americas. Art is studied within historical and cultural contexts. Gallery tours augment slide-lecture instruction. 3:0:3
- AR 216                    Art History II (MGE)**  
A chronological survey of the history of art from the Renaissance through the twentieth century. Instruction is not limited to the western tradition but includes sections on Asia, Oceania, India, Africa and the Americas. Gallery tours augment slide-lecture instruction 1:5:3
- AR 218                    Graphic Design Software**  
This course introduces the use of primary design programs and the discipline of design in a Macintosh environment as a foundation for the upper level graphic design classes. 1:5:3
- AR 241  
(CA 241)                Photography I**  
An introduction to the basic techniques of black and white photography. Cameras, lenses, films, lighting, composition are discussed. Students must provide an acceptable camera and expendable supplies. Darkroom work is required and a darkroom fee is charged. Prerequisite: Permission of instructor. 2:6:4
- AR 251                    Drawing II**  
An introduction to drawing the human figure in action and repose. Gesture, anatomy and the figure in an environment are studied in a range of media. Prerequisite: AR 150. 1:5:3
- AR 260                    Painting I**  
An introduction to painting emphasizing direct observation of nature in opaque media such as acrylic, oil, gouache or pastel. Draftsmanship and strong color, form, value and compositional relationships are stressed as well as the craftsmanship of painting. Prerequisite: AR 150. 1:5:3
- AR 261                    Painting II**  
A continuation of AR 260. Students may elect to study transparent painting media such as watercolor (All levels of painting are taught concurrently.) Prerequisite: AR 260. 1:5:3

**AR 290****Interior Design Materials and Resources**

AR 290 is a survey of materials used by interior designers for architectural elements and finishes for both residential and public space design. The student will learn to evaluate and select the appropriate materials for a design project, and will be introduced to life safety ratings for finish materials. The student will be introduced to manufacturers and suppliers of materials through field trips, guest speakers, manufacturer's catalogues and research. The student will be introduced to writing specifications for interior design materials. 3:0:3

**AR 292A****Interior Design Studio I: Visual Communications I**

Students will be introduced to various two dimensional methods of presenting design concepts. Methods will include drafting with tools, freehand drawing, sketching and diagramming techniques, color rendering techniques, presentation board construction techniques and graphic layout of design presentations. Hand drafting will be introduced with emphasis on understanding orthographic drawings and developing line quality and architectural lettering skills. Co-requisite: AR 292B. 1:5:3

**AR 292B****Interior Design Studio I: Introduction to Interior Design**

Students are introduced to the interior design profession and its role in shaping the environment. Students are introduced to the design process as it is followed in a professional office. The elements, vocabulary and principles of design are applied to a series of simple interior design projects, including both residential and public space interior design. Students are introduced to life safety codes and accessibility guidelines. Skills and knowledge of pre and co-requisite studio and lecture courses are applied to design projects. Course must be taken concurrently with AR 292A. 1:5:3

**AR 296****Textiles for Interior Design**

Students will learn to identify textiles by fiber content, yarn construction, weave and finish, and will understand the effect of these components on the performance of textile products. Students will apply knowledge of textile component properties to the various end uses to which textile products are applied with emphasis on textiles used for finishes, furnishings and soft goods. Students will understand life safety ratings for textile products in various applications. Prerequisite: AR 290. 3:0:3

**AR 298****History of the Designed Environment: Antiquity to Mid-Nineteenth Century**

Students will study architecture, interiors, furniture and the decorative arts in the context of the history of Western culture. Students will understand the impact the built environment of the past has on our current environment and design practices. Connections will be made between past and present and between art, literature, film, architecture, and interior design. The study begins with antiquity and progresses through the mid-1800s. 3:0:3

**AR 299A****Interior Design Studio II: Fundamentals of Interior Design**

Interior Design Studio II builds on the concepts introduced in AR 292A Interior Design Studio I, applying the design process to a series of residential and public space design projects, using the elements, vocabulary and principles of design. Life safety codes and accessibility guidelines are applied to projects. Skills and knowledge from pre and co-requisite studio and lecture courses are applied to design projects. Course must be taken concurrently with AR 299B. Prerequisites: AR 292A and AR 292B. 3:0:3

- AR 299B Interior Design Studio II: Drawing Systems I**  
An introduction to the two dimensional methods of graphic communication used by architects and interior designers, with an emphasis on orthographic drawings used for construction drawings. Students will use tools and techniques to hone hand-drafting skills as well as be introduced to computer aided drafting using AutoCAD. Students will learn to read, organize and produce a set of construction drawings. Course must be taken concurrently with AR 299A. Prerequisites: AR 292A and AR 292B. 3:0:3
- AR 313 Independent Study in Art or Design**  
Designed for students who have taken all courses in a particular area but wish to continue in it, or who wish to explore in an area for which there is no appropriate course offered. Admission to independent study is by permission of the Chair of the Department with evidence of the student's ability to work independently at an appropriate level. Students seeking admission to Independent Study must submit an approved proposal. The student and teacher write a contract stating goals, amount of work and critique times, etc. Variable credit: 1-6 hours.
- AR 314 History of Graphic Design**  
A chronological survey of the history of graphic design, that is visual communication, from before the invention of writing, to calligraphy, to the invention of moveable type, to the computer generated fonts and images of today. The historical impact of changing technology and the cross-cultural nature of design will be addressed. Required course for Graphic Design majors. Prerequisite: AR115. 3:0:3
- AR 315 Special Topics in Art or Design**  
A specialized workshop or seminar focused on a particular subject, issue or medium (such as Website Design or Digital Photography or Mural Painting). May be repeated for credit when topics change. Variable 1-3 credits
- AR 316 Modern Art (LL)**  
The study of modern painting, sculpture, and architecture from the late nineteenth century to the present. Gallery tours are combined with slide-lecture instruction. 3:0:3
- AR 317 World Art (MLL)**  
An introduction to the art of a selected number of cultures from Africa, Oceania and the Americas which will be studied within their historical and cultural contexts, and which will include examples of contemporary art. Gallery tours, studio exercises, and guest lectures will augment slide-lecture instruction. 3:0:3
- AR 318 Introduction to Graphic Design**  
An introductory class that prepares students with basic hand skills through drawing and presentations, introduces typography, layout, vocabulary, technique, and the process of critique to produce professional graphic design projects. Abstraction, imagery, layout, and sequencing are studied through assignments and critiques. Prerequisites/co-requisites: AR204, 208 & 218. 1:5:3
- AR 320 Ceramics I**  
An introduction to clay processes emphasizing hand building techniques, glazing and firing. 1:5:3

**AR 321****Ceramics II**

A continuation of AR 320 that includes wheel throwing and other more advanced building techniques. Basic glaze calculation and explanations for firing techniques are covered. Prerequisite: AR 320. 1:5:3

**AR 328****Intermediate Graphic Design**

Intermediate Graphic Design examines the photograph and its use in graphic arts. The use of Adobe Photoshop coupled with study in type design and design history are the focuses of the course. The process of developing design discipline is emphasized while producing portfolio quality projects that reflect a growing understanding of industry standards and practice. Prerequisite: AR318. 1:5:3

**AR 329****Typography**

An introduction to the fundamentals of typography and the study of letterforms that builds on the work of previous graphics classes. Progressive assignments develop hand drawing skills and craftsmanship while addressing problems of increasing complexity. Both historical and contemporary type are explored and type is considered both as visual form and visible language. Prerequisite or co-requisites: AR318 & 328. 1:5:3

**AR 341  
(CA 341)****Photography II**

This course explores the language of photography with particular attention to the photographic essay and the photographic illustration. Both black and white and color photography are included. A variety of techniques in photographic printmaking are explored with an emphasis on self-expression and craft. A lab fee may be required. 3:0:3

**AR 350****Drawing III**

Continuation of AR 251. An advanced level drawing course stressing increasing mastery of media, technique, composition and personal expression. (All levels of drawing beyond AR 150 are taught concurrently.) Prerequisite: AR 251. 1:5:3

**AR 351****Drawing IV**

A continuation of AR 350. Prerequisite: AR 350. 1:5:3

**AR 360****Painting III**

A continuation of AR 261. The student chooses media in consultation with instructor. Increased autonomy in choice of subject matter and emphasis on personal visual expression. (All levels of painting are taught concurrently.) Prerequisite: AR 261. 1:5:3

**AR 361****Painting IV**

A continuation of AR 360. Prerequisite: AR 360. 1:5:3

**AR 370****Fiber I**

An introduction to fiber that will emphasize handmade papermaking, basketry techniques and fiber as both two-dimensional surface and three-dimensional form. 1:5:3

**AR 371****Fiber II**

An advanced fiber workshop in which the student chooses the media, technique and number of projects in consultation with the instructor. Taught concurrently with Fiber I. Prerequisite: AR 370. 1:5:3

**AR 390****History of the Designed Environment: Mid-Nineteenth Century to the Present.**

This continuation of the study of architecture, interiors, furniture and the decorative arts in the context of Western culture begins with the aesthetic movements of the late 19th Century and progresses through the modern and post-modern movements of the 20th Century, ending with a survey of present and future design trends. Students will understand modern design movements in the context of the immense social changes that took place beginning with the industrial revolution and continuing through the information age. Students will learn to identify the work of individual 20th Century architects and furniture designers. Prerequisite: AR 298. 3:0:3

**AR 392****Human Factors in Interior Design**

Human Factors is the study of the relationship between the individual and the built environment. Under the umbrella term "human factors" falls the study of ergonomics and anthropometrics, environmental and spatial behavior, universal design and the Americans with Disabilities Act, life safety issues and issues of social responsibility. Human Factors issues will be discussed in the context of various types of design, including private residence design, retail and hospitality design, offices, and design for special populations. Study will emphasize the phases of design that deal most directly with human factors issues: programming and post-occupancy evaluation. 3:0:3

**AR 393****Lighting Fundamentals for Interior Design**

Lighting will be considered within the framework of the mechanical, electrical and plumbing systems of a building. Students will study the technical, aesthetic and psychological aspects of lighting in an environment. Principles of lighting design and selection will be applied to the selection of luminaries and lighting sources. Lighting design competencies will be applied to a co-requisite studio design project. Co-requisites: AR 397A and AR 397B. 3:0:3

**AR 396A****Interior Design Studio III: Drawing Systems II**

Drawing Systems II builds on the concepts introduced in Drawing Systems I, with emphasis on architectural detailing, including millwork, furniture and cabinetry. Computer aided drafting using AutoCAD will be the primary method of graphic communication in this course. Prerequisites: AR 299A and AR 299B. Co-requisite: AR 396B. 1:5:3

**AR 396B****Interior Design Studio III: Furniture Design**

This intermediate studio will build on the design concepts introduced in AR 292B and AR 299A, with an emphasis on furniture design. Students will design furniture as well as incorporate furniture selection and design into both residential and public space design projects. As in previous studios, the design process will be the framework for all project development. Material from co-requisite courses will be incorporated into design projects. This course must be taken concurrently with AR 396A. Prerequisites: AR 299A and AR 299B. 1:5:3

**AR 397A****Interior Design Studio IV: Visual Communications II**

Three-dimensional design and presentation techniques will be developed in this continuation of Visual Communications I. Students will learn to construct one and two point perspective drawings and will practice three-dimensional sketching. Students will apply black and white and color rendering techniques to their drawings. Students will learn model-building skills and be introduced to techniques to generate three-dimensional



drawings on the computer. Prerequisites: AR 396A and AR 396B.  
Co-requisites: AR 393 and AR 397B. 1:5:3

**AR 397B****Interior Design Studio IV: Office Design**

The emphasis in Interior Design Studio IV is programming and space planning for a complex office design. Students will become familiar with several office furniture systems and choose one for use in their office design. As in all studios, the design process will be the framework for all project development. Material from pre- and co-requisite studio and lecture courses will be incorporated into the design project. Prerequisites: AR 396A and AR 396B. Co-requisites: AR 393 and AR 397B. 1:5:3.

**AR 415****Internship in Art or Design**

Off-campus placement in a professional environment such as a graphic design studio, art gallery, or art organization, to gain insight into a particular art or design career and work experience in the field. Many different internships are possible. Variable credit from 3 to 6 hours (i.e., a minimum of 6 to 12 hours per week). Departmental approval required. Intended for seniors. Variable credit: 3-6 hours.

**AR 418****Advanced Graphic Design**

This course emphasizes teamwork and group effort to create effective advertising campaigns. The student experiences the network of ideas and research necessary to reach a public targeted by the manufacturer or service. It also explores the history and methods of publication design and examines the processes involved in coordinating art and typography with verbal and visual content. Prerequisite: AR328 & 329. 1:5:3

**AR 420****Ceramics III**

A continuation of AR 321 in which students work to develop their own techniques and with an emphasis on glaze formulation to enhance that work. Prerequisite: AR 321. 1:5:3

**AR 421****Ceramics IV**

A continuation of AR 420 in which the student develops a sustained project idea. Students take responsibility for their own firings. Prerequisite: AR 420. 1:5:3

**AR 427****Web Page Design**

This course concentrates on training the graphic designer to develop effective design interfaces for web page design. Students combine text, images, sound and interactivity to Web presentations. Students explore new software (for example FLASH MX) and technical information for Web page development and Web servers. Current and future directions of the information superhighway, online services, search engines and World Wide Web development are investigated. Prerequisite: AR 328. 1:5:3

**AR 428****Graphic Design Portfolio**

This course offers an intense investigation of the design of ones portfolio including marketing techniques, format, binding, layout and reproduction. The second half of the course concentrates on training to develop effective graphic design interfaces for Web page design. Students combine text, images, sound and interactivity to Web presentations. Prerequisite: 418. 1:5:3

**AR 450****Drawing V**

Continuation of AR 351. 1:5:3

- AR 451 Drawing VI**  
Continuation of AR 450. Prerequisite: AR 450. 1:5:3
- AR 460 Painting V**  
Continuation of AR 361. Prerequisite: AR 361. 1:5:3
- AR 461 Painting VI**  
Continuation of AR 460. Prerequisite: AR 460. 1:5:3
- AR 470 Fiber III**  
Continuation of AR371. An advanced level fiber course stressing increasing mastery of media, technique and personal expression. Although projects are developed in consultation with the instructor, the student will demonstrate growing artistic autonomy. (All levels of Fiber are taught concurrently.) Prerequisite: AR371. 1:5:3
- AR 471 Fiber IV**  
A continuation of AR470. (All levels of Fiber are taught concurrently.) Prerequisite: AR470. 1:5:3
- AR 491 Interior Design Professional Practice**  
Students are exposed to the range of career possibilities in the interior design profession through personal exploration, speakers, lectures, and discussions. Students will apply this knowledge to an evaluation of personal career goals and preparation of a cover letter and resume. Students will be exposed to the business structure and internal organization, marketing techniques, fee structures, and project management procedures of both residential and contract/commercial interior and architectural design firms. Class will include discussions of ethics, education and professional organizations. 3:0:3
- AR 495 Building Construction Systems**  
Students will be introduced to the various components that make up the major building systems: the structural systems, the building envelope, and Mechanical, Electrical and Plumbing systems, with an emphasis on methods and materials of residential and commercial construction, and the interface between furniture systems and interior products with building systems. Students will learn to apply the construction specifications institute method for organizing drawings, specifications and architectural materials libraries. 3:0:3.
- AR 497 Senior Seminar**  
The capstone course of the department focuses on the completion of the portfolio that documents the students development throughout his or her time at Park (a copy to be retained in the Art Office) and preparation for the transition to professional practices in art, education or design. This can include research on careers, graduate schools, galleries, resume preparation, etc. Fine Art and Art Education students are required to plan, publicize and install an exhibition of their work in the Campanella Gallery. The exhibition is optional for Graphic Design and Interior Design majors. 1:2:2
- Section A:** Fine Arts  
**Section B:** Graphic Design
- AR 498 Senior Seminar I: Thesis**  
Students will select a topic or design area for research, which will lead to a thesis statement and concept for a design project. Students will then

prepare a written program for the design of a project that will be completed in AR 499. Students will begin collecting material for a portfolio and develop a concept for portfolio design. Both the design project and the portfolio will be completed in AR 499, Senior Seminar II. Prerequisites: AR 397A and AR 397B. 3:0:3

**AR 499****Senior Seminar II: Project and Portfolio**

Students will develop a design that meets the requirements of the program developed in AR 498. The project will be a culmination of the skills and knowledge gained in the student's academic experience. The project will include schematic design exploration, space planning, furniture, and finish selections, selection of finish materials and detailing of design elements. Issues of structure, lighting and mechanical/electrical and plumbing systems will be addressed. Life safety codes and accessibility standards will be applied. The final design will be presented to a committee of professional designers. In addition, students will prepare a portfolio of work that includes the senior project as well as a representation of work completed in their academic career. Prerequisite: AR 498. 1:5:3

## AT-ATHLETIC TRAINING/SPORTS MEDICINE (NS)

**AT 144****Phase I Competencies in Athletic Training**

This entry-level course introduces Athletic Training Students to various competencies and proficiencies in athletic training. This course is designed as a laboratory for students to explore different policies & procedures, the use of equipment and supplies, terminology, physical fitness assessments, and basic care and prevention of injuries. In addition students will be required to obtain observation hours. Enrollment is reserved for athletic training majors or permission from instructor. 1:0:1

**AT 145****Phase II Competencies in Athletic Training**

This course is designed to emphasize the ability to construct strength and conditioning programs, properly use isotonic exercise equipment, demonstrate the mechanics of cryotherapy and thermotherapy, care and prevention of injuries, wound care, and emergency procedures. In addition students will be required to obtain observation hours. Prerequisite: AT 144. 1:0:1

**AT 231****First Aid and Emergency Procedures**

Practice and theory of first aid and cardiopulmonary resuscitation and skills as prescribe by the American Red Cross. Emphasis on accident prevention, first aid, emergency care and transportation of the sick and injured. An American Red cross standard First Aid and CPR certificate will be awarded to those who qualify. 1:2:2

**AT 236****Kinesiology**

A course that studies the principles and concepts of human movement, normal anatomical structures, directional terms and cardinal planes, functional classification of joints, biomechanics, and range of motion including active, passive, and resisted movements to all major joints in the body. Finally, the course demonstrates the use of palpation techniques and measurement of manual muscle testing. Prerequisites: BI 212 3:0:3

**AT 246****Phase III Competencies in Athletic Training**

This course is designed to allow students to demonstrate the mechanics when applying ultrasound and electrical muscle stimulation. Secondly, the

course will review the response of the human body to injury to allow the student to utilize the beginning levels of injury evaluation methods such as constructing and phrasing appropriate questions to obtain a medical history of an injured or ill individual, and assessment and management of muscle strains and ligament sprains. In addition, students will demonstrate appropriate written medical documentation when caring for acute and chronic injuries. Finally, in addition to the didactic segment, Athletic Training Students will be required to participate in a clinical assignment. Prerequisite: Admission into PUATP. 3:0:3

**AT 247****Phase IV Competencies in Athletic Training**

This course will emphasize that the student recognize and demonstrate management techniques for tendonitis, overuse and chronic injuries and possess the ability to develop progressive resistive exercises for chronic injuries. Secondly, students will demonstrate how to recognize and manage impingement and compartment syndromes, fractures, subluxations and dislocations. In addition, students will practice evaluation techniques using a goniometer and have the ability to design and implement emergency plans. Finally, in addition to the didactic segment, Athletic Training Students will be required to participate in a clinical assignment. Prerequisite: AT 246. 1:0:1

**AT 250****Exercise Physiology**

A study of the physiological adjustments that occur within the body during exercise. Emphasis is placed on the circulatory, respiratory, and metabolic systems, nutrition, and training systems. Prerequisites: BI 114 and BI 211 or equivalents. 3:0:3

**AT 261****Care and Prevention of Athletic Injuries**

This course will focus on the history, organization and the overall general practices of the athletic training profession. In addition, the course will provide the Athletic Training Student with the fundamental foundations needed to effectively recognize the cause of injuries, help prevent injuries from occurring, and effectively manage injuries once they have occurred through the allied health care team. Prerequisites: BI 211 and AT 231. 3:0:3

**AT 348****Phase V Competencies in Athletic Training**

A course that involves having the student demonstrate techniques in proprioceptive neuromuscular facilitation strengthening, stretching, and diagonal patterns. Secondly, students will demonstrate how to perform joint mobilization techniques and develop, implement, and adjust rehabilitation or reconditioning programs for the shoulder, knee, ankle, trunk, head and cervical regions of the body. In addition, students will demonstrate testing myotomes, dermatomes and reflexes, muscle strength, range of motion, and goniometry. Also, students will be able recognize and manage head injuries, spinal injuries and classify cerebral concussions. Finally, in addition to the didactic segment, Athletic Training Students will be required to participate in a clinical assignment. Prerequisite: AT 247. 2:0:2

**AT 349****Phase VI Competencies in Athletic Training**

This course is designed to review clinical assessment techniques of the lumbar, sacroiliac, and thoracic regions of the spine. Secondly, students will demonstrate correct evaluation techniques with posture analysis and common injuries associated with the spine. In addition, students will demonstrate proper design and implementation of emergency action plans. Finally, in addition to the didactic segment, Athletic Training Students will be required to participate in a clinical assignment. Prerequisite: AT 348. 2:0:2

**AT 350****Pathology in Athletics**

This course is designed to provide the student with working knowledge of the pathophysiology and management of common diseases and medical conditions. Recognition, treatment, medial referral and recommendations for exercise are explored. Management and considerations in treatment of common disabilities among physically active individuals are investigated. A laboratory dedicated to clinical techniques and applications will accompany the class. Prerequisite: AT 365. 4:0:4

**AT 355****Therapeutic Modalities in Athletic Training**

This course introduces the theory and application of therapeutic modalities such as hydrotherapy, electrotherapy, thermotherapy, cryotherapy and manual techniques for the prevention and care of athletic injuries.

Prerequisite: AT 261. 4:0:4

**AT 356****Administration of Athletic Training**

This course discusses the policies, procedures, issues and supervision involved with the administration of athletic training. Emphasis is placed on facility organization and design, supervision, legal liability, budgeting, record keeping, equipment maintenance, counseling and public relations.

Prerequisite: AT 261. 3:0:3

**AT 365****Advanced Athletic Training**

This course reviews the management of the competitive athlete and athletic training programs at every level. Emphasis is placed upon mechanisms of sport injury and techniques of injury. This course will also provide review of anatomical structures and provide knowledge to the student in the areas of postural screenings, common injuries, development of prevention programs, treatment of pathological conditions, neuro and musculoskeletal screenings, measurement of joint motion, MMT, ligament and capsular instability, the use of appropriate terminology and functional return to activity. Prerequisite: AT 261. 4:0:4

**AT 366****Therapeutic Exercise and Rehabilitation**

Theory and application of exercise, rehabilitation techniques and therapeutic equipment for the prevention and care of athletic injuries. Prerequisite: AT 365. 4:0:4

**AT 421****Special Topics in Athletic Training**

An in-depth examination of specific areas and current issues in the field of athletic training. Students will engage in professional research and presentation. Prerequisite: AT 365. 3:0:3

**AT 450****Phase VII Competencies in Athletic Training**

This course is designed to review clinical assessment techniques of the lower extremity and common injuries associated with the lower extremity. In addition to the didactic segment, Athletic Training Students will be required to participate in a clinical assignment. Prerequisite: AT 2:0:2

**AT 451****Phase VIII Competencies in Athletic Training**

A capstone course providing the student with opportunities for practicing mock certification exams. Secondly, the course will review clinical assessment techniques of the upper extremity and common injuries associated with the upper extremity. In addition, students will demonstrate proper design and implementation of emergency action plans. Finally, in addition to the didactic segment, Athletic Training Students will be required to participate in a clinical assignment. Prerequisite: AT 450. 2:0:2

## AV-AVIATION (SS)

- AV 103                      Air Transportation**  
A study of air transport system development up to the present. Emphasis is on the characteristics of each part of the system such as the effects of regulation, competition, and environmental control. 3:0:3
- AV 104                      General Aviation Management**  
A practical view of the management of aviation enterprises. Covers basic management concepts, the importance of profit and the impact of many regulations on the aviation industry. Review of the decision making process and a look into the future of general aviation business. 3:0:3
- AV 262                      Aviation Marketing**  
The function of marketing in airline and general aviation operations, market research, demand analysis, advertising and promotion, sales, traffic, and theory of price determination. 3:0:3
- AV 267                      Aviation Law and Regulations**  
The development of aviation law as a distinctive body of statutes, treaties, regulations and case law. Topics include federal and state jurisdictional problems, criminal law, aviation accident litigation, environmental law and international law of air and space. 3:0:3
- AV 370                      Airline Management**  
Study of management development of various domestic, local and international air carriers. Designed to cover the complex area of operational techniques and problems confronting airlines today. 3:0:3
- AV 402                      Special Topics in Aviation Management**  
In-depth examination of contemporary issues in the field of aviation management. Topics include, but are not limited to: passenger trends, deregulation criteria for transport aircraft, airport security, air cargo operation problems, environmental impact and conservation problems. May be repeated for credit with change in topic. 3:0:3
- AV 403                      Airport Management**  
The major functions of airport management operations, zoning, adequacy, financing, revenues and expenses, design, and safety. A study of the airport master plan; federal, state, and local agencies; and the socioeconomic effect on the community. 3:0:3
- AV 426                      Aviation Safety**  
Designed to develop an awareness of the broad areas involved in the pursuit of safety in the air. The basic principles of aviation accident prevention in government, airlines, corporate, and other aspects of aviation. Includes the technological aspects of flight as well as the human aspects. 3:0:3
- AV 428                      Senior Project in Aviation Management**  
A special project undertaken by the student with the approval and guidance of the Program Coordinator. Topics include but are not limited to: airport management, air cargo operations, fixed base operations, airline marketing, and corporate flight operations. It is strongly recommended that all major core courses be completed prior to enrolling in this course. 3:0:3

## BI-BIOLOGY (NS)

- BI 106                    Introduction to Biology (GE)**  
A first course in biology stressing the functions of science, heredity, evolution, and ecology with emphasis on man's role in the ecological system. (Does not apply to biology majors.) 3:0:3
- BI 111                    Environmental Biology (GE)**  
An introduction to biological science with emphasis on heredity, evolution, and ecology. Man's role in the ecosystem is discussed. 3:3:4
- BI 114                    General Biology**  
Selected principles of biology including molecular and cellular biology, homeostatic mechanisms, and systematics are discussed. Prerequisite: BI 111 or permission of the instructor. 3:3:4
- BI 122                    Human Nutrition**  
A discussion of the basic requirements of nutrition necessary for good health. Agencies which regulate foods are discussed. Dietary needs of special groups and ages are addressed. 3:0:3
- BI 210                    The Human Body**  
Structure and function of the principal systems of the human body. Topics include: muscular, nervous, skeletal, circulatory, digestive, endocrine, and urinogenital systems. 3:0:3
- BI 211                    Human Anatomy and Physiology I**  
A study of the structure and function of the human body at the cellular through system level of organization. Laboratory emphasis is on the gross structure of muscular, nervous and skeletal systems. 3:3:4
- BI 212                    Human Anatomy and Physiology II**  
A continuation of BI 211. Emphasis is placed on the circulatory, digestive, endocrine and urinogenital systems. Prerequisite: BI 211 or equivalent. 3:3:4
- BI 214                    Personal and Community Health (MGE)**  
Educational in nature with emphasis on personal hygiene, community health and health education, this course covers diverse topics such as wellness, mental health, stress, nutrition, weight management, communicable disease, non-communicable disease, reproductive health, parenting, substance abuse, aging, and ecology. Socioeconomic and sociocultural factors that impact the wellness of specific cultural groups will also be discussed. This course does not count toward a biology major. 3:0:3
- BI 223                    Clinical Microbiology**  
A study of microorganisms that commonly affect man, including their morphology, physiology, taxonomy, and ecology. Epidemiology of representative diseases and other applied aspects are discussed. Emphasis in the lab is on techniques: staining, culturing, and standard identification methods. Prerequisite: CH 105 or permission of instructor. 3:3:4
- BI 225                    Botany**  
A study of the plant kingdom with an emphasis on the structure and physiology of the flowering plants. Prerequisite: BI 114 or permission of the instructor. 3:3:4

- BI 226**                      **Zoology**  
This course is a broad introduction to Kingdom Animalia. The anatomy, physiology, systematic, evolution, and ecology of animals will be discussed. Laboratory will include dissection, microscopic and macroscopic examination of organisms representative of the major animal phyla. Prerequisite: BI 114 or permission of the instructor. 3:3:4
- BI 231**                      **Introductory Molecular Cell Biology**  
An introductory course in cell structure and function at the molecular level. Topics include cell structure; the flow and transduction of mass, energy, and genetic information; genetic engineering; and regulation of cell growth. Prerequisites: BI 114, CH 108 and CH 108L. 3:0:3
- BI 300**                      **Evolution (LL)**  
A study of the historical development of the concept of natural selection and modern concepts of evolution. 3:0:3
- BI 301**                      **Human Ecology (LL)**  
The relation of man to his physical and biological world. Topics include population, food, supply, energy, industry, pollution, and natural resources as well as the cultural patterns of humans and their effects on the environment. 3:0:3
- BI 304**  
**(PS 304)**                      **Ethology**  
A study of the behavior patterns of animals. Ethological methods, neural and evolutionary mechanisms are stressed. Topics include sensory perception, motor programs, orientation, communication, sexual selection, and animal societies. A research paper or project is required. Prerequisites: BI 111 or PS 101 and consent of instructor. 3:0:3
- BI 306**                      **Biological Literature**  
A one-semester study of the biological thoughts and the methods of biological communication. Emphasis is placed on the acquisition and use of biological literature. Writing and evaluation of scientific papers is stressed. This course is to be taken during the junior year. The course will satisfy the EN 306 requirement for Biology and Athletic Training majors. Prerequisites: EN 105, EN 106, passing WCT and 60 accumulated hours. 3:0:3
- BI 318**                      **Introduction to Genetics**  
A study of the principles of heredity and variation in both plants and animals including man. Modern theories of gene action are stressed. Suggested Prerequisite: BI 106 or equivalent. 3:0:3
- BI 320**                      **Genetics**  
A study of the principles of heredity and variation in both plants and animals including man. Modern theories of gene action are stressed. Laboratory work is included. Prerequisites: BI 231, CH 317 and CH 317L. 3:3:4
- BI 326**                      **Ethics in Science**  
An examination of the complex ethical issues that arise as a result of modern science. Issues such as genetic therapy, cloning and stem cell research, death and dying, reproductive technologies, genetic privacy, and the allocation of resources will be examined. Topics that arise from the use of humans and other animals in academia and research will also be discussed.



The course will include a general overview of ethical theories, moral and religious attitudes from different cultures, and the fundamental principles of scientific integrity. (3:0:3)

**BI 330**  
**(GO 330)**

**Paleobiology**

The study of the earth's past life, which will be examined in two parts: 1] an introduction to invertebrate and vertebrate paleontology that will focus on classification, relationships, and evolutionary history and 2] the uses of paleontological data in evolution, systematics, paleoecology and extinctions. 3:2:4

**BI 337**  
**(CH 337)**

**Biochemistry**

Biochemical systems and the relation of chemical structure to biochemical function are discussed. Prerequisites: CH 318 and CH 318L. 3:0:3

**BI 337L**  
**(CH 337L)**

**Biochemistry Laboratory**

(Co-requisite: BI 337. 0:3:1)

**BI 340**

**Comparative Anatomy**

A study of the phylogeny and gross structure of the organ systems of the vertebrates. Major systems of the shark and cat are dissected and correlations are made with other groups of vertebrates. Prerequisite: BI 226. 3:3:4

**BI 342**

**Embryology**

The principles of vertebrate embryonic development are discussed. Consideration is given to the origins of the modern theories of development. The embryology of the frog, chick, and pig is included in the laboratory. Prerequisite: BI 226. 3:3:4

**BI 344**

**Animal Physiology**

A study of living processes as they occur in cells, tissues, and systems in vertebrates and invertebrates. Laboratory work is correlated with classroom discussion. Prerequisites: BI 226 and CH 108, or permission of the instructor. 3:3:4

**BI 350**

**Microbiology**

A study of the biology of the major groups of microorganisms. Research skills are stressed in the laboratory. Prerequisites: BI 231 and CH 317L. 3:3:4

**BI 351**  
**(CH351)**

**Introduction to Pharmacology and Pharmacy**

A non-laboratory course intended for athletic training majors. Emphasis is placed on the types and classification of drugs, their modes of action at the cellular, systemic, and organismal level, their contraindications and possible long term effects. Prerequisites: BI 120 and CH 108 and CH108L or CH 105. 3:0:3

**BI 360**

**Cell Biology**

A study of ultrastructure of the cell and its organelles. Laboratory includes studies in molecular biology and tissue culture. Prerequisites: BI 231, CH 317 and CH 317L. 3:3:4

**BI 378**

**Ecology**

A study of the interrelationships between organisms and their environment. Laboratory is included. Prerequisites: BI 114 and CH 107. 3:3:4

- BI 380 Issues in Biodiversity (MLL)**  
An introduction to biodiversity from the perspective of ecosystems and the biosphere. Topics covered include extinction, characteristics, special problems of the various biomes, conservation economics, endangered species management, and theory of nature preserve design. 3:0:3
- BI 417 Developmental Biology**  
A study of the molecular and cell biology of pattern formation in developing embryos. Systems surveyed include *Drosophila*, sea urchin, frog, salamander, chicken, and human. Prerequisites: BI 231, CH 317 and CH 317L. 3:0:3
- BI 422 Individual Research and Independent Investigation**  
A small original biological investigation and a written report of the findings, prepared in proper form. Prerequisite: permission of instructor. Variable credit 1-3 hours.
- BI 470 Internship in Biology**  
Practical work experience in biology in an industrial, academic or other setting. Internship must be approved by the instructor prior to starting work. Variable credit: 1-4 hours.
- BI 490 Advanced Topics in Biology**  
Selected topics in biology. Topics left to the discretion of the instructor and student. Plant taxonomy, histology, cellular physiology, advanced field ecology, entomology, etc. are possible topics. Laboratory work may be required. May be repeated for credit if topics differ. Prerequisite: permission of instructor. Variable credit: 1-4 hours.

## CA-COMMUNICATION ARTS (H)

- CA 103 Public Speaking (GE)**  
A development of the ability to speak clearly and express ideas effectively before an audience. Students plan, compose, and deliver various kinds of speeches and talks. Principles of effective rhetorical presentation are related to basic purposes and forms of public speech-communication. 3:0:3
- CA 104 Interpersonal Communication I (GE)**  
An introduction to the knowledge and skills of interpersonal communication. The course content includes facilitation of more effective and supportive behavior, reduction of communication barriers and development of increased skill and confidence in relationships. 3:0:3
- CA 115 Introduction to Electronic Communication**  
A survey of the emerging vehicles of electronic communication from Internet to radio and television. Includes discussion of how electronic communication affects the audience research and the methodology used to analyze the effect, introduction to the skills of electronic communication, and consideration of the specific ethical issues often associated with electronic images. 3:0:3
- CA 125 Journalism Workshop**  
This course provides an opportunity for freshman and sophomores to participate in professional writing in a guided environment for credit. Variable credit. 1-3 hours.

- CA 201      Reporting I**  
This course focuses on the fundamentals of reporting. It discusses techniques of fact gathering and news writing and provides opportunities to develop those skills through practical application. 3:0:3
- CA 218      Public Relations**  
A study of the dissemination of public information through mass media; intraorganizational information; public opinion analysis, research techniques to establish psychographics within groups, applications in business, government, education, and politics. 3:0:3
- CA 221      Radio Production**  
Orientation in the basic techniques of radio performance and production. Major emphasis on radio announcing skills and basic editing techniques. Students learn news writing and newscast performance skills. Students work on KGSP-FM. 3:0:3
- CA 231      Television Production**  
An introduction to basic television production techniques. Students will produce news and feature stories for Cable Channel 2. Orientation will include a look at basic news and script writing techniques, and will include instruction on use of video equipment and videotape editing. Students will learn basic producing and directing skills. 3:0:3
- CA 240      Popular Photography**  
A lecture and discussion course covering the fundamentals of photography. Students must provide an acceptable camera, expendable supplies, and arrange for outside processing and printing. Lab demonstrations will be a part of the course but students will not receive darkroom training. Designed for accelerated program students. Students who need or desire dark room practice should enroll in CA 241. 3:0:3
- CA 241      Photography I**  
(AR241) An introduction to the basic techniques of black and white photography. Cameras, lenses, films, lighting, composition, etc, are discussed. Students must provide an acceptable camera and expendable supplies. Darkroom work is required and a darkroom fee is charged. Prerequisite: Permission of instructor. 2:6:4
- CA 242      Color Photography**  
Special problems of basic color photography in terms of color picture taking and printing. Students must provide acceptable camera and supplies. Darkroom work is required and a darkroom fee is charged. Prerequisite: CA 241 or equivalent. 3:0:3
- CA 250      Special Topics in Communication Arts**  
This course is for students interested in writing, editing, or photography in a magazine format. This course is for those who want to apply what they learned in Advance News and Feature Writing: Layout, Editing and Design, or Photojournalism to magazine. It provides an opportunity to hone each of those skills. Non-majors are welcome. 3:0:3
- CA 301      Interpersonal Communication II**  
A study of the nature of and problems in communication. Areas of study include: mental process in communication, perception, content, amount of communication, interpersonal and task behaviors, norms, conflict, creativity, touch, distance, time usage, manipulation of environment, intervention,

attitude change and opinions, and how communication fosters attraction, productivity and leadership. The course focuses on the development of a framework for analyzing the various approaches to interpersonal communication. Prerequisite: CA 104. 3:0:3

**CA 302**

**Communication Ethics and Law**

A study of laws and ethics for journalists and other communicators. The course will analyze libel law, privacy, and objectivity, responsibility, freedom of speech and censorship, and the role of the press in society. 3:0:3

**CA 311**

**Editing, Layout and Design**

Study and practical application of editing news, features, and investigative stories. Includes rewriting, headline writing, and the principles of layout and design. 2:2:3

**CA 313**

**Script Writing Workshop**

This course is designed to acquaint the student with various types of scriptwriting; news, entertainment, documentary, commercials, copywriting, educational, industrial and dramatic. Students will write original scripts for production in selected media. For students with exceptional preparation, this may be a theatrical feature, series pilot, TVM, or mini-series lead show. 3:0:3

**CA 315**

**Journalism Practicum**

Directed work on the staffs of student publications. The Stylus editor may enroll for 4 credit hours. Variable credit:1-3 hours.

**Section A:** News and Feature Writing

**Section B:** Newspaper and Magazine Editing

**Section D:** Photojournalism

**Section E:** Advertising

**Section F:** Computer Design

**Section G:** Magazine Journalism

**Section H:** Web Page Design and Maintenance

**CA 316**

**Reporting II**

Course focuses on an in-depth reporting and analysis of news and community issues. Students learn how to cultivate techniques for both print broadcast journalism are discussed. 3:0:3

**CA 317**

**Feature Writing**

This course provides an opportunity to develop writing skills in the gathering and creation of in-depth magazine and news features. Primarily focused on writing, it aims to develop the student's voice and style in print. 3:0:3

**CA 318**

**Public Relations II**

Advance study of persuasive communications with emphasis on design and execution of public relations campaigns, the role of the public information officer, development of the comprehensive information package, and creation of effective internal publications. Includes discussion of specific ethical issues of persuasive communications. 3:0:3

**CA 321  
(PC 321)**

**Interpersonal Conflict Solution (LL)**

Presents various strategies for dealing with conflict in a positive manner. Emphasizes the development and practice of skills of listening, assertiveness, problem solving, conflict management, and mediation. 3:0:3

- CA 322      Theory and History of Mass Media (LL)**  
Analysis of mass media content and the role media play in modern society. The course includes study of the history of that role, functions of the media, effects on society, and the persuasive abilities of media. This course focuses on contemporary media criticism and related ethical issues. 3:0:3
- CA 325      Radio Practicum**  
Under faculty supervision, students are assigned staff responsibilities for the operation of the radio station KGSP-FM. The student will gain working experience on operating this station for actual broadcasting to the public. Prerequisites: CA 221. Variable credit: 1-4 credits
- CA 330      Multicultural Communication (MLL)**  
A study of communication and culture that examines cultural variability in interpersonal relationships. Emphasis is placed on facilitation of more effective communication episodes across gender, race, life-styles, culture and other barriers. 3:0:3
- CA 335      Television Practicum**  
Students work as staff members of Northland News, a cable TV show produced, reported, written, and anchored by Park students. Emphasis is placed on writing and reporting skills. Students will also produce original programming to air over Cable Channel 2. Prerequisite: CA 231. 1:9:3
- CA 341      Photography II**  
**(AR 341)** This course explores the language of photography with particular attention to the photographic essay and the photographic illustration. Both black and white and color photography are included. A variety of techniques in photographic printmaking are explored with an emphasis on self-expression and craft. A lab fee may be required. 3:0:3
- CA 380      Advertising**  
**(MK 380)** Designed to give the student an understanding of the creation, design, and production of material for advertising campaigns in all media. Suggested Prerequisite: MK 351 or equivalent. 3:0:3
- CA 385      Consumer Behavior**  
**(MK 385)** An integrated approach to the study of various behavioral concepts and theories useful for understanding consumer behavior and its relevance to the development of effective marketing strategies. 3:0:3
- CA 390      Marketing Planning**  
A course designed to analyze the process of planning or implementing and controlling promotional efforts in retail, wholesale, manufacturing, finance, service, and nonprofit organizations. Prerequisite: MK 351. 3:0:3
- CA 400      Interviewing Theories and Practice**  
Development and analysis of the interviewing process form the viewpoints of the interviewer and the interviewee. Consideration is given to strategies, ethics, and the interview as a management tool, and broad understanding of the communication variables involved in the interviewing context. Both practical and theoretical perspectives are examined. 3:0:3
- CA 402      Organizational Communication**  
Examines the role of communication in organizations and the people and patterns making up the many sides of complicated issues, which arise in organizational life. The course also examines the communication messages

sent and received within an organization including the organization's formal structure and its informal social groups. Prerequisite: CA 104. 3:0:3

**CA 404**

**Seminar: Special Topics in Group Interaction**

Revolving topic seminar for advanced students, which may be repeated under different topic headings. Topics deal with such matters as social responsibility in mass media, effects of technological change upon communication industry, film criticism, promotional strategies and case studies, or possibly issues and problems in broadcast management or public relations. Advanced standing or permission of instructor. 3:0:3

**CA 420**

**Human Relations in Group Interaction**

A course designed to facilitate the authentic exploration of feelings and communication obstacles. The focus is on interaction and interdependency in the small group context. Advanced standing or permission from the instructor. 3:0:3

**CA 441**

**Photojournalism**

Learn to use the camera to tell a story with a single photograph or with a series. The course is directed toward newspapers, but includes magazine photography. Prerequisite: CA 241 or equivalent competency. 3:0:3

**CA 450**

**Seminar: Special Topics in Journalism**

Specialized study and practice in various aspects of print journalism. May be repeated for credit when topics are changed. [Topics may include Investigative Reporting, Feature Writing, Editorial and Interpretive Writing, History of Journalism, Advanced Layout and Design.] Advanced standing or permission of instructor. 3:0:3

**CA 455**

**Seminar in Journalism Education**

The course explores the methods in journalism education, the needs the student journalists and professional standards sought by journalists in the field. 3:0:3

**CA 490**

**Communication Arts Internship**

**Section A: Journalism**

Extensive work, either under faculty or professional supervision. Three credit hours required on the staff of an area publication; additional credit hours may be earned by repeating the course using more advanced activities. Prerequisites: CA 311 and at least 3 hours of CA 315. Variable credit: 3-9 hours.

**Section B: Broadcasting**

Involves extensive work off campus in a professional environment with direct supervision by employers. Students function in a "real job" capacity with media employers such as commercial radio and television stations, corporate, and religious settings. Prerequisites: permission of the Communications Arts Faculty. Variable Credit: 3-6 hours.

**Section C: Human Resources and Public Relations**

Students gain extensive experience in organizational settings including social service agencies, nonprofit companies and corporate environments. Credit can be earned for work in public relations, advertising, marketing, consulting, and related areas. Prerequisite: permission of the communication Arts faculty. Variable credit: 3-6 hours.

**CA 491****Senior Project**

This course may not be taken before senior year. It is a capstone course in which the student designs a practical project aimed at publication in a commercial newspaper or magazine (or broadcast outlet), researches the project, completes the writing (or broadcast production), and may offer it to the appropriate editors. 3:0:3

**CH-CHEMISTRY (NS)**
**CH 101****Chemistry in the World (MGE)**

This course is designed to acquaint non-science majors with the impact of chemistry on their world. This course provides a general introduction to both inorganic and organic chemistry and stresses applications of chemistry in the commercial, industrial and technological components of society. 3:2:4

**CH 102****Contemporary Chemistry**

CH 102 will introduce the non-science major to the impact that the science of chemistry has on their world. The course provides a general introduction to the principles of the science of chemistry, in the commercial, industrial, and technological components of society. 3:0:3 (Taught in accelerated programs only).

**CH 105****Introductory Chemistry (MGE)**

A survey of general chemistry, organic chemistry, and biochemistry. Basic principles as applied to health science will be covered. The lab will be a practical application of the principles covered in lecture. 4:3:5

**CH 107****Introduction to Chemistry I (MGE)**

An introduction to chemistry by developing fundamental tools such as problem solving methods and the concept of the mole. Major topics covered will include stoichiometry, atomic and molecular structure and the states of matter. Three lectures and one hour discussion per week. Prerequisite: high school algebra or equivalent. Co-requisite: CH 107L (except in accelerated programs). 3:0:3

**CH 107L****Introduction to Chemistry Laboratory I**

Students are introduced to basic laboratory techniques. Experiments will reinforce materials covered in the lecture components of this course. Co-requisite: CH 107. 0:3:1

**CH 108****Introduction to Chemistry II**

A continuation of CH 107 with major topics covered including solutions, chemical kinetics, thermodynamics, equilibria, and an introduction to descriptive chemistry. Three lectures and one hour discussion per week. Prerequisite: 'C' or better in CH 107L or permission of instructor. Co-requisite: CH 108L. 3:0:3

**CH 108L****Introduction to Chemistry Laboratory II**

A continuation of CH 107L with experiments relating to kinetics, equilibria, thermodynamics, and qualitative analysis. Prerequisite: 'C' or better in CH 107L or permission of instructor. Co-requisite: CH 108. 0:3:1

**CH 300****Chemistry Seminar (LL)**

A series of case studies of legal, economic and social problems occasioned by the advance of science and technology in contemporary society. Open to all students. 3:0:3

- CH 301 Chemistry and Society (MLL)**  
The history and nature of the science of chemistry with emphasis upon its role as a human activity and its relationship to humanity. Open to all junior and senior level students. 3:0:3
- CH 306 Chemical Bibliography**  
Access to the chemical literature is surveyed. The use of index journals, primary and secondary sources, the patent literature, the online search, and the literature organization is explained and illustrated. Submission of a written, formal proposal of an original research problem, together with the records of the literature search validating the proposal, is required. This course will satisfy the EN 306 requirement for Chemistry and the Athletic Training majors. Prerequisites: EN 105, EN 106, passing the WCT and 60 accumulated hours. 3:0:3
- CH 310 Introduction to Inorganic Chemistry**  
Instruction in the modern synthetic and instrumental techniques currently used in inorganic chemistry. Prerequisite: CH 108. 3:3:4
- CH 317 Organic Chemistry I**  
An introduction to the chemistry of carbon based compounds. Nomenclature, structure, bonding, and reaction mechanisms of organic importance in pharmaceuticals. Prerequisite: CH 108; Co-requisite: CH 317L (except in accelerated programs.) 3:0:3
- CH 317L Organic Chemistry Laboratory I**  
Introduction to lab techniques in organic chemistry; extraction, purification, and chromatographic analysis. Basic qualitative analysis of functional groups and separation of compounds of different functional groups. Co-requisite: CH 317. 0:4:1
- CH 318 Organic Chemistry II**  
Application of principles learned in CH 317 to members of each homologous series. Importance of organic compounds in our daily lives. Introduction to bio-organic chemistry(amino acids, nuclear bases, carbohydrates, lipids). Prerequisite: CH 317 Co-requisite: CH 318L 3:0:3
- CH 318L Organic Chemistry Laboratory II**  
Application of techniques learned in 317L to carry out synthesis. Modifications of introduction of functional groups of a given substrate. Co-requisite: CH 318. 0:4:1
- CH 321 Introduction to Medicinal Chemistry**  
This course covers an introductory level medicinal chemistry. The following topics will be covered; drug development process; drug approval processes; receptors; drug interaction; pharmacodynamics; pharmacokinetics, quantitative structure activity relationships. Some of the following classes of drugs will be discussed in detail - antibacterial drugs; drugs that work on the central nervous system, analgesics, etc. Case studies of current drugs going through approval process. Prerequisite: CH 318. 3:0:3
- CH 328 Analytical Chemistry**  
An in-depth study of classical analytical chemistry techniques. Subjects include the statistical evaluation of data, gravimetric and titrimetric methods of analysis, acid-base chemistry, complexation chemistry, and redox process. Laboratory includes practical examples of the methods covered in lecture. Prerequisites: CH 108 and CH 108L. 3:4:4



- CH 329**                    **Introduction to Instrumental Analysis**  
An introduction to modern instrumental chemical analysis. The course will span theory of operation, instrument design and methodology, and applications of instrumental techniques. Electrochemical methods including potentiometry, voltammetry, and coulometry; spectroscopic methods including infrared, UV/VIS, and NMR; chromatographic methods including gas, liquid and thin layer; thermal methods of analysis and kinetic methods of analysis will be covered. Prerequisite: CH 328 3:3:4
- CH 337**                    **Biochemistry**  
**(BI 337)**                    Biochemical systems and the relation of chemical structure to the biochemical function are discussed. Prerequisite: CH 318. Co-requisite: CH 337L. 3:0:3
- CH 337L**                    **Biochemistry Laboratory**  
**(BI 337L)**                    (Co-requisite: CH 337. 0:3:1)
- CH 351**                    **Introduction to Pharmacology and Pharmacy**  
**(BI 351)**                    A non-laboratory course for athletic training majors. Emphasis is on the types and classifications of drugs, their modes of action at the cellular, systematic, and organismal level, their contraindications and possible long-term effects. Prerequisites: BI 120 and CH 108 and CH 108L or CH 105. 3:0:3
- CH 400**                    **Special Topics in Chemistry**  
A seminar devoted to selected topics in modern chemistry of interest to students requiring more depth in the field. The course may involve laboratory work. Permission of instructor. Variable credit: 1-4 hours.
- CH 405**                    **Fundamentals of Physical Chemistry**  
A one-semester survey of physical chemistry for students not intending to pursue advanced work in chemistry. Topics include an introduction to thermodynamics, phase equilibria, chemical equilibrium, electrochemistry, kinetics, atomic structure, bonding, and molecular spectroscopy. Prerequisites: MA 211 and PY 206 or concurrent enrollment therein. 3:3:4
- CH 407**                    **Physical Chemistry I**  
An introduction to quantitative chemical theory. The primary emphasis will be in the areas of thermodynamics will be applied to phase and chemical equilibria. Prerequisites: CH 108, PY 206 and MA 211. Co-requisite: MA 212. 3:3:4
- CH 408**                    **Physical Chemistry II**  
A continuum of quantitative chemical theory. Topics covered will include the chemical kinetics and quantum chemistry. Modern theories of atomic and molecular structure will be investigated. Prerequisites: CH 407 and one of the following: MA 213, MA 302, or MA 311. 3:3:4
- CH 429**                    **Advanced Analytical Chemistry**  
Advanced methods of chemical analysis stressing, but not limited to, the instrumental techniques. An in-depth study of the theory of electrochemical measurements, spectroscopic techniques, and chromatographic theory will be covered. Students will be introduced to several modern techniques including Raman, X-ray, and flame and furnace atomic absorption spectroscopy, thermal methods analysis and NMR techniques. Some applications of advanced methods of classical analysis will be covered. Prerequisites: CH 318, CH 329. 3:4:4

CH 440

**Organic Synthesis**

In depth study of various classes of reactions on different classes of organic compounds. Applications of those reactions in synthesis and retrosynthesis of natural products and importance of medicinal chemistry. Lab involved multistep procedures and qualitative analysis of organic compounds based on their chemical properties. Prerequisite: CH 318. 3:6:5

CH 451

**Internship to Chemistry**

Practical work in chemistry in an industrial, academic or other professional setting. Prior to the start of work, the department must approve the internship. Variable credit: 1-6 hours.

CH 490

**Research in Chemistry**

Open to advanced chemistry majors with permission of the instructor. Variable credit: 1-3 hours.

## CJ-CRIMINAL JUSTICE (SS)

CJ 100

**Introduction to Criminal Justice Administration (MGE)**

This course is an introduction to the history, nature, structure, and function of the criminal justice system in America, with comparisons to systems in other nations. Examinations of the various aspects of the administration of the justice systems, including law enforcement, courts, correctional agencies (including probation and parole), and including the increasing role of private entities in the system will be conducted. 3:0:3

CJ 105

**Criminal Law**

This course is a survey of the history and nature of criminal law in the United States. Substantive Criminal Law, defenses, and criminal responsibility will be studied within the context of the criminal justice process and rules of evidence. 3:0:3

CJ 200  
(SO 200)**Criminology**

This basic course provides an examination of the nature and extent of crime and theories of crime causation, as well as the societal reaction of criminal behavior will be covered in this class. 3:0:3

CJ 205

**Juvenile Delinquency**

This is an introduction to the origins, philosophy and objectives of the Juvenile justice system. Focus is on the operation, legal processes, current trends, and roles of the various actions within the juvenile justice system. 3:0:3

CJ 220

**Criminal Justice and the Community**

This basic course emphasizes programming techniques for benefiting the agency-citizen relationship. Prominence is placed on utilizing the resources of the criminal justice agencies to engage in effective conflict resolution with citizens, develop citizen and agency awareness, community crime prevention and community relations. 3:0:3

CJ 221

**Criminal Procedure**

This basic course examines the procedures to be followed in law enforcement, the courts, and the corrections in the processing of the criminal case, from the crime to the end of punishment. The law of search and seizure and the right to counsel in each of the three segments of the criminal justice system are among the topics that will be examined. 3:0:3

- CJ 231 Introduction to Law Enforcement**  
This is an introduction to the law enforcement segment of the criminal justice system, with an examination of the history and development of law enforcement, especially in the United States. The various job and career opportunities in law enforcement will be reviewed. 3:0:3
- CJ 232 Introduction to Corrections**  
This basic course discusses correctional concepts from their historical background to the present. An emphasis will be placed on the multi-faceted approach to corrections in our society, including the use of alternatives to incarceration. 3:0:3
- CJ 233 Introduction to Security**  
This course covers the basic principles of security and loss prevention that is common and fundamental to all areas of protection of personal property from historical and modern day points of view. Topics of discussion will include: the security industry, the threat environment, risk analysis, fundamentals of physical security, safety, and accident prevention, and common security problems. 3:0:3
- CJ 250 Selected Topics in Criminal Justice**  
This course is a specialized introductory study of a particular subject in criminal justice that is not otherwise available in the criminal justice department. The course may be repeated for credit when topics are changed. 3:0:3
- CJ 300 Agency Administration**  
This intermediate course examines management models, administrative techniques and patterns or organizational structure characteristic of criminal justice agencies. Prerequisites: CJ 100 and either CJ231, CJ232, or CJ233. 3:0:3
- CJ 302 Media and Criminal Justice (MLL)**  
This is an advanced level, interdisciplinary course wherein students will learn about the relationship between the media and various elements of the criminal justice system. It is team-taught by experts in communication arts and criminal justice. 3:0:3
- CJ 310 Leadership and Team Building (MLL)**  
This intermediate course examines the principles of leadership and team building, with an application of the principles of real life situations will be implemented. Exercises to use in building a team will be developed. 3:0:3
- CJ 311 Criminal Investigation**  
This intermediate course includes a discussion of the nature and purpose of criminal investigation, historical background, tools employed skills development, and techniques useful in the reconstruction of criminal activity. Prerequisites: CJ 100 and CJ 105 3:0:3
- CJ 312 Criminalistics**  
This intermediate course covers topics such as the discovery, recognition, observation, identification, and collection and comparison of physical evidence, including a review of various current techniques in the testing of physical evidence. Prerequisites CJ100 and CJ105 3:0:3

- CJ 313      The Law of Evidence**  
This intermediate course examines the rules of evidence as they relate to the prosecution and defense of criminal cases, general provisions, judicial notice, presumptions, relevancy, privileges, witnesses, hearsay, expert testimony, authentication, and identification. 3:0:3
- CJ 315      Special Topics in Criminal Justice**  
This advanced course is a specialized study of a particular subject in criminal justice not otherwise available in the department. This course may be repeated for credit when topics are changed. Prerequisites: permission of instructor and at least junior standing. 3:0:3
- CJ 322      Probation, Parole, and Community Corrections**  
This intermediate course explores the use of probation and parole as alternatives or as adjuncts to confinement. The rules and functions of the parole and probation system and their supervision are discussed. Various techniques and methods for achieving the goals are considered, including community related programs. Prerequisite: CJ 232. 3:0:3
- CJ 323      Corrections Management**  
This intermediate course examines the principles, problems, and trends in the correctional administration and management, methods of achieving organizational change and the evaluation of correctional units. Prerequisite: CJ 232. 3:0:3
- CJ 332      Industrial Security**  
This intermediate course examines the principles, methods, requirements, and standards for industrial security systems. Prerequisites: CJ 233. 3:0:3
- CJ 333      Security Administration**  
This intermediate course examines organization and management of security programs in business, government and industry with emphasis on selection and implementation of security. Prerequisites: CJ 332. 3:0:3
- CJ 350      Criminal Justice Management and Planning**  
This intermediate course examines budgeting, personnel, and planning. This course is designed to develop a working knowledge of management planning in criminal justice. Prerequisite: CJ 300. 3:0:3
- CJ 365      Financial Investigations (MLL)**  
This intermediate course studies how current perspectives dominate in the field of financial investigations. Discussions of the concepts of law and evidence, sources of information, accounting, methods of tracing funds, banking and financial record keeping, and interviewing as they apply to detecting and resolving financial crimes will be discussed. Primary emphasis will be placed on theoretical principles and applications of financial investigative techniques. 3:0:3
- CJ 400      Constitutional Law in Criminal Justice**  
This advanced course is an in-depth study of the U.S. Constitution as it applies to law enforcement, the courts, and corrections, including an examination of recent decisions by the U.S. Supreme Court. Prerequisite: Junior standing. 3:0:3
- CJ 420      Forensic Science**  
This advanced course is a theoretical and practical examination of techniques in the identification, examination, and comparison of physical

evidence using both historical and current methods. Laboratory performance is a portion of the coursework. Prerequisite: Senior standing or permission of the instructor. 3:0:3

**CJ 425**

**Comparative Criminal Justice Systems (MLL)**

This advanced course is an in-depth examination of criminal justice systems other than the U.S. system. The course allows students to make comparisons of these systems to the U.S. system. Prerequisites: Senior standing and permission of the instructor. 3:0:3

**CJ 430**

**Research in Criminal Justice**

This capstone course is an examination of the research methods with application most commonly utilized in criminological and criminal justice research. Development and implementation of an original data-gathering instrument is required. A paper summarizing and evaluating the data-gathering instruments and comparing the data to published articles is required. Prerequisites: MA 120 and senior standing. 3:0:3

**CJ 440**

**Internship in Criminal Justice**

This capstone course provides practical application through service with a criminal justice agency. Opportunities are available in both the public and private sectors. Prerequisites: permission of department chairperson. Variable credit: 3-6 hours.

**CJ 450**

**Senior Seminar in Criminal Justice**

This capstone course addresses current issues and trends in criminal justice with emphasis on group discussion. Each student will be required to prepare, submit and defend a senior thesis. Successful completion of the thesis is mandatory. This course will satisfy the EN 306 requirement for Criminal Justice majors. Prerequisites: EN 105, EN 106, passing the WCT and senior standing. 3:0:3

**CJ 451**

**Senior Writing Project**

This capstone course is individualized instruction for the student to examine a current issue or trend in criminal justice, culminating in the preparation, submission and defense of a senior thesis. Successful completion of the thesis is mandatory. This course will satisfy the EN306 requirement for Criminal Justice majors. Prerequisites: EN 105, EN 106, passing the WCT and senior standing. 3:0:3

**CJ 460**

**Senior Honors Thesis**

This advanced course allows the student to make a special investigation into a specific area of criminal justice administration. The student will have completed the major courses in his/her program before enrolling in this course. Prerequisites: CJ 430, senior standing, 3.2 G.P.A, and permission of instructor. 3:0:3

## CO-CONSTRUCTION (SS)

- CO 111                      Introductions to Engineer Construction Technology/Design/and Materials**  
Introduction to the field of engineering calculations, technical reporting, presentation of data, and the fundamental steps of construction designs. Emphasis will be on the analysis, identification, selections and specifications of the materials of construction required to achieve the desired project quality. 3:0:3
- CO 121                      Plans Analysis**  
Introduction to the architectural, structural, and mechanical requirements as they relate to the construction field. Emphasis is on the blueprint interpretation, craft resources, material requirements, code compliance, and work scheduling. 3:0:3
- CO 215                      Construction Safety and Health**  
Orientation and enforcement of the construction trades sub-parts of the Occupational Safety and Health Act. The student will develop knowledge in record-keeping requirements and the recognition, avoidance, and prevention of safety hazards within construction trades. 3:0:3
- CO 225                      Building Codes**  
Basic principles and methods significant in contract relationships and appreciation of the legal considerations in construction work. Emphasis is placed on the National Building Code and its application to local situations. 3:0:3
- CO 235                      Construction Planning**  
Basic construction management functions: preparation of work schedules, requests for progress payments, evaluation of alternative methods of construction, and equipment usage. 3:0:3
- CO 245                      Construction Estimating**  
Basic cost estimating of construction projects. Topics include types of estimates, quantity take off, unit price, material and labor costs, overhead, profit contingencies, job cost data sources, and cost indices. 3:0:3
- CO 360                      Critical Path Analysis**  
Study of planning and control of a schedule by network techniques including the time cost analysis of CPM scheduling for application on construction projects, job shop scheduling, and related problems. Prerequisite: CO 235. 3:0:3

## CS-COMPUTER SCIENCE (NS)

- CS 140                      Introduction to Computers (MGE)**  
This course introduces computer concepts, terminology, and applications to enable students to use computers in their environment and career. This class will feature lectures, written assignments, and demonstrations of computer concepts. The lab will concentrate on hands-on computer lab projects using the dominant Windows operating system and Office

applications. Software will include Word, Excel, Access, PowerPoint, and Internet browsers. Students will be introduced to the structure and use of personal computer hardware, peripherals, comparison of popular operating systems, recent history of technology and some ethical implications. 3:0:3

**CS 144****Beginning Programming with Multimedia Projects**

This course introduces students to the fundamentals of programming and design using multimedia projects. In a “hands-on” class, students will use pseudocode design and the three programming constructs (sequence, selection, and repetition) in creating GUI screen interfaces and web pages. Students will learn how to combine text, graphics, audio, video, and animation in their projects. 3:0:3

**CS 151****Introduction to Programming**

This course introduces students to algorithmic design and structured/modular programming. Programming concepts will be put into practice by using Java for programming projects. These basic programming concepts and constructs will be covered: variables, data types, strings, arithmetic and logical operators, branching statements, loops, and debugging. Additionally, these object-oriented programming concepts will be covered: classes, instance variables, methods, and constructors. Prerequisite: MA 131 (or equivalent) or CS144 or permission of instructor. 3:0:3

**CS 208****(MA 208)****Discrete Mathematics**

This course introduces the student to selected finite systems pertinent to the study of computer science. Course topics will include the following: mathematical induction, sets, relations, functions, matrices, graphs, trees, combinatorial analysis, Boolean algebra, and other structures. Prerequisite: Any math course > MA 131. 3:0:3

**CS 215****Selected Topics in Computers**

This course provides an in-depth study into a particular area of computers. CS 215 may be repeated once for credit for a different course topic. Prerequisite: dependent upon course topic. 3:0:3

**CS 219****Programming Fundamentals**

This course continues the development of the programming and problem solving skills introduced in CS 151. Programming concepts will be put into practice by using Java for programming projects. Students will learn about object-oriented programming and two of its key components - inheritance and polymorphism. Additionally, students will learn about these topics: graphical user interface components, event driven programming, exception handling, files. Prerequisites: Any math course  $\geq$  MA 131, a grade of ‘C’ or better in CS 151. Suggested Prerequisite: CS 140. 3:0:3

**CS 220****Computer Architecture**

The student will learn about the various hardware components of a computer system. Course topics include: data representation, number systems, Boolean algebra, combinational logic, sequential logic, CPU layout, registers, adders, buses, and memory devices. Prerequisites: CS 208, CS 219. 3:0:3

**CS 225****Programming Concepts**

This course continues the development of the programming and problem solving skills introduced in CS 219. Programming concepts will be put into practice by using C++ for programming projects. Since C++ is so similar to Java and since students should already know Java from their prerequisite

courses, this course will cover C++ basics (control constructs, operators, data types, functions) very quickly. More time will be spent on those features of C++ that differ from Java. For example, more time will be spent on pointers, object-oriented programming techniques, and operator overloading. Prerequisite: A grade of 'C' or better in CS 219. 3:0:3

CS 300

### **Technology in a Global Society (MLL)**

This course presents the social, political, economic, multicultural, and ethical issues surrounding the use of computers and computer technology. Course work includes class discussion, readings, collaborative projects and formal term papers on selected topics. 3:0:3

CS 301

### **Assembly Language**

The student will learn to program in assembly language. The student will work with binary and hexadecimal numbering systems, computer architecture, and an assembly language instruction set(s). The student will write assembly language programs. Prerequisites: CS 220 and CS 352. 3:0:3

CS 305

### **Introduction to Artificial Intelligence**

The student will learn the terminology and methods used in a variety of artificial-intelligence (AI) areas. These topics will be covered: history of artificial intelligence, search techniques, knowledge representation. In addition, one or more of these topics will be covered: expert systems, uncertainty, case-based reasoning, neural networks, vision, robotics. The student may use various AI tools, Lisp, and/or Prolog for AI projects. Prerequisite: CS 352. 3:0:3

CS 314

### **User Interface Design**

The student will learn techniques of programming a user interface in a graphic environment. Topics include the common tools for creating graphic interfaces, rules for consistency, human factors, intuitive design and feedback. Interface downfalls in common software packages will be identified. Students will work in groups to test an interface of their own design. Prerequisite: CS 219. 3:0:3

CS 321

### **Web Programming I**

This course provides an introduction to the various languages, tools, and programming techniques used to program on the World Wide Web. The fundamentals of client-server programming will be emphasized. These topics will be covered: XHTML, cascading style sheets, Dynamic HTML, JavaScript, applets. Due to the particularly dynamic nature of the Web environment, course content will change as appropriate. Prerequisite: CS 219. 3:0:3

CS 322

### **Web Programming II**

This course continues the development of the web programming skills introduced in CS 321. While CS 321 emphasizes client-side web programming, CS 322 emphasizes server-side web programming. Server-side concepts will be put into practice by using an HTML-embedded language such as JSP and/or ASP.NET. Students will be expected to implement applications that utilize database back-ends. Students may be introduced to Server-Side Includes, servlets, and/or XML. Due to the particularly dynamic nature of the Web environment, course content will change as appropriate. Prerequisite: CS 321. 3:0:3

CS 351

### **Computer Operating Systems**

This course presents the theory of operating systems and an overview of



one or more operating system environments. Operating system concepts covered should include (but are not limited to): process management, memory management, I/O management, file management, and security. Theory concepts will be put into practice with exercises, some requiring college algebra skills and/or basic programming knowledge. Operating system environments may include (but are not limited to): Windows, UNIX, and Linux. Prerequisite: CS 219. 3:0:3

**CS 352****Data Structures**

This course introduces the student to various data structures and advanced algorithmic concepts. Students will put what they learn into practice by using C++ for programming projects. These data structures will be covered: linked lists, stacks, queues, and trees. These concepts will be covered: recursion, searching, sorting, and time-complexity analysis. Prerequisites: CS 208, a grade of C or better in CS 225. 3:0:3

**CS 360****Database Management**

This course provides an overview of database system concepts. The course deals with file organization methods, database models, data integrity and security, and database administration issues. The student will be introduced to application program development in a database environment with emphasis on setting up, modifying, and querying a database. Prerequisite: CS 219. 3:0:3

**CS 365****Computer Networking**

This course provides an overview of computer networking concepts. Course topics include (but are not limited to): protocol layer stack, circuit switching vs. packet switching, connectionless vs. connection-oriented services, routing, Ethernet, LAN topologies, transmission media. Optionally, the course may provide hands-on projects. For example, students may be asked to install and configure a LAN, install and use Linux network applications, or write network programs. Prerequisite: CS 219. 3:0:3

**CS 367****Network Administration**

This course provides a broad discussion of the role of a network administrator. It will cover the elements of the network for which the administrator is responsible: servers, routers, end-user machines, and local interconnection devices. It will discuss the major services that are generally deployed on most networks, and it will discuss the role of user support in terms of establishing accounts and quotas, ensuring appropriate access for users, and ensuring that the network is adequately protected from external and internal security threats. Prerequisite: CS 365. 3:0:3

**CS 368****Distributive Computing**

This course provides an overview of distributed computing; that is, programs that operate on multiple computers that are connected by a network. The course will be programming intensive, and will include, but not be limited to, course topics such as: the basic client/server programming model, the sockets programming API, client and server development in C and Java, remote procedure calls (RPC), remote method Invocation (Java), connectionless v. connection-oriented clients and servers, and multi-threaded servers. Prerequisites: CS 321 and CS 365. 3:0:3

**CS 380****Compilers**

The student will learn the principles of compiler construction. In particular, the student will learn about lexical analysis, symbol tables, parsing, type checking, and code optimization. Some or all of these concepts will be put into practice with programming projects. Prerequisite: CS 352. 3:0:3

**CS 415****Special Topics in Computers**

This course serves as an in-depth study in a specific field of computer science. Course topics may include (but are not limited to): architecture, advanced networking concepts, computer graphics, modeling and simulation, programming language theory, software engineering, VLSI circuits. CS 415 may be repeated once for credit for a different course topic. Prerequisite: dependent on course topic. 3:0:3

**CS 451****Computer Science Internship (Parkville Daytime Campus Center Only)**

The student arranges to work in a professional environment. The student's duties must be sufficiently complex to require the expertise of a senior level computer student. Internship duties may include (but are not limited to): developing or updating a program(s) or application(s), installing computer hardware or software, installing or administering a network, writing technical documentation. Prior to enrolling in CS 451, the student and the student's job supervisor must jointly prepare an internship proposal. The proposal must be submitted to the advisor and approved no later than four weeks prior to the enrollment deadline. Prerequisites: consent of the advisor, student should be entering or completing his/her senior year. Normal credit: 3 hours (for 160 hours of internship work). Maximum credit: 6 hours (for 320 hours of internship work).

**CS 490****Senior Project in Computers (Parkville Daytime Campus Center Only)**

The student finds a computer-related field of interest and performs in-depth work in that field. The project must be sufficiently complex to require the expertise of a senior level computer student. Project topics may include (but are not limited to): developing or updating a program(s) or application(s), installing computer hardware or software, installing or administering a network, writing technical documentation, writing a research paper. Prior to enrolling in CS 490, the student must prepare a project proposal. The proposal must be submitted to the advisor and approved no later than four weeks prior to the enrollment deadline. Prerequisites: consent of the advisor, student should be entering or completing his/her senior year. 3:0:3

## EC-ECONOMICS (SS)

**EC 101****Economic Thinking (MGE)**

A survey of economic methods and thought. This course begins with an outline of the history of economic thought and proceeds to study economics of the private sector and how they are affected by government activity and regulation. The first half of this course focuses on the economics of the individual and the firm and how they interact to maximize their benefit. The second half of the course deals with the United States economy as a whole and considers the forces that contribute to unemployment, inflation, and economic growth. Integrated throughout the course is a global concern with how domestic economic activity affects the foreign sector and, especially, foreign trade. 3:0:3

**EC 141****Principles of Economics I (Macro)**

A study of the contemporary American economy; the role of investment, consumption, and government on income determination; and an analysis of the foreign sector. Emphasis is on contemporary problems: unemployment, inflation, and growth. 3:0:3

- EC 142 Principles of Economics II (Micro)**  
A study of the market mechanism and the organization of production and distribution activities in society. A major focus is on the determination of prices of goods and factors of production. Analysis of the firm as the main institution in the market. 3:0:3
- EC 290 Selected Topics in Economics**  
An in-depth examination of specific areas of economics. May be repeated once for credit with a change in topic. Variable credit: 1-3 hours.
- EC 300 Intermediate Microeconomics**  
An analysis of the considerations underlying economic value. Emphasis is on the pricing process under different market conditions and the evaluation of the functioning of the enterprise system. Prerequisite: EC 142. 3:0:3
- EC 301 Intermediate Macroeconomics**  
This course begins with a review of national income concepts including national income accounting. It analyzes fiscal and monetary policy using the ISLM model. The primary course focus is on the critical analysis of fiscal, monetary, new Keynesian, and new classical models and their success in explaining economic stability and the stimulation of economic growth. Prerequisite: EC 141. 3:0:3
- EC 302 Labor Economics**  
A study of wages, working hours, conditions of work, fringe benefits. Also, an analysis of purchasing power of wages, and productivity. Attention is given to labor unions and to government attitudes toward labor. Prerequisite: EC 142. 3:0:3
- EC 303 Money, Credit and Banking**  
A study of commercial banking, money markets, capital markets, monetary standards, foreign exchange; also, an analysis of the Federal Reserve System (central banking system) and its impact on the control of the money supply, and a survey of financial institutions. Prerequisites: EC 141 and EC 142 or permission of the instructor. 3:0:3
- EC 305 Special Issues in Economics**  
This course consists of the study and analysis of some major aspects of economic theory at the junior level. Permission required from the instructor. Variable credit: 1 to 3 credit hours.
- EC 308 Transition to a Market Economy (MLL)**  
An examination of problems of transitioning from a centrally directed, statist economic system to a system in which the market establishes what and how much the economy produces and consumes. The role of the price system and the function of profit in a market economy are discussed. Formal and informal institutional barriers to the transition will be evaluated. 3:0:3
- EC 309 Economic Development**  
A study of the principles of growth applied to developed countries, newly industrialized countries, and developing countries. Analysis begins with a discussion of the early gains from socialist collectivization and Latin American early gains due to import substitution. The development failure that led to the collapse of the USSR and the development failures in the current non-communist countries are analyzed. Prerequisites: EC 141 and EC 142. 3:0:3

- EC 315 Intermediate Statistical Analysis**  
This intermediate level statistics course covers the fundamentals of conducting quantitative research for the social and administrative sciences. The course is organized around a research project on quantitative analysis of data. Prerequisites: MA 120 and CS 140. 3:0:3
- EC 401 History of Economic Thought (LL)**  
This course provides an overview of the historical development of economic doctrines from ancient times to the mid-20th century. Included in the discussion are the Greek and Roman slave society, the feudal society, mercantilism, and the historical transition to socialism and capitalism. 3:0:3
- EC 402 Comparative Economic Systems**  
A study of several economies which discusses the impact of various ideologies on economic structures. Major areas: capitalism, socialism, communism (theory and practice). Term paper required. Prerequisites: EC 141 and EC 142. 3:0:3
- EC 404 Managerial Economics**  
This course uses linear regression and linear programming computer packages to analyze various economic and business management problems. Prerequisites: EC 141, EC 142, and EC 315. A second statistics course and CS 140 may be substituted for EC 315. 3:0:3
- EC 407 International Trade and Finance**  
The course entails an examination of trade theory, commercial policy and selective trade problems of global economics; an investigation of the nature of international payments, balance of payments and foreign exchange markets; a study of international monetary arrangements and their adjustment mechanisms. Prerequisites: EC 141, EC 142 and EC 300. 3:0:3
- EC 450 Senior Seminar in Economics**  
This is the economics capstone course. The student will take a comprehensive final exam over four subject areas that focus on the United States economy. These areas will include microeconomics and macroeconomics. The other two tested areas will be selected from Labor Economics; Money, Credit, and Banking; and/or International Trade and Finance. In addition, the student will be given a country other than the United States to analyze in the four economic areas. Prerequisites: EC 300, EC 301, EN 306B, plus at least two of the following: EC 302, EC 303, EC 307. 3:0:3.
- EC 490 Special Topics in Economics**  
This course consists of the study and analysis of some major aspect(s) of economic theory at the senior level. Permission required. Variable credit: 1 to 3 credit hours.

## EDU-EDUCATION (SS)

**EDU-EDUCATION (SS)** To enroll in courses EDU, EDC, EDE, EDM, EDS 350 and above a student must first be admitted to the appropriate program in the School for Education, which requires a formal application after passing the C-BASE test (Child and Family Studies majors excluded from C-BASE), maintaining a 2.75 GPA, and successfully completing basic general education courses, EDU 105, writing and math competencies, a letter of reference and a portfolio.

- EDU 105 Career Inquiry in Education**  
Students will visit a variety of schools, ranging from preschool to high school, including both public and private. Students will be expected to react both orally and in writing to these observations as well as to issues involved in choosing teaching as a career. Frameworks, standards and portfolios will be introduced. 2:1:3
- EDU 110 (MA 110) Geometry for Teachers**  
A consideration of selected topics from basic Euclidean geometry with emphasis on proper terminology and unification of concepts. Techniques available for teaching the basics are discussed. 3:0:3
- EDU 203 Educational Psychology**  
Application is made of the fundamental principles of psychology to the teaching-learning process. 3:0:3
- EDU 210 The School as a Social System (MGE)**  
A survey of the historical, philosophical, and legal foundations of American education. Also a study of the various school systems in the United States. Selected educational problems, issues and practices will be examined in light of current social conditions. 3:0:3
- EDU 300 Writing in Education**  
A writing intensive course for those preparing to teach. Emphasis will be on writing appropriate for classroom teachers including community communication, reflective thinking and writing, and critical analysis of education literature. This course will satisfy the EN 306 requirement for Education majors.. Prerequisites: EN 105 and EN 106 with at least a "C", passing the WCT, and accumulation of at least 60 hours, 15 of which must be in education. 3:0:3
- EDU 330 Issues in Diversity (MLL)**  
A course that deals with the issues of multicultural education with emphasis on equity and justice dealing with gender, race, and class. Students will be exposed to classrooms that are examples of diversity at work. The expectation will be for critical analysis of society and the impact of diversity in the school. 3:0:3
- EDU 361 Ethics and Professionalism in the Classroom**  
An introduction to the legal values and ethical standards of behavior that govern the profession of teaching. Focus is on the legal and ethical duties owed by educators to student, parents, colleagues and the school district. Emphasis is placed on appropriate intervention and response strategies to problems frequently faced by new teachers. Prerequisites: EDU 210 and admission to the School for Education. To be taken simultaneously with Practicum. 1:0:1
- EDU 367 Assessment in Education**  
This course is designed to address issues relating to formal and informal assessment, teacher-made tests, authentic assessment, as well as standardized tests. Emphasis will be on tests utilized in Missouri. Fieldwork in the schools will be required. Prerequisites: EDU 203 and admission to the School for Education. Ideally it should be taken simultaneously with the appropriate 359 "Strategies" class. To be taken simultaneously with Practicum 3:0:3
- EDU 375 (PS 321) Exceptional Children**  
A course designed to study the varied educational, developmental, and

behavioral characteristics of children with special intellectual, physical, emotional, or social needs. This course includes completion of out-of-class experiences such as visits to inclusion classrooms in area schools, and home visits with families. Prerequisite: PS 101 or EDU 203, and admission to the School for Education. To be taken simultaneously with Practicum. 3:0:3

**EDU 383****Technology in Education**

An introduction to the technology of the classroom, including instructional media and computers. Emphasis on effective use of media, operation of equipment, production of resources, and selection and evaluation of hardware and software. There will be an opportunity to work on the education portfolio. Prerequisites: EDU 203 and CS 140 or permission of instructor, and admission to the School for Education. To be taken simultaneously with the appropriate EDx 360 Practicum. 3:0:3

**EDU 398****Content Area Methodology for K-12 Teachers**

The purpose of this course is to allow the student to identify and practice appropriate teaching techniques and methods in the area of K-12 certification. The areas of concentration are: A. Art B. Spanish Prerequisite: Admission to the School for Education. To be taken simultaneously with Practicum or Directed Teaching. 2:0:2

**EDU 400****Independent Reading in Education**

A course designed to meet individual interest areas in the field of education. Prerequisite: permission of the instructor. Variable credit: 1-3 hours.

## EARLY CHILDHOOD EDUCATION (EDC)

**EDC 220****Child Growth and Development for Early Childhood and Elementary Teachers**

A study of the growth and development of children, birth through the years of middle childhood. Emphasis will be placed on contemporary multicultural dimensions of development and child rearing, and their implications for teachers. Students seeking certification in Early Childhood Education will spend five contact hours in each of three early childhood settings: Infants/Toddler, Pre-K-Kindergarten, and Primary K-3. 3:0:3

**EDC 222****Early Childhood Principles**

An introduction to early childhood principles and its implications for teaching. Students will be familiar with the philosophical framework of developmentally appropriate practices as a basis for making professional decisions. Students will observe for a total of five (5) hours in each of the following early childhood settings: Infant/Toddler, Pre-Kindergarten, and Primary K-3. 3:0:3

**EDC 353****Language and Literacy Development in Early Childhood**

A study of language and literacy development in young children. Emphasis will be placed on the roles of teachers and families in facilitating reading, writing, speaking and listening in young children, from birth through age 5. Students will observe and interact with children for (5) five hours in each of the following early childhood settings: Infancy/Toddler, Pre-K-Kindergarten, and Primary K-3. Prerequisite: Admission to the School for Education. 3:0:3

- EDC 354      Observation, Assessment & Screening in Early Childhood Education**  
A course exploring appropriate assessment procedures for evaluating, monitoring, reporting, and planning experiences to support and extend the development and learning of young children. Students will practice the skills of observation and assessment in each of the following settings: Infant/Toddler, Pre-K-Kindergarten, and Primary K-3. Prerequisite: Admission to the School for Education.. 3:0:3
- EDC 355      Social and Emotional Learning in Early Childhood**  
This course will examine the theories that support the problem solving approach to guiding young children's behavior in the early childhood classroom. The adult role in developing relationships of mutual trust and respect and helping young children see themselves as a member of a learning community will be emphasized. Developmentally appropriate strategies, including preventive strategies, will be explored. Students will observe and analyze guidance and classroom management practices in different early childhood settings. Prerequisite: Admission to the School for Education.. 3:0:3
- EDC 356      Families in a Pluralistic Society**  
A course designed to explore school-family relationships. Emphasis will be placed on developing the student's understandings of the perspectives of families in the care and education of their children, and in becoming familiar with community resources. Field trips will enable students to learn about agencies and programs providing family support. Prerequisite: Admission to the School for Education 3:0:3
- EDC 357      Family Involvement in Early Childhood Education**  
A course designed to provide students with the knowledge and skills necessary to promote and support family involvement in early childhood settings (including Infant/Toddler, Pre-K-Kindergarten, and Primary K-3). Emphasis will be placed on learning to work effectively with families and other adults from a variety of cultural/linguistic and socio-economic backgrounds. Prerequisite: Admission to the School for Education.. 3:0:3
- EDC 358      Early Childhood Program Management**  
A course examining the issues of management in early childhood programs, including supervision; planning environments, curriculum, and evaluation procedures; health, safety, nutrition; guidance and classroom management; professional decision-making; working with families and community; and advocacy. Students will visit and participate in a variety of different programs serving children from birth through grade 3. Prerequisite: Admission to the School for Education. 2:0:2
- EDC 359A      Infants and Toddlers**  
Students will plan, implement and evaluate developmentally appropriate materials, activities and strategies for children, birth through age 2. ECE Certification students must be concurrently enrolled in EDC 360A K-3 Infant and Toddler Practicum for ECE Certification. (2cr.). Child and Family Studies students must be concurrently enrolled in EDC 361A Infant and Toddler Practicum for Child and Family Studies (1cr.). Prerequisite: Admission to the School for Education. 3:0:3
- EDC 360 A      Infant and Toddler Practicum for ECE Certification**  
A supervised field experience in an infant/toddler setting that supports the integration of teacher knowledge, skills, and dispositions necessary for working with young children, birth through age 2, and their families. The



student is required to be in the infant/toddler setting one full day or two half days during the semester. The practicum is coordinated with Phase I courses in the ECE Professional Curriculum. The student must be concurrently enrolled in EDC 359A (3 cr.) and must earn at least a “B” in the practicum to continue in the program. Prerequisite: Admission to the School for Education. 0:2:2

**EDC 361A****Infant and Toddler Practicum for Child and Family Studies**

A supervised field experience in an infant/toddler setting that supports the integration of teacher knowledge, skills, and dispositions necessary for working with young children (birth-age 2) and their families. The student is required to be in the infant/toddler setting one half day per week during the semester. The student must earn at least a “B” to continue in the program. The student must be concurrently enrolled in EDC 359A Infants and Toddlers (3 cr.). Prerequisite: Admission to School for Education. 0:1:1

**EDC 359B****Integrating the Curriculum: PreK**

Students will plan, implement and evaluate developmentally appropriate materials, activities and strategies in a PreK setting. ECE Certification students must be concurrently enrolled in EDC 360B PreK Practicum for ECE Certification. (2cr.) Child and Family Studies students must be concurrently enrolled in EDC 361B PreK Practicum for Child and Family Studies (1cr.). Prerequisite: Admission to the School for Education . 3:0:3.

**EDC 360B****PreK Practicum for ECE Certification**

A supervised field experience in a PreK setting that supports the integration of teacher knowledge, skills, and dispositions necessary for working with young children, 3-5 years of age, and their families. The student is required to be in the PreK setting one full day or two half days during the semester. The practicum is coordinated with Phase II courses in the ECE Professional Curriculum. The student must be concurrently enrolled in EDC 359B Integrating the Curriculum: PreK (3 cr.) and must earn at least a “B” in the practicum to continue in the program. Prerequisite: Admission to the School for Education. 0:2:2

**EDC 361B****PreK Practicum for Child and Family Studies**

A supervised field experience in a PreK setting that supports the integration of teacher knowledge, skills, and dispositions necessary for working with young children (3-5 years of age) and their families. The student is required to be in the PreK setting one half day per week during the semester. The student must earn at least a “B” to continue in the program. The student must be concurrently enrolled in EDC 359B Integrating the Curriculum: PreK (3 cr.). Prerequisite: Admission to the School for Education. 0:1:1

**EDC 359C****Integrating the Curriculum: K-3**

Students will plan, implement and evaluate developmentally appropriate materials, activities and strategies in a primary setting, grades K-3. ECE Certification students must be concurrently enrolled in EDC 360C K-3 Practicum for ECE Certification. (2cr.) Prerequisite: Admission to the School for Education. 3:0:3.

**EDC 360C****K-3 Practicum for ECE Certification**

A supervised field experience in a primary setting that supports the integration of teacher knowledge, skills, and dispositions necessary for working with young children, (K-grade 3), and their families. The student is required to be in the K-3 setting one full day or two half days during the semester. The practicum is coordinated with Phase III courses in the ECE



Professional Curriculum. The student must be concurrently enrolled in EDC 359C Integrating the Curriculum: K-3 (3 cr.) and must earn at least a “B” in the practicum to continue in the program. Prerequisite: Admission to the School for Education. 0:2:2

**EDC 379****Advanced Strategies with Practicum for Child and Family Studies**

A supervised ten-week experience in an infant/toddler or Pre-K setting designed to provide an in-depth practicum for Child and Family Studies majors. Student will participate at the practicum site for a minimum of 25 hours per week, for a total of at least 250 hours. Fifteen hours of seminar meetings will provide an opportunity for the reflective exploration of issues in working with young children and families, and support the preparation of the Child and Family Studies portfolio. Prerequisite: Completion of EDC 359 with a grade of “B” or better, a GPA of 2.75, and admission to the School for Education. 1:7:8

## ELEMENTARY EDUCATION (EDE)

**EDE 205****Child Psychology (PS 205)**

A study of biological, cognitive, and socio-cultural development from the prenatal period through childhood. Attention will be given to theory and research, practical examples and policy implications. Prerequisite: PS 101. 3:0:3

**EDE 311****Children’s Literature for Early Childhood and Elementary Teachers**

A survey of traditional and modern literature best suited to children from early childhood through the elementary grades. An attempt is made to develop an appreciation for prose and poetry suitable for children of different ages. 3:0:3

**EDE 325****Modern Grammar (EN 325)**

This course concentrates on modern approaches to English grammar and its teaching after a brief historical perspective of transformational, structural, and traditional methodologies. Teacher education candidates are required to develop teaching packages demonstrating appropriate pedagogical methods. Other students may substitute research paper. 3:0:3

**EDE 355****Classroom Management for Elementary**

Theory and skills necessary to implement classroom management strategies are presented through lecture, discussion and classroom observations. Students will explore the theoretical foundations, knowledge, skills and dispositions necessary to create supportive teacher-student relationships and to implement developmentally appropriate guidance and classroom management strategies. The course includes guidance procedures for integrating children with and without disabilities. Students will observe and analyze guidance and management practices in a variety of appropriate early childhood, elementary, middle school and secondary settings. To be taken simultaneously with Practicum. 3:0:3 Prerequisites: EDU 203 and Admission to the School for Education.

**EDE 359****Elementary Teaching Strategies**

This course develops the curriculum and instructional strategies appropriate to the elementary learner. An emphasis is focused on developing knowledge of the Missouri Standards, lesson plans, teaching strategies, and reflection techniques. The course is designed to provide the student with the skills to

plan, implement, and evaluate both the teaching and learning processes for the elementary social studies classroom. Prerequisite: Admission to the School for Education. Students must earn at least an “B” in this course before enrolling in directed teaching. Will be taken simultaneously with Practicum. 5:0:5

**EDE 360****Practicum**

This field experience in a classroom supports the integration of teacher knowledge, skills, and dispositions in the observation and application of classroom management, professional practices, and instructional techniques. The student is required to be in the regular classroom a full day or 2 half days during the semester. The practicum will be coordinated with upper level coursework. Students must earn a “B” to continue in the program. Prerequisite: Admission to the School for Education . Course will be repeated as needed to support other courses 0:2:2

**EDE 376****Art, Music and Movement for Early Childhood and Elementary Teachers**

A course in which students plan, implement and evaluate developmentally appropriate materials, activities and strategies for teaching art, music and physical education in early childhood settings and the elementary grades. Combines theoretical knowledge about effective instruction with the development and application of reflective teaching skills. Prerequisite: EDU 203 and admission to the School for Education. To be taken simultaneously with Practicum 3:0:3

**EDE 378****Science for Early Childhood and Elementary Teachers**

A course designed to explore how children develop an interest in scientific exploration. Students will observe, design, implement and evaluate activities appropriate for early childhood programs and elementary classrooms. Prerequisites: EDE 359 and admission to the School for Education. To be taken simultaneously with Practicum 3:0:3

**EDE 379****Mathematics for Early Childhood and Elementary Teachers**

A study of the current methods for developing meaningful mathematical concepts in children, from the early years of childhood through the primary grades. Prerequisites: EDC 359 or EDC 359 and admission to the School for Education. To be taken simultaneously with Practicum. 2:0:2

**EDE 380****Literacy for Early Childhood and Elementary Teachers**

Teaching literacy as a lifelong endeavor including reading research, emergent literacy/reading readiness, writing, listening and speaking in order to prepare students to become competent communicators. Emphasis on the development and organization of an authentic language arts program including the principles and practices which will lead to literacy. Observations in a variety of settings, including early childhood programs and elementary classrooms enable the student to learn about the support of emergent literacy and the delivery of literacy instruction in the primary grades. Prerequisites: EDE/EN 325 and admission to the School for Education. To be taken simultaneously with Practicum. 6:0:6

**EDE 391****Diagnosis & Remediation of Reading Difficulties**

A survey of the instruments which teachers can use in their classrooms to screen reading difficulties. The instruments will be demonstrated and mastered as part of the course. The use of the WISC scores in classroom reading diagnosis is also emphasized. Methods and materials available to the classroom teacher for remediating reading difficulties are also a focus of this

course. Pre-service students are required to work with two elementary school students, one on one, for 16 hours in enrichment and/or remediation in a school setting. This is designed to prepare teachers to individualize reading instruction within a literary program in the elementary school. Prerequisite: EDE 380 and admission to the School for Education. 6:0:6.

## MIDDLE SCHOOL AND SECONDARY EDUCATION (EDM/EDS)

### **EDM/EDS 221 Adolescent Psychology (PS 221)**

Developmental factors and problems common to the period from puberty to adulthood. Topics include self-identity, sexuality, lifestyles, parent-adolescent relationships, and conditions leading to optimal development. 3:0:3

### **EDM/EDS 320 Literature for Young Adults (EN 320)**

Students in this course will survey literature appropriate for school children grades six through twelve. Students will also determine criteria for selecting and evaluating literature for adolescents, and will develop lesson plans for teaching literature at various grade levels. 3:0:3

### **EDM/EDS 355 Classroom Management for Middle School and Secondary**

Theory and skills necessary to implement classroom management strategies are presented through lecture, discussion and classroom observations. Students will explore the theoretical foundations, knowledge, skills and dispositions necessary to create supportive teacher-student relationships and to implement developmentally appropriate guidance and classroom management strategies. The course includes guidance procedures for integrating children with and without disabilities. Students will observe and analyze guidance and management practices in a variety of appropriate early childhood, elementary, middle school and secondary settings. To be taken simultaneously with Practicum. 3:0:3 Prerequisites: EDU 203 and admissions to the School for Education.

### **EDM/EDS 397 Methodology in Teaching Content Area in Middle and Secondary Classrooms**

The purpose of this course is to allow the student to identify and practice appropriate teaching techniques and methods in the area of certification. The areas of emphasis will be offered on a rotating basis as need dictates: A. English B. Social Studies C. Science D. Mathematics E. Journalism Prerequisite: Admission to the School of Education . To be taken simultaneously with Practicum or Directed Teaching. 2:0:2

### **EDM 359 Teaching Strategies**

This course develops curriculum and instructional strategies appropriate to the pre-service teacher. An emphasis is focused on developing knowledge of the Missouri Standards, lesson plans, and reflection techniques. The course is designed to provide the student with the skills to plan, implement, and evaluate both the teaching and learning processes for the classroom. Prerequisite: Admission to the School for Education. Students must earn at least a "B" in this course to be allowed to do directed teaching. 5:0:5

### **EDM 360 Practicum**

This field experience in a classroom supports the integration of teacher knowledge, skills, and dispositions in the observation and application of classroom management, professional practices, and instructional techniques.

The student is required to be in the regular classroom a full day or 2 half days during the semester. The practicum will be coordinated with upper level courses. Students must earn a “B” to continue in the program. May be repeated as needed to support coursework. Prerequisite: Admission to the School of Education. 0:2:2

**EDM 380****Literacy for Middle School Teachers**

Theories and techniques of teaching reading and study skills in the middle school classroom are explored. Included will be the connection between reading, writing, thinking, speaking, and listening. Students are expected to do actual tutoring of a student or students for the laboratory portion of this course. To be taken simultaneously with MSE 359 and practicum. Prerequisite: Admission to the School of Education. 5:1:6

**EDS 359****Teaching Strategies**

This course develops curriculum and instructional strategies appropriate to the pre-service teacher. An emphasis is focused on developing knowledge of the Missouri Standards, lesson plans, and reflection techniques. The course is designed to provide the student with the skills to plan, implement, and evaluate both the teaching and learning processes for the classroom. Prerequisite: Admission to the School for Education. Students must earn at least a “B” in this course to be allowed to do directed teaching. 5:0:5

**EDS 360****Practicum**

This field experience in a classroom supports the integration of teacher knowledge, skills, and dispositions in the observation and application of classroom management, professional practices, and instructional techniques. The student is required to be in the regular classroom a full day or 2 half days during the semester. The practicum will be coordinated with upper level courses. Students must earn a “B” to continue in the program. May be repeated as needed to support coursework. . Prerequisite: Admission to the School for Education. 0:2:2

**EDS 380****Literacy in the Secondary Classroom**

Theories and techniques of teaching reading and study skills in the secondary classroom are explored, including the connections between reading, writing, hearing, talking, and thinking. Students are expected to do actual tutoring of a student or students for the laboratory portion of this course. Prerequisites: Admission to the School for Education. To be taken simultaneously with EDM 359 and Practicum. 3:1:4

*Student must pass appropriate PRAXIS before enrolling in Directed Teaching with Seminar.*

**EDC 410****Early Childhood Directed Teaching with Seminar**

A twelve-week experience of directed teaching in two different early childhood settings (Infant/Toddler, PreK, or Primary K-3). Interactions with children and families from a variety of backgrounds will be an integral part of the directed teaching experience. Included will be 30 contact hours of seminar, including intensive meeting time before student teaching begins and weekly meetings during the experience of directed teaching and a culminating session following the directed teaching experience. The purpose of the seminar is to allow exploration of issues and experiences in a reflective way to enhance the directed teaching experience, and to articulate an appropriate philosophy of early childhood education as a basis for making professional decisions. Prerequisites: EDE378, EDE 379, EDE 381 and admission to the School of Education and cumulative GPA of 2.75. 2:12:14

**EDE 410****Elementary Directed Teaching with Seminar**

A ten-week experience in directed teaching in an area school. The student will observe and actually teach in a classroom. Included will be 30 contact hours of seminar, an intensive period before teaching begins, bi-weekly meetings during the experience of directed teaching and immediately at the conclusion. The purpose of the seminar is to allow exploration of issues and experiences in reflective way to enhance the directed teaching experience. Prerequisites: EDE 359 (with at least a grade of "B"), EDE 379, EDE 381, and admission to the School of Education and cumulative GPA of 2.75. 2:10:12

**EDM 410****Middle School Directed Teaching with Seminar**

A ten-week experience in directed teaching in an area school. The student will observe and actually teach in a classroom. Included will be 30 contact hours of seminar, an intensive period before teaching begins, weekly meetings during the experience of directed teaching and immediately at the conclusion. The purpose of the seminar is to allow exploration of issues and experiences in reflective way to enhance the directed teaching experience. Prerequisites: EDM 359 (with at least a grade of "B") and at least 15 hours in discipline to be taught and admission to the School of Education and cumulative GPA of 2.75. 2:10:12

**EDS 410****Secondary Directed Teaching with Seminar**

A ten-week experience in directed teaching in an area school. The student will observe and actually teach in a classroom. Included will be 30 contact hours of seminar, an intensive period before teaching begins, weekly meetings during the experience of directed teaching and immediately at the conclusion. The purpose of the seminar is to allow exploration of issues and experiences in reflective way to enhance the directed teaching experience. Prerequisites: EDS 359 (with at least a grade of "B") and 24 hours in discipline to be taught and admission to the School of Education and cumulative GPA of 2.75. 2:10:12

**EDU 410****Directed Teaching with Seminar for K-12**

A twelve-week experience in directed teaching, six weeks in grades 1-5, six weeks in grades 6-12, in area schools. The student will observe and actually teach in a classroom. Included will be 30 contact hours of seminar which can include intensive meeting time before the directed teaching experience and weekly meetings during the directed teaching experience and upon its conclusion. The purpose of the seminar is to allow exploration of issues and experiences reflectively to enhance the directed teaching experience. Prerequisites: EDS 359 (with at least a grade of "B") and at least 30 hours in the discipline to be taught, and admission to the School of Education and cumulative GPA of 2.75. 2:12:14

## EG-ENGINEERING (SS)

**EG 101****Introduction to Engineering Management**

The introduction to the responsibilities and requirements for engineer administration. The management of technical activities, with emphasis on planning and organizing; requirements for managing projects, team building, techniques of control, data requirements and analysis, communication, time management, and project analysis. 3:0:3

- EG 360 Environmental Impact in Engineering**  
Course includes legal and administrative activities leading toward improved environmental management and responsibility of engineers. National Environmental Policy Act and court decision implications, and preparation and processing of environmental impact statements. 3:0:3
- EG 390 Engineer Administration Decision-Making Models**  
Development of the formal problem solving process. Identification of the types of decisions made by engineer administrators. Development of techniques for lay-out and organization of the engineer project using milestone scheduling, Gantt chart, and CPM to determine resource requirements, equipment scheduling, and time estimates. Forecasting what is needed, where and when, and alternatives. Prerequisites: CO 360, EC 142 or consent of the instructor. 3:0:3
- EG 470 Engineer Administration Economics**  
Techniques for capital investment decision making, time-value of money, the evaluation of investment alternatives, depreciation cost, materials and equipment accounting information systems. Prerequisite: EC 142. 3:0:3
- EG 491 Senior Seminar in Engineering Administration**  
Advanced case study of engineering management of engineering projects with emphasis on a construction project and the associated construction management. Includes the engineering administration and management responsibilities from project inception to completion. A capstone course bringing together previous course work into the analysis, research, data collection and presentation for the case study. Prerequisite: Completion of construction/engineering core courses or permission of instructor. 3:0:3

## EI-ENGLISH AS AN INTERNATIONAL LANGUAGE (H)

- EI 101 Beginning Reading and Writing I**  
This course introduces the beginning level speaker of English to basic reading texts and elementary writing tasks. Students learn to identify topic sentences, main ideas, and conclusions; various methods of building vocabulary; and to recognize basic sentence constituents. Writing tasks will be based mainly, but not exclusively, on the readings. Students compare and analyze each other's work for errors and strengths. As beginning writers of English, they practice and become familiar with simple grammatical structures. 3:0:3
- EI 102 Beginning Reading and Writing II**  
This course continues to introduce the beginning level speaker of English to basic reading texts and elementary writing tasks. In this course, students encounter more challenging reading assignments, ranging from 500 - 800 vocabulary words. More varied writing tasks will be assigned. Students continue to practice grammatical and textual analysis. 3:0:3
- EI 111 Beginning Listening and Speaking I**  
This course introduces the beginning level speaker of English to basic listening, speaking, and pronunciation skills. Students learn the elements of phonetics to facilitate the development of superior pronunciation skills as well as self-monitoring techniques. They are exposed to graduated (in terms of difficulty) selections of aural English. They also practice routinized and common patterns of speech such as may be found in the classroom, in the

cafeteria, in stores, in the dorm, and so on. Finally, students acquire strategies to improve their comprehension, as well as others' comprehension of them. 3:0:3

**EI 112**

**Beginning Listening and Speaking II**

This course continues to introduce the beginning level speaker of English to basic listening, speaking, and pronunciation skills. Building on the knowledge of phonetics gained in EI111, which it follows, students practice and hone their pronunciation skills, including suprasegmental elements such as intonation and rhythm. As listening and speaking material grows more challenging, students continue to develop both listening comprehension and fluency in spoken English, in more contexts. 3:0:3

**EI 121**

**Beginning Grammar I**

This course introduces the beginning level student to the basic grammar of English. The principal tenses and aspects of the verb system will be covered, as well as the noun system, fundamentals of the way the English article works, and basic adjectives, adverbs, prepositions, and conjunctions. The focus at this level is on simple sentences. 3:0:3

**EI 122**

**Beginning Grammar II**

This course continues the introduction of basic English grammar begun in EI121. Concepts and grammatical categories encountered in EI 121 will continue to be practiced and reviewed; most will be expanded. Completion of these two courses provides the beginning student with a solid grounding in fundamental English grammar, and increased awareness of grammar itself. 3:0:3

**EI 130**

**Beginning Integrated Skills I**

This course provides students opportunity to practice and apply all of the skills, concepts, and content being acquired in the other beginning level courses. Themes introduced in the other courses are developed holistically by means of various types of projects and presentations. The focus in integrated skills courses is on using and producing the appropriate language to express, discuss and demonstrate content. 3:0:3

**EI 140**

**Beginning Integrated Skills II**

This course provides students with further opportunity to practice and apply skills, concepts, and content being acquired in the other beginning level courses. Themes introduced in the other courses are developed holistically by means of various types of projects and presentations. The focus in integrated skills courses is on using and producing the appropriate language to express content. 3:0:3

**EI 145**

**American Culture**

This course introduces students to American culture from anthropological, sociological, and historical perspectives. We examine customs and rituals, social structures, and where shared attitudes, myths, and values come from, and how they are expressed. In this class students develop an awareness of not only how to behave in a linguistically appropriate manner in a given social situation, but also to a certain extent why they should do so. 3:0:3

**EI 201**

**Intermediate Reading and Writing**

This course introduces the intermediate level speaker of English to readings of more challenging vocabulary and more varied type, such as newspaper articles, short stories, and brief technical selections. An emphasis is placed on vocabulary building skills and reading skills such as scanning for detail. Writing tasks are based mainly, but not exclusively, on the readings and



include short essay-length compositions of different rhetorical categories, as well as summaries, outlines, paraphrases, and letters. 3:0:3

**EI 210**

**Intermediate Speaking and Listening for International Students**

This class teaches students speaking and listening skills necessary for academic success. Students will focus on improving spoken grammar, vocabulary, listening comprehension, pronunciation and fluency. Class activities will include in-class discussions, individual and group oral presentations, pronunciation exercises and spoken instruction. Students will be exposed to American rhetorical forms, including political debate, music lyrics, academic lectures and sports/entertainment/cultural commentary. 3:0:3

**EI 221**

**Intermediate Grammar**

Students in EI221, Intermediate Grammar, revisit and expand their acquaintance with basic verb tense/aspect categories, adding the perfect aspect. The different aspects of English verbs are contrasted, in order to better explain and demonstrate their use and distribution. Students' knowledge of categories (such as nouns, etc.) and structures (such as phrases, clauses, etc.) is expanded. The passive voice and factual, future, and present unreal conditionals are introduced. Students' use and become more familiar with modals. 3:0:3

**EI 230**

**Integrated Skills I**

This course teaches students to integrate diverse English skills, including speaking, listening, reading and writing, into holistic language use. Students will build on language skills by increasing reading comprehension, writing fluency and speaking fluency. May be taken as independent study. 3:0:3

**EI 245**

**Advanced American Culture**

This course broadens and deepens students' exposure to American culture through examination and analysis of American music, movies, TV, literature, art, and other media. Students in this course put their English into practice and demonstrate knowledge of American culture by producing a project elucidating an aspect which interests them. It is designed to build upon the skills of cultural analysis taught in EI145, American Culture, but may be taken on its own. 3:0:3

**EI 301**

**Academic Reading and Writing**

This advanced course introduces students to increasingly more sophisticated reading selections, such as they will encounter in academic courses. Students continue to increase their vocabulary and develop advanced reading skills such as skimming. Writing tasks are based mainly, but not exclusively, on the readings and include essay-length compositions of different rhetorical categories, as well as an autobiography, cover letters and resumes. 3:0:3

**EI 310**

**Academic Speaking and Listening for International Students**

This class teaches students speaking and listening skills necessary for academic success. Students will focus on improving their spoken grammar, vocabulary, listening comprehension, pronunciation and fluency. Class activities will include in-class discussions, individual and group oral presentations, pronunciation exercises and grammar instruction. Students will learn how to participate in complicated speaking/listening situations, as participants in debate, and presenting academic oral presentations. 3:0:3



EI 321

**Academic Grammar**

This advanced course provides a comprehensive overview of the English noun/verb system, and in addition introduces students to the most complex areas of English grammar, including a survey of different types of phrases and clauses, as well as advanced work in the passive voice, modals, and conditionals. We examine different styles of speech and writing and how these differences are manifested grammatically. 3:0:3

EI 330

**Academic Integrated Skills I**

This class provides students with additional and highly advanced language acquisition, focusing on further development of reading, writing, speaking and listening skills, with emphasis on academic communication. Content will reinforce learning in other academic subjects, helping students to succeed in 300-400s levels of computer science, natural science, psychology and liberal studies. 3:0:3

EI 340

**Study Skills for International Students**

This course prepares non-native speakers of English for academic work. All the skills that students need to succeed in the academic classroom are covered in this class: reading, directed listening, note-taking, vocabulary building, organizational skills, library and internet use, referencing techniques, and review strategies. 3:0:3

EI 350

**Academic Integrated Skills III**

This class provides students with additional and highly advanced language acquisition, focusing on further development of reading, writing, speaking and listening skills, with emphasis on academic communication. Content will reinforce learning in other academic subjects, helping students to succeed in 300-400s levels of computer science, natural science, psychology and liberal studies. 3:0:3

## EN-ENGLISH (H)

EN 105

**Writing Strategies and Concepts (C)**

The course involves students in various modes of writing while exploring contemporary issues. It also helps strengthen their ability to think critically, read and listen intelligently, and write clearly and effectively. 3:0:3

EN 106

**Writing Purposes and Research (C)**

The course teaches students to write effectively for various purposes and audiences. It also helps to develop further skills in critical thinking and reading. Special emphasis is given to information retrieval and writing a research paper. 3:0:3

EN 201

**Introduction to Literature (GE)**

Develops skills in reading, interpreting, and evaluating literature and surveys some of the major concerns and movements in literary criticism. 3:0:3

EN 203

**Explorations in Language and Literature**

Introductory study of language and literature as they relate to popular culture and other areas of contemporary interest. May be repeated for credit when topics change. 3:0:3

- EN 221 Afro-American Literature (MGE)**  
An introduction to major Afro-American writers from the earliest expressions to the present. An examination of the cultural milieu from which the writing arose, the ideological stance of each writer studied, and the styles and structure of the works considered. 3:0:3
- EN 231 Introduction to Language**  
As an introduction to a general study of language, the course deals with the origin, nature and function of language as a uniquely human phenomenon. The history of English language and a survey of approaches to the analysis of languages are important components. 3:0:3
- EN 232 Introduction to Poetry (MGE)**  
A study of approaches to reading, understanding, and analyzing lyric poetry in English and American literature. 3:0:3
- EN 233 Introduction to Drama (GE)**  
A study of dramatic literature with emphasis on Anglo-American drama. 3:0:3
- EN 234 Introduction to Fiction (GE)**  
Close reading of selected works of English and American prose fiction, emphasizing the historical development of the novel and short story. 3:0:3
- EN 304 Special Topics in Language and Literature**  
A seminar course treating various topics of contemporary interest. Prerequisite: permission of instructor. 3:0:3
- EN 306 Professional Writing in the Disciplines (C)**  
This course is the third course in the required writing sequence at Park University. It emphasizes professional writing skills and expectations in various disciplines while developing further basic writing skills. Specific departmental courses may be deemed equivalent and will be used to satisfy this course. The course will have three sections as follows:

**A. Scientific and Technical Writing**

This course helps students do scientific and technical research and prepare reports that will address the needs of various audiences in science, government, and industry. 3:0:3

**B. Business Communications**

This course will emphasize knowing and preparing various kinds of communications in business and related fields: business letters, reports, proposals, surveys, field studies, visual aids, group presentations, and public lectures. 3:0:3

**C. Advanced Expository and Research Writing**

This course develops further skills in advanced expository writing: long essays or articles for publication in journals or trade magazines, arts or literary publications, the teaching of writing, and general critical or argumentative pieces. 3:0:3

*Prerequisites: EN 105, EN 106, passing the Writing Competency Test, and 60 credit hours.*

- EN 307 Professional Writing in English Studies (C)**  
Experience in research, writing, and editing in the professional context of contemporary work in English studies. English majors only. This course

fulfills the EN 306 requirements for English majors. Prerequisites:  
EN 105, EN 106, passing the WCT, and 60 accumulated hours. 3:0:3

- EN 311 Creative Writing**  
Practice in various forms of imaginative writing, particularly prose fiction and drama, and lyric and narrative poetry. May be repeated with permission of instructor. Recommended Prerequisite: one or more literature courses. 3:0:3
- EN 315 Earlier English Literature**  
A survey of major authors and works from the medieval beginnings of English literature to approximately 1700. Special attention to Chaucer, Spenser, Shakespeare, and Milton. 3:0:3
- EN 316 Later English Literature**  
A survey of major authors, works, and movements from approximately 1700 to 1900. Special attention to the Romantic and Victorian periods. 3:0:3
- EN 317 Earlier American Literature (MLL)**  
Study of significant American writers from the colonial period to the Civil War with attention to the historical and cultural contexts of their works. 3:0:3
- EN 318 Later American Literature (MLL)**  
Study of significant American writers from the Civil War to the present with attention to the historical and cultural contexts of their works. 3:0:3
- EN 319 Modern Literature (LL)**  
A study of European literature, particularly English, of the first half of the twentieth century, considered in its historical and cultural contexts. 3:0:3.
- EN 320 Literature for Young Adults**  
**(ED 320)**  
Students in this course will survey literature appropriate for children in grades six through twelve. Students will also determine criteria for selecting and evaluating literature for adolescents and will develop lesson plans for teaching literature at various grade levels. 3:0:3
- EN 325 Modern Grammar**  
**(ED 325)**  
This course concentrates on modern approaches to English grammar and its teaching after a brief historical perspective of transformational, structural, and traditional methodologies. Teacher education candidates are required to develop teaching packages demonstrating appropriate pedagogical methods. Other students may substitute a research paper. 3:0:3
- EN 341 Literature and Film (LL)**  
Investigation of the relationship between written literature and the moving image of film and video as media for both narrative and lyrical expression, with close study of selected examples. 3:0:3
- EN 351 Foundations of Literature (MLL)**  
A study of major texts that form a foundation for modern literature. The course includes texts from around the world which function as models for modern writers and provide hints regarding the origins of 20th Century thought and culture. 3:0:3
- EN 355 American Ethnic Literature (MLL)**  
The course presents American ethnic literary expressions including selected

short stories, poems, personal narratives, essays, and plays from the earliest examples to the present. The heaviest concentration of works is from the 20th Century. Examination of the cultures from which the literature emerges and of literary styles and structures is a regular feature of the course. 3:0:3

**EN 356 Women's Literature (MLL)**

A study of literary works by and about women which will encourage students to explore the historical, political, and social contexts in which women live and write. 3:0:3

**EN 359 Mythology and Science Fiction (MLL)**

The first half of this course examines the myths and legends of a variety of western and non-western cultures while the second half of the course examines science fiction as a tool for understanding and interpreting the world in which we live. 3:0:3

**EN 361 Contemporary Novel: 1940-1965**

In this course the student reads a wide variety of novels by American, British, and other English speaking writers. The novels differ widely in theme, style, and subject matter. The aim is to teach the student the techniques of literary criticism as they apply to the novel. 3:0:3

**EN 362 Contemporary Novel: 1965 to Present**

In this course the student reads a wide variety of novels by American, British, and other English speaking writers. The novels differ widely in theme, style, and subject matter. The aim is to teach the student the techniques of literary criticism as they apply to the novel. 3:0:3

**EN 380 Literary Theory and Criticism**

An examination of key questions in contemporary theory and their historical roots, along with the practice of literary criticism today. English Majors only. 3:0:3

**EN 401 Independent Project in Language, Literature, or Writing**

An opportunity for advanced students to pursue special interests not covered in regular course offerings, including writing projects. Material and credit arranged by the instructor. May be repeated for credit with permission of the discipline coordinator. Prerequisite: EN 201. Variable credit: 1-6 hours.

**EN 440 Shakespeare**

A survey of major comedies, histories, tragedies, and non-dramatic poetry. 3:0:3

**EN 450 Romanticism in Literature (LL)**

A study of the Romantic movement in European literature, particularly English, with particular emphasis on the later eighteenth and early nineteenth centuries. 3:0:3

**EN 490 Capstone Seminar**

The seminar will focus on a general topic in English studies on the model of an academic conference. Students will develop 20-minute conference papers in the first portion of the course and deliver them before the class and an invited audience in a series of seminar meetings late in the semester. Attention will be paid to both the research and the rhetorical demands of this task and to the relationship between each individual contribution and the wider topic. 3:0:3

## FI-FINANCE (SS)

- FI 201                      Personal Financial Management (GE)**  
A study of individual and family financial management concepts and techniques which assist persons to become informed consumers and efficient managers of personal resources. 3:0:3
- FI 325                      Risk and Insurance**  
An introduction to the basic principles of insurance and risk management from the perspective of the individual and family consumer; consideration is given to business risk management. 3:0:3
- FI 360                      Financial Management**  
The role of financial management through the development of a framework appropriate for financial decision making. Emphasis on obtaining and effectively utilizing the funds necessary for the operation of an enterprise. Elements of financial planning, capital budgeting, and consideration of alternative sources of funds. Prerequisites: AC 201 and AC 202. 3:0:3
- FI 363                      Financial Institutions and Markets**  
A study of the macrofinancial environment with emphasis on the structure, functions, and economic role of financial institutions and markets. This includes the role of commercial banks, the central banking system and international finance. Prerequisite: EC 301. 3:0:3
- FI 405                      Public Finance**  
The impact of public finance on individual and business economic decisions; detailed consideration of the principles of taxation, public expenditures, the federal budgeting process, and state and local fiscal systems. Prerequisites: EC 141 and EC 142. 3:0:3
- FI 410                      Problems in Corporate Finance**  
A study of selected problems in financial management including short and long-term financial analysis and planning, trade-credit analysis, capital budgeting; use of case analysis. Prerequisite: FI 360. 3:0:3
- FI 415                      Financial Analysis and Planning**  
Analysis of the financial aspects of corporate business planning, evaluation of financial performance, valuation analysis, risk analysis, management of growth. Prerequisite: FI 360. 3:0:3
- FI 417                      Investment Analysis and Management**  
A study of investment alternatives, selection criteria, and portfolio management. Emphasis is placed on economic, financial, and market factors which affect the values of alternative investments, while studying risk management associated with investment management. Prerequisite: FI 360 or permission of the instructor. 3:0:3
- FI 425                      Principles of Real Estate**  
A study of real property, its legal title, transfer, ownership, finance, and management. Prerequisite: FI 360 or permission of the instructor. 3:0:3

FI 430

**Public Financial Management**

A study of financial functions performed in public and not-for-profit organizations with emphasis on financial reporting, budgeting, and accounting processes. Prerequisites: AC 201 and AC 202. 3:0:3

## GG-GEOGRAPHY (NS)

GG 110

**Cultural Geography (MGE)**

A study of the political, sociological, demographic, and biological aspects of the human relationship to the environment. 3:0:3

GG 130

**Human Geography (MGE)**

The course is an introduction into cultural differences and spatial interactions within and between groups (religion, language, and customs) from around the globe. The course will also focus on human organization of space and how it impacts upon environment. 3:0:3

GG 140

**Economic Geography (MGE)**

The course will introduce the basic concepts and processes underlying the spatial distribution (international and regional) of economic activities. Topics such as agriculture, forestry, industry, and mining will be discussed. 3:0:3

GG 200

**Geography of the United States and Canada**

This introductory course is designed to closely examine variations in cultural and physical differences in North America. Topics will include water supply, climate, dialect, economics, and population. 3:0:3

GG 201

**Geography of Africa**

This comprehensive course will study the physical and cultural geography of the regions of the African continent. Topics will include: neocolonialism, slavery, health issues, environmental problems, population, and current political geographical issues. 3:0:3

GG 202

**Geography of Latin America**

This comprehensive course will study the physical and cultural geography of the regions of the South American and Middle American realms. Topics will include: the economic climate, environmental problems, population, and current political geographical issues. 3:0:3

GG 203

**Geography of Europe**

This comprehensive course will study the physical and cultural geography of the regions of the European continent. Topics will include: economic problems, environmental problems, population dynamics, and current political geographical issues. 3:0:3

GG 204

**Geography of Asia**

This comprehensive course will study the physical and cultural geography of the regions of the Asian continent. Topics will include: economic problems, environmental problems, population dynamics, and current political geographical issues of South, East, and Southeast Asia. 3:0:3

GG 205

**Geography of Russia**

This comprehensive course will study the physical and cultural geography of the regions of Russia and the former Soviet Union. Topics will include:

economic problems, environmental problems, population dynamics, and current political geographical issues involving Russia and its neighbors. 3:0:3

**GG 206      Geography of the Middle East**

This comprehensive course will study the physical and cultural geography of the regions of Southwestern Asia, Central Asia, and of the Eastern Mediterranean. Topics will include: economic problems, environmental problems, population dynamics, and current political geographical issues. 3:0:3

**GG 209      Geography of Missouri and Kansas**

Missouri and Kansas will be studied in detail with respect to physical, historical, cultural, economic, environmental, and social geography. 3:0:3

**GG 210      Geography of Terrorism (MGE)**

This is an introductory course for studying terrorist groups and their members in order to understand their origins and goals. The course will discuss the structure of terrorism in America, Africa, Asia, Europe, Latin America, and the Middle East and the current approach to counterterrorism. 3:0:3

**GG 223      Urban Geography**

The course will introduce the basic concepts of the physical characteristics of cities and the current and future problems urbanization presents humans on a global scale. 3:0:3

**GG 226      Resources and People**

This course is an in depth study of the interactions between physical systems and human activities, and their effects on the environment. Topics will include: population growth, food production, water supply, air pollution, and natural resource consumption. 3:0:3

**GG 270      Spatial Analysis**

This course will introduce students to techniques for the statistical analysis of spatial data. The course will cover issues in characterizing spatial data, methods and problems in spatial data sampling and the relevant statistical tests for solving a variety of spatial problems when they are applied to 2D and 3D space. 3:3:4

**GG 315      World Physical Geography (MLL)**

Examination of the major physical elements that comprise the earth's environmental surface on a global basis-water, landforms, climate, vegetation, and soil; their continuous interaction and relevance to man's occupancy of the earth on a global basis. 3:0:3

**GG 330      Cartography**

The course is designed to prepare students for the basics of map compilation, design, and construction. This course is laboratory intensive and emphasizes manual and computer means of map production. 3:3:4

**GG 335      Remote Sensing**

The course is designed to prepare students for the basics of using remotely sensed imagery from space. This course is laboratory intensive and emphasizes manual and computer means of map production. 3:3:4

GG 340

**Environmental Planning**

This course is designed to study and evaluate the air and water environments, solid waste, noise pollution, and toxic wastes for the purpose of achieving environmental quality. An emphasis will be placed on how urbanization is impacting the environment and will be studied by interpretive maps, soil surveys, remote sensors, and computers. 3:3:4

GG 345

**Land Use Planning**

An examination and application of the methods associated with land use planning, especially in the small town and rural context. Emphasis is placed upon the tools and techniques associated with land use planning such as interpretive maps, soil surveys, remote sensors, and computers. A major focus will be the use of the land planning process in community planning. Also included is an introduction to state and local land use law in community development. 3:3:4

GG 350

**Geographic Information Systems (GIS)**

This course introduces the student to the theoretical, conceptual, and practical aspects of the collection, storage, analysis, and display of spatial data. Emphasis will be placed on the application of geographic information systems. Laboratory projects involving student use of computers will be required. 3:3:4.

GG 355

**Advanced GIS**

This course is an advanced course that will have the student performing theoretical, conceptual, and practical aspects of the collection, storage, analysis, and display of spatial data. Emphasis will be placed on the applications of geographic information systems. Laboratory projects involving student use of computers will be required. 3:3:4

GG 365

**Geography of Disease (MLL)**

This course will study the origin, distribution patterns, and cultural biases of disease. Topics to be emphasized include: disease classification, spread of diseases, and major types of diseases (HIV+). 3:0:3

GG 370

**Biogeography**

The purpose of this course is to study the distribution of plants and animals across the Earth's surface. This Physical Geography course will expand upon principles of Ecology and Biology, and will focus on understanding ecosystem processes that impact both fauna and flora. Topics will include the study of communities, ecosystems, biomes, biodiversity, and island biogeography. 3:0:3

## GO-GEOLOGY (NS)

GO 101

**Introductory Geology**

Course includes identification of rocks and minerals; their origin, destruction, recycling; surface processes of wind, water, and ice in changing the earth's surface; interior forces that cause earthquakes; mountain building; and plate tectonics. 3:0:3

GO 105

**Weather and Climate**

An examination of meteorological processes that will provide students with an understanding of Earth's fluid atmosphere and an appreciation of the role of these processes play in producing weather. Topics include: the origin



and evolution of the Earth's atmosphere, the structure and characteristics of the atmosphere, the Earth/Sun relationships and their influence on the seasons, controls of weather elements, energy exchange, and heat and water budgets. There is no laboratory component. 3:0:3

**GO 125****Natural Disasters (MGE)**

This course will study the earth's natural processes and phenomena that impact the earth. These natural impacts will be studied which result in massive damage to the earth and to its inhabitants. The course will explore how humans cope with natural disasters. Humans typically measure the damage in terms of loss of life or economic loss, but the end result is that these natural disasters influence human culture and population distribution. 3:0:3

**GO 130  
(PY 130)****Astronomy (MGE)**

This course will study the complexities of the universe. It will examine the physical, chemical and meteorological, and geological aspects of the universe, including planets, suns, asteroids, and nebulae. 3:3:4.

**GO 141****Introduction to Physical Geology (MGE)**

The study of the earth, the materials which make it up and the mechanisms which change it. Students will explore these materials and processes in the laboratory. 3:3:4

**GO 151****History of the Earth (MGE)**

This is a survey of the history of the earth, including its continents, oceans, and life. The course will be divided into two parts: (1) An introduction into how the earth's history is recognized from the earth's materials and structures and (2) an examination of the past life and major geologic events that have been recorded. 3:3:4

**GO 200****Oceanography (MGE)**

This course will study the complexities of the global oceans. It will examine the physical, chemical, meteorological, biological, and geological aspects of the oceans while evaluating the oceans' role on humans. 3:3:4

**GO 205****Introduction to Meteorology (MGE)**

The study of the atmosphere and atmospheric phenomena and how they interact globally with the earth's surface, oceans, and life. In the laboratory, students will learn and use the methods used to study meteorological processes. Topics will include: controls of weather elements, energy exchange, heat/water budgets, and economic/social impacts of weather and climate. 3:1:4

**GO 215****Selected Topics in Geology**

This course will consist of an in-depth examination of specific areas of geology at the lower level. It may be repeated once for credit with a change in topic. Variable credit: 1-4 hours.

**GO 300****Introduction to Dinosaurs (MLL)**

This course is an introduction to the paleontology of dinosaurs. The preservation, history of dinosaur studies, evolution, classification, behaviors, extinction, and current topics concerning dinosaurs are discussed. This course satisfies the Liberal Learning requirement for the Natural Sciences majors. 3:0:3

GO 310

**Sedimentology and Stratigraphy**

The purpose of this course is to study the origin of sedimentary rocks and the physical processes that commonly influence them (deposition to diagenesis). The other portion of the course focuses on knowing the various types of stratigraphic units and methods of dating and correlation. The laboratory exercises will reinforce these concepts. 3:3:4

GO 315

**Special Topics in Geology**

This course will consist of an in-depth examination of specific areas of geology at the upper level. It may be repeated once for credit with a change of topic. Variable credit: 1-4 hours.

GO 320

**Geomorphology**

The study of the earth's surface and the processes that shape it. Processes discussed include those associated with weathering, streams, glaciers, ground water, wind, oceans, and tectonics. Laboratory exercises will reinforce these concepts. 3:3:4

GO 330

(BI 330)

**Paleobiology**

The study of the earth's past life, which will be examined in two parts: 1) an introduction to invertebrate and vertebrate paleontology that will focus on classification, relationships, and evolutionary history and 2) the uses of paleontological data in evolution, systematics, paleoecology and extinctions. 3:2:4

## HC-HEALTH CARE (SS)

HC 250

**Principles of the Health Care Process**

An introduction to the area of Medical Records Management, including ethical and legal issues. Topics include: history of medicine and medical records, identification of current trends in health care, departmental relationships and quality assurance in delivery of health care. 3:0:3

HC 260

**Legal Issues in Health Care Delivery**

Private and public law related to health care organizations, personnel, ethics, care standards, and breach of care liability. Topics include: torts, contracts, statutory law, patients' rights, antitrust law, finance, medical records, and licensure, as well as constitutional and administrative law related to state and federal health care programs. 3:0:3

HC 351

**Organization and Administration of Health Care Programs**

Structure and implementation of various types of health care organizations and their internal departments, administrative theory; utilization; facilities management; accreditation; strategic planning; decision making theory; medical, nursing, and support staff supply, supervision, and evaluation; financial management; human relations; research and development; organizational culture and change theory; and other internal and external forces. 3:0:3

HC 451

**Health Care and the Political Process**

Analysis of the process of health policy formation at the federal, state, and local levels from historical and contemporary perspectives. Specific topics will include cost controls, utilization review, methods of changing public and private health policies, and political factors in health care delivery. 3:0:3

- HC 461      The Hospital and the Community**  
Issues specific to the organization and administration of hospitals, their scope of services in relation to community need, and relationships with community health care services. Topics covered dealing with the unique aspects of administration of hospitals and internal departments include improvement of organizational performance, personnel productivity, strategic planning, cost containment, materials management, image in the community, medical staff recruitment, patient census and utilization of services, and contracting for services from external suppliers. 3:0:3
- HC 463      Third Party Reimbursement and Risk Management**  
Public and private insurance, case management, preferred provider organizations, health maintenance organizations, and other forms of third party payment for health care services. Loss prevention for the health care organization through risk management and cost containment. 3:0:3
- HC 465      Basic Issues in Community Based Health Care Delivery**  
Historical and philosophical factors defining the functions and scope of current community and public health based health care delivery. Introduction to the concepts of epidemiology, ecology, community needs assessment, and social and cultural influences on utilization of health care by community aggregates. 3:0:3
- HC 466      Planning and Organizing Community Health Services**  
Organization and management of community based and public health agencies. Strategic planning for national, state, and local trends, community needs, and projected changes in society and health care. Administration of personnel, information systems, accreditation requirements, facilities, finances, external services contracts, community relations, and technology in clinics, home health, schools, industry, and other community based agencies. 3:0:3
- HC 491      Senior Seminar in Health Care Management**  
Capstone course in which students study selected topics on health care administration in-depth. It is highly recommended that all major core courses be passed before enrolling in this course. 3:0:3

## HI-HISTORY (H)

- HI 101      Western Civilization I (MGE)**  
A study of the development of Western civilization from antiquity through the Middle Ages. Critical literacy and writing are emphasized. 3:0:3
- HI 102      Western Civilization II (MGE)**  
A study of the development of Western civilization from the Renaissance through modern times. Continued emphasis on critical literacy and writing. 3:0:3
- HI 201      Europe, 1789-1914 (GE)**  
A survey of the great movements of the 19th century beginning with the revolutions that rocked Europe from 1789-1848. The emphasis is on the French Revolution and the development of capitalism in England. 3:0:3

- HI 202 Europe, 1914-1950s (GE)**  
A study of the major developments of the 20th century - the world wars, the international peace movement, the development of fascism and communism in the 1920s and 1930s as answers to industrial problems, and the remarkable revival of Europe after World War II. 3:0:3
- HI 205 Themes in American History, 1492-1865 (GE)**  
An introductory course that traces distinctly American themes through the major events of early American history. The major themes include the promised land, the pursuit of money and land, and manifest destiny. The major events are the exploration of North America, settlement, conflict among European colonial powers, the Revolution, formation of a constitutional republic, and division of North and South into separate economic, political and cultural areas. 3:0:3
- HI 206 Themes in American History, 1865-1945 (GE)**  
In this continuation of HI 205, the themes are applied to the major events of post Civil War America: industrialization, mass immigration of East Europeans, the birth of the great cities, the emergence of America as a world power, and the inability of the American economy to provide stability with prosperity. 3:0:3
- HI 307 Europe in the Middle Ages (LL)**  
The course opens with a study of the rise of European institutions (church and state) from the ashes of the Roman Empire. It closes with a study of art, architecture, courtly love and literature, music, folklore and daily life, based on student research interests. 3:0:3
- HI 311 Antebellum American Culture**  
A study of the distinctive regions of early American culture: industrial Northeast, plantation South and rapidly expanding frontier West. Other topics include: Jacksonian Democracy and the great American urge to reform; romanticism in writing; music and painting; popular culture and folk arts. 3:0:3
- HI 312 America in the 1890s**  
Designed to follow HI 311. The industrialization of America is the major theme. American cities, giant corporations, capitalists and workers are discussed as well as the artistic reaction to industrialism, realism in literature and painting, ragtime and popular music and America's determination to possess a respectable culture. Focus is on the World's Columbian Exposition (Chicago) of 1893. This course will satisfy the EN 306 requirement for History majors. Prerequisites: EN 105, EN 106, passing the WCT and 60 accumulated hours. 3:0:3
- HI 313 America and the World in the 1920s (MLL)**  
A research and writing course that focuses on the world of the 1920s from an American perspective. Following the most disheartening war in world history, the Twenties were a time of liberation and creativity, not in politics, but in international relations, in technology, science, business, literature, art and architecture, music, religion, philosophy, theater, and science. 3:0:3
- HI 314 American Civilization Since 1945 (LL)**  
Reviews the developments of the last 50 years-phenomenal prosperity, suburbanization, expansion of individual rights, threat to the natural environment, decline of institutional loyalties, mass entertainment, the Cold War and America's leadership role in the world-within the context of the

American tradition. It introduces students to contemporary American magazines and writers and provides an opportunity to write family histories. 3:0:3

**HI 314 A**

**Family History**

A one hour family research project that may be taken by students enrolled in HI 314. Co-requisite: HI 314. 1:0:1

**HI 315**

**Contemporary Europe (MLL)**

A survey of European development since World War II, emphasizing the prosperity created by Europe's political and economic integration. Also emphasized will be Europe's perception of itself, its role in world affairs and its attractiveness to others. 3:0:3

**HI 318**

**Africa Since 1800 (MLL)**

Discussion of major themes, ideologies, events, historiography, and personalities in African history from 1800 to the present. Topics include abolition of the slave trade, European imperialism, impact of colonial rule, emigration, artistic expressions, archeological and anthropological impacts, literature, language, geographical movements, decolonization, African resistance, religious and cultural movements, economic development and subordination, rise of nationalism, pan-Africanism, cultural imperialism, issues of ethnicity, and "tribalism" in modern Africa. 3:0:3

**HI 319**

**Russia in the 20th Century (MLL)**

Begins with the failure of the democratic revolution of 1905, emphasizing the Revolution of 1917 and Russia under Lenin. The rise of Stalin, collectivization of agriculture and industrialization, World War II and the Cold War. New democratic stirrings and the collapse of the Soviet system. 3:0:3

**HI 320**

**Ancient Greeks and the Classical Tradition (LL)**

A style of art, literature and life, classicism in ancient Greece promoted balance and harmony as the goal of life. Harmony is seen against the strife created by conflicting claims of individuals, families, gods and states. The course traces the influence of classicism on later eras of Western history, particularly on the Enlightenment in Europe and America, and suggests the power of the classical ideal today. 3:0:3

**HI 321**

**19th Century Romanticism and the Romantic Tradition (LL)**

With the French Revolution, a new culture developed in Europe. Emphasizing freedom, feelings and personal experience, romanticism expressed some of the aspirations of the middle class and opposed the narrow views of elitists. Students study some of the faces of romanticism (revolutionary politics, music, art, literature and religion), emphasizing the romantics enthusiasm for life. 3:0:3

**HI 322**

**Modernism in the 20th Century (LL)**

A study of the twentieth century European and Western cultures. Dominant ideas are realism (in contrast to romanticism), irrationalism (in contrast to classicism) and alienation from family, institutions and general culture. War, politics, art, literature and science illustrate these ideas. 3:0:3

**HI 330**

**U.S. Military History**

Studies the effect of the armed forces on American philosophy, history and government, covering the development of the U.S. military establishment from a largely provincial force (Spanish-American War, 1898) into an

instrument of national policy in world-wide operations. Emphasis is on the role of a professional military organization in a democratic society, with an in-depth study and critique of military operations in the twentieth century. 3:0:3

**HI 335**

**U.S. Military History: The African American Experience (MLL)**

This course examines the contribution of the African-American soldier, sailor, and airman to American military operations from the Revolutionary War to Desert Storm, and the many contemporary social, political, and economic factors which shaped, exploited, and sometimes limited their use in these wars. The course will also serve as a survey of U.S. military history. 3:0:3

**HI 340**

**Japan: Modernization of a Traditional People (MLL)**

Japanese are remarkable in combining traditional ways with modern industrial necessities. The first half-semester is a study of traditional Japan-Shinto, Buddhism, feudalism, samurai, tea ceremony and aristocratic aesthetics. The second half-semester traces industrialization in the 20th century and the Japanese persistent pursuit of harmony in all aspects of life. 3:0:3

**HI 343**

**The American Civil War: 1854-1865 (MLL)**

The period between 1854 and 1865 represented bloodshed, turmoil, fear, adventure, jubilation, and excitement. The eleven year strife that tore the United States apart was based on centuries of political, sectional, social, economic, racial and military differences. The experience represented by the Civil War defined American and Americans. This course will study the causes, conflicts, and the consequences of the Civil War. 3:0:3

**HI 350**

**American Environmental History (MLL)**

This course implements both a topical and chronological approach to the major historical issues Americans have faced through interaction with the natural environment. The major themes include, but are not limited to: Native American ecology and European contact, the rise of science, Romanticism and Transcendentalism, effects of tobacco and cotton southern soils, farm ecology in the early republic, nature versus civilization, the extraction of minerals in the west, parks and forests, Great Plains settlement, resource conservation in an industrializing society, wilderness preservation, irrigation and reclamation, urban pollution, and twentieth-century ecology. 3:0:3

**HI 351**

**American Constitutional and Legal History**

A study of selected eras and themes, ranging from British legal principles of the 17th century, through the principles of the American Revolution, the development of civil rights, the Civil War, the rise of big business and big government, "liberal" and "conservative" views of the constitution emerging from the 1960s. 3:0:3

**HI 353**

**American Foreign Policy in the Twentieth Century (MLL)**

An examination of the strengths and weaknesses of American diplomacy from the opening of Asia in 1898 through World War I and II, Korea and the Cold War, and the demise of the Soviet empire. 3:0:3

**HI 355**

**World War II (MLL)**

World War II is often considered to be the most influential event of the twentieth century. More than 57 million people died, over half of those civilians; it involved every continent, and more than 60 countries; it included

the Holocaust and the development of the world's most destructive weapon. In this course, we will study the causes of the war (about which historians disagree), the major battles, technology, the who's who, prisoners-of-war, the Holocaust and other atrocities, the atomic bomb, civilian involvement, politics, economics, and the post-war world. 3:0:3

**HI 360****American Sports History (MLL)**

This course implements both a topical and chronological approach to the major historical issues Americans have faced through athletic competition including (but not exclusively) sports in the colonial era, the rise of a modern sporting culture, sports and higher education, sports and industrial urbanization, sports and issues of social class, commercialization and professionalization of sports, women in sports, issues of race and ethnicity in sports, and image and hero emulation. 3:0:3

**HI 365****Kansas City: The City of the Heartland (LL)**

From an Osage hunting ground, Kansas City developed as an outfitting post for Indians, traders and wagoners, then as a rail, mill and packing center, and recently as a balanced center of commerce and manufacturing. Emphasis is on the process of urban growth. Students examine local writers and artists as they try to express the spirit of the Midwest. The blues and barbecue won't be forgotten. 3:0:3

**HI 367****The European City in History (MLL)**

A survey of European urban tradition from the Roman Empire to the present. The study of selected cities (e.g., Athens, Amsterdam, Tallinn, St. Petersburg) provides a singular perspective on European history. The positive characteristics of these cities include the attainment of political democracy and individual freedom, and the creation of major works of art, music and thought. Negative characteristics include environmental despoliation, crowding, and disease. 3:0:3

**HI 370****The American Indian (MLL)**

Using Indian and white sources, this course attempts to reconstruct life in selected Indian tribes before the onslaught of the whites and studies the conflict between Native Americans and Euro-American cultures. 3:0:3

**HI 373****History of Early Africa to the 18th Century (MLL)**

The history of Africa and the African people spans both millennia and the African continent. The course will provide a broad interdisciplinary survey-based on history, literature, religion, archeology, geography, anthropology, culture, society, politics, economics, and tribes-of African institutions from the earliest trace of human culture to the conclusion of the 18th century. 3:0:3

**HI 375****The American Frontier (MLL)**

A study of the American frontier from the point of view of those who created it and participated in its development. We will examine the art, music and literature of and about the frontier. We will, throughout the course, note the participation of non-Anglos along American frontiers, and contrast the American frontier with those of other continents. 3:0:3

**HI 378****Special Topics in History (MLL)**

Selected periods, ideas, and movements are studied. Variable credit: 1-3 hours.

HI 385

**India: Its People, Culture and History (MLL)**

This course is an attempt to explain the development of one of the most fascinating of the world's nation states and cultures. While providing students with a narrative that explains the religious, political and economic development of India, we will also examine the major cultural developments of interest to the international community: its caste system, yoga, its concepts of sex and marriage, its arts and architecture, its food and movies, its clothing industry. 3:0:3

HI 399

**World History: A Summary of the Human Experience**

Designed for history and social studies majors, this course attempts to put the human experience into a global perspective and to help students fill gaps in their knowledge of world civilizations. It is taught in seminar style, with each student making presentations in areas previously unfamiliar to them. The course also helps students to develop their own interpretations of history. Prerequisites: Senior standing and 15 credit hours of history. 3:0:3

HI 405

**History as Art and Discipline**

Advanced students explore the history of history, the evolution of its form and content, noting major theories and the kinds of evidence used. Students will become conversant with the major journals in the field today. This course prepares the road to the senior and examination in which students evaluate their own education as historians. 3:0:3

HI 410

**Internship: Historical Institutions**

For advanced students interested in careers involving historical preservation and wishing to work at one of the many historical institutions in the Kansas City area. A total of 120 clock hours of internship experience at a selected institution must be completed. 3:0:3

## HN-DEGREE WITH HONORS PROGRAM

(Parkville Daytime Campus Center) (By Invitation)

HN 300

**Research and Writing Orientation**

This course provides a foundation for the completion of the final project in the Honors Option Program as well as opportunities to gain experience in conducting research. 1:0:1

HN 302

**Honors Scholarship**

This course must be taken a minimum of two (2) semesters and can be taken for an additional semester. The continued participation in the Program requires approval of the advisor(s) and the Honors Committee. The advisor(s) will directly oversee and guide the student and the student must continue to progress in their plan of study. Prerequisite: HN 300. 2:0:2

HN 400

**Honors Seminar**

This course requires final development of the public presentation of the project conducted by the student under guidance of their advisor(s). A major component of this course is the public presentation or other proper forum which allows exposure of the final product. Prerequisites: HN 300, HN 302. 3:0:3



## HR-HUMAN RESOURCES (SS)

- HR 353                      Introduction to Human Resource Management**  
Theory, methodology and application of human resource planning and development techniques, staffing analysis and planning, career management, management succession and development, and performance improvement. Prerequisite: MG 352 or HC 351. 3:0:3
- HR 421                      Corporate Training and Development**  
A study of education, training and development in corporations. On-the-job training, computer based training, executive education and the role of outside vendors will be discussed. Prerequisite: HR 353. 3:0:3
- HR 422                      Organizational Development and Change**  
This course will provide the student with an understanding of the basic theories and techniques of organizational development. We will focus on practical information regarding the design, management and control of organizational development programs in business, public sector and social services organizations. 3:0:3
- HR 434                      Compensation Management**  
A study of compensation theories, policies, systems and practices with emphasis on the design of effective compensation programs. The course views compensation basically from the employer's point of view. 3:0:3.
- HR 491                      Senior Seminar in Human Resources Development**  
This course is intended to integrate concepts and techniques from the Human Resources curriculum into a framework of applied programs. This course is designed for the advanced student and will give the student an opportunity to investigate and synthesize various concepts of Human Resources management and to relate them to "real world" situations. Prerequisite: EN306B. 3:0:3

## HU-HUMANITIES (H)

- HU 211                      Introduction to the Humanities (MGE)**  
**(LS 211)** A study of disciplines and concerns that promote humanness (such as art, music, philosophy and religion) and critical thinking: moral values, myths, love, and freedom. 3:0:3
- HU 212                      Introduction to the Arts (MGE)**  
**(LS 212)** A study of the common elements in the visual, verbal and performing arts and how they reflect values of different cultural periods. The course also includes a survey of themes, genres, and representative work in the classical, romantic, and modern art forms. 3:0:3
- HU 215                      Selected Topics in Humanities**  
An in-depth examination of specific areas in the humanities. May be repeated once for credit with change in topic. Variable credit: 1-3 hours.

HU 315

**Special Topics in Humanities**

An in-depth examination at an advanced level of specific areas in the humanities. May be repeated once for credit with change in topic. Variable credit: 1-3 hours.

## IB-INTERNATIONAL BUSINESS (SS)

IB 315

**International Business Perspectives (LL)**

This course examines international business, especially the multinational corporation, from several perspectives: historical, business, political, cultural, economic and environmental. Attention is given to the impact and effect of the MNC upon traditional societies and nationalistic governments. Its future also is considered in the rapidly changing economies of Europe and the Third World. 3:0:3

IB 431

**International Finance**

An in-depth study of the financing of international transactions and multinational business operations with emphasis on sources of funds, financial services, analysis of currency problems and exchange controls, and the functioning of foreign money and capital markets. Prerequisite: FI 360. 3:0:3

IB 451

**Seminar on International Business**

A study of strategic planning and international business policy using extensive reading and cases in the international business field which includes insights into the historical, cultural, and political foundations that created problems and opportunities and the solutions and course of action taken in response. The course content is flexible and analyzes specific problem areas that are current at the time the course is offered. Each student will submit a capstone research paper reflecting the standards, substance and quality of a professional international business publication. Prerequisites: EN306B and completion or concurrent enrollment in all other international business core courses. 3:0:3

IB 461

**International Business Internship**

A field placement in an international firm or in the international department of a multinational firm in a professional career position usually filled by a college graduate. Open only to seniors in international business that have completed most of their major requirements. A minimum of 40 hours a week during summer term or 20 hours a week during a regular semester. 6 credit hours. Grading for this course is pass/fail.

## IS-INFORMATION SYSTEMS (NS)

IS 205

**Managing Information Systems**

This course introduces the student to management information systems concepts. The course will present a variety of data processing facilities. Course topics include: transaction reporting, information reporting, decision support systems, system development life cycle, office automation, and job descriptions and requirements. Suggested Prerequisite: CS 140. 3:0:3

IS 206

**Information Systems Management I**

This course introduces the student to information systems concepts and the

management concerns of information technology. The focus of the course is on the components, types, and management concerns of information systems which, when combined, support an enterprise. One key component covered is operating systems. Prerequisite: CS 140. 3:0:3

IS 207

### **Information Systems Management II**

Students explore the enterprise perspective on controlling the use of information systems. The course will present multiple approaches to systems development. Additionally, the course will cover change, project, risk, and quality management. Prerequisite: IS 206. 3:0:3

IS 216

### **COBOL I**

The student will develop structured, modular algorithms. The student will implement algorithms using COBOL. The student will learn the basic features of COBOL. Prerequisite: CS 151. 3:0:3

IS 217

### **COBOL II**

Continuation of IS 216. This course introduces the student to sorting, merging files, arrays, and data validation. The course also introduces sequential, indexed, and relative file processing. The student learns about interactive processing and the methodologies used for developing larger programs. Prerequisite: IS 216. 3:0:3

IS 310

### **Business Applications (MLL)**

Business Applications provides an opportunity for students to understand issues surrounding the effect of emerging technologies upon multiple organizational environments. Students will explore the use of technology by organizations to solve problems as well as gain strategic competitive advantage in the market place. Students will individually investigate the advanced capabilities of Productivity Software to solve relevant business problems. Upon completion of the course, group projects will demonstrate knowledge of concepts learned. The design of projects will necessitate the use of analysis, synthesis, and evaluation activities. This course cannot be used as an LL, for ICS or M/CIS majors. 3:0:3

IS 315

### **Computer Systems Analysis and Design I**

This course presents various philosophies, terminology, and techniques used in the analysis and implementation of the system development life cycle. The student will investigate such areas as project proposals, logical systems, flow diagrams, data modeling, dictionaries, and documentation. The student will learn how to use a CASE tool. Prerequisite: IS 205. 3:0:3

IS 316

### **Computer Systems Analysis and Design II**

Continuation of IS 315. The student will continue to study the concepts and methods used in a system development life cycle. In addition, the student will gain practical experience by working on various projects. The student will use a CASE tool for his/her project work. Prerequisite: IS 315. 3:0:3

IS 317

### **Systems Analysis and Design**

This course will study the concepts and methods used in the analysis, design and implementation of information systems development. The student will investigate such areas as project initiation, logical and physical design, modeling, prototyping, and use of multiple methodologies in information systems development. Prerequisite: IS 207. 3:0:3

IS 320

### **Object-Oriented Modeling**

Object-Oriented modeling is utilized to decompose complex problems into

smaller, more manageable components, objects, that can be easily created with object-oriented technologies. Students will explore the principles of object-orientation and utilize Unified Modeling Language (UML) to define objects, their behaviors, and relationships to other objects. The student will investigate approaches to object-oriented development and the relationship to implementation in such technologies as Java. Prerequisite: IS 317. 3:0:3

IS 361

### **Data Management Concepts**

This course provides an overview of data management concepts. This course will explore the enterprise perspective of managing data needs of an organization. This includes data integrity, database models, and integration of databases, security, and database administration issues. The student will be introduced to query processing within a database environment.

Prerequisite: CS 219. 3:0:3

IS 362

### **Applied Database Management**

This course builds on the Data Management Concepts course and focuses on the creation, administration and use of databases. This course assumes a knowledge of database system concepts. The student will be introduced to application program development in a database environment with emphasis on setting up, modifying, and querying a database. Prerequisite: IS 361. 3:0:3

IS 450

### **Systems Analysis Senior Seminar**

This is a capstone course in which seniors exhibit skills and knowledge gained in the analysis and design of an information systems solution.

Students will apply best practices in solving an organizational problem with technology. Such concepts include: problem solving, methodology, project management, and use of related tools. Prerequisite: IS 317. 3:0:3

IS 470

### **Security and Risk Management**

Explore the threats and risks present in organizations due to the pervasive use of technology. Learn risk evaluation techniques and identify security and control techniques used to minimizing threats and risk to the organization. Computer and information security topics emphasized include threat techniques, protective techniques, risk analysis, contingency planning, password techniques, encryption, network protocol and intercept devices.

Prerequisite: CS 365. 3:0:3

## **LA-LATIN AMERICAN STUDIES (H)**

LA 305

### **History and Culture of Latin America**

The historical portion of this course is designed to familiarize the student with both the pre-history and history of Latin America from the Paleolithic period to the present. It will be a combined anthropological and historical approach that will enable the student to better understand the Latin America of today through an awareness of the historical process that has largely shaped its present. The cultural portion will combine an ethnological and sociological approach in an effort to increase student awareness of the present state of Latin American culture. 3:0:3

LA 306

### **History and Culture of Mexico**

The historical portion of this course is designed to familiarize the student with both the pre-history and history of Mexico from the Paleolithic period to the present. It will be a combined anthropological and historical

approach that will enable the student to better understand the Mexico of today through an awareness of the historical process that has largely shaped its present. The cultural portion will combine an ethnological and sociological approach in an effort to increase student awareness of the present state of Mexican society. 3:0:3

**LA 307****History and Culture of Spanish America**

The historical portion of this course is designed to familiarize the student with both the pre-history and history of each of the nations. The emphasis will be upon the larger and more important of these nations, specifically: Argentina, Brazil, Venezuela, and Columbia. The cultural portion will be designed to lead to a greater awareness of the similarities and differences that characterize the social structure of each of these nations today. 3:0:3

**LA 308****History and Culture of Central America and the Hispanic Caribbean**

The historical portion of this course is designed to familiarize the student with the pre-history and history of each of the seven nations that comprise Central America. Each will be taken in turn and considered from its beginning to the present. Attention will also be given to the historical development of the Caribbean Islands-Cuba, Jamaica, Puerto Rico, and Haiti. The cultural portion will be designed to lead to a greater awareness of the similarities and differences that characterize the social structure of each of these areas today. 3:0:3

## LG-LOGISTICS (SS)

**LG 201****Systems Engineering and Analysis**

A study of the design, development, direction, management, and control of the systems engineering process. Emphasis is placed on the application of quantitative and qualitative techniques to systems analysis, evaluation and performance. Prerequisite: MA 120. 3:0:3

**LG 302****Logistics Engineering**

An overview of the general area of logistics, its nature, scope and process; a critical examination of logistics management functions and the interrelationships among strategic support and operational logistics. Prerequisite: LG 201. 3:0:3

**LG 312****Transportation and Distribution Systems**

Principles and practices of transportation and its role in the distribution process. The physical transportation system of the United States and its performance; carrier responsibilities and services; economic and legal bases of rates, freight classification and tariffs; public policy regarding regulation; transportation issues and problems. 3:0:3

**LG 324****Contract Management and Law**

A study of the procurement and contracting process with emphasis on the organization, policy formulation, procedures, and administration of purchasing activities and functions. Prerequisite: MG 260. 3:0:3

**LG 415****Quality Control**

A study of quality planning and control systems including application and statistical quality control theory to the design of quality control systems; the impact of quality on logistics and the procurement process. Prerequisite: MA 120. 3:0:3

**LG 424****Purchasing and Vendor Management**

A study of the procurement and contracting process including planning, developing, and contracting for major systems. Topics include: purchasing policy and strategy, value, analysis engineering, quality assurance, make-or-buy decisions, principles of inventory management, institutional and government purchasing management. 3:0:3.

**LG 426****Logistics Management**

A critical examination of the logistics system with emphasis on managerial functions within the system and analytical techniques used in planning and control of the various subsystems. Prerequisite: MG 101 or MG 352. 3:0:3

**LS-LIBERAL STUDIES (H)**
**LS 211****(HU 211)****Introduction to the Humanities (MGE)**

A study of disciplines and concerns that promote humanness (such as art, music, philosophy and religion) and critical thinking; moral values, myths, love, and freedom. 3:0:3

**LS 212****(HU 212)****Introduction to the Arts (MGE)**

A study of the common elements in the visual, verbal and performing arts and how they reflect values of different cultural periods. The course also includes a survey of themes, genres, and representative work in the classical, romantic, and modern art forms. 3:0:3

**LS 299****Field Trips in the Humanities**

Analysis of humanists and artistic works and events and exposure to those works through field trips in the Kansas City area. May be repeated with permission of advisor. 1:0:1

**LS 301****Contemporary Issues (MLL)**

Studies in leading contemporary issues, problems, and concerns viewed from interdisciplinary perspectives. The course also reviews different types of writing essential to success in college and professions. 3:0:3

**LS 304****Special Topics in Liberal Studies**

The course deals with various topics in the arts and the humanities, especially those that involve interdisciplinary studies or studies concerning contemporary issues in culture and society. Topics that involve creative performance or service-oriented activities are encouraged for this course. Variable credit: 1-3 hours.

**LS 400****Senior Project**

An independent project course for liberal studies majors. The project may be scholarly or creative and must have relevance to the students concentration(s). It may be a study of particular genre, theme, period or works of a particular writer or artist. The student and the major advisor must agree on the nature, area, scope, and method of evaluation of the project. Liberal Studies majors must take a total of six hours. 3:0:3

## MA-MATHEMATICS (NS)

- MA 105**                      **Introduction to College Mathematics**  
 The course objective is to improve basic mathematical skills through a systematic application of these skills to contemporary problems. Topics considered include: various applications from consumer mathematics, tables and graphs, systems of measure. Students who have successfully completed MA 106 may not enroll in this course. Prerequisite: PK 118 or satisfactory score on mathematics placement examination. 3:0:3
- MA 106**                      **Introduction to Business Mathematics**  
 An introduction to the basic mathematics via an application to business principles. An examination will be made of the quantitative aspects of business activities such as accounting, marketing, financial and managerial operations, and computer applications. Students who have successfully completed MA 105 may not enroll in this course. Prerequisite: PK 118 or a satisfactory score on the mathematics placement examination. 3:0:3
- MA 110**  
**(ED 110)**                      **Geometry for Teachers**  
 A consideration of selected topics from basic Euclidean geometry with emphasis on proper terminology and unification of concepts. Techniques available for teaching the basics are discussed. 3:0:3
- MA 120**                      **Basic Concepts of Statistics (GE)**  
 A development of certain basic concepts in probability and statistics that are pertinent to most disciplines. Topics include: probability models, parameters, statistics and sampling procedures, hypothesis testing, correlation, and regression. 3:0:3
- MA 131**                      **College Algebra**  
 Fundamentals of basic algebra. Topics include: the real number system, basic operations of algebra, linear and quadratic equations, inequalities and functions, and graphs. Additional topics may include exponents and logarithms, fundamental techniques of counting. 3:0:3
- MA 141**                      **College Trigonometry**  
 A study of the circular functions including identities, sum and difference formulas, double and half angle forms, triangle solutions, and trigonometric equations. Prerequisite: MA 131 or equivalent. 3:0:3
- MA 150**                      **Precalculus Mathematics**  
 A consideration of those topics in algebra and trigonometry necessary for the calculus. Topics include: mathematical analysis of the line, the conic sections, exponential and logarithmic functions, circular functions, polynomial and rational functions, mathematical induction, and theory of equations. Prerequisite: MA 131 or equivalent. 3:0:3
- MA 208**  
**(CS 208)**                      **Discrete Mathematics**  
 This course introduces the student to selected finite systems pertinent to the study of computer science. Course topics will include the following: mathematical induction, sets, relations functions, matrices, graphs, trees, combinational analysis, Boolean algebra, and other structures. Prerequisite: Any math course > MA 131. 3:0:3

- MA 210      Calculus and Analytic Geometry I**  
The study of the calculus begins with an examination of the real number system and the Cartesian plane. Additional topics to be considered include: functions and their graphs, limits and differentiation techniques, the mean value theorem, application of the derivative, indefinite integration, the trigonometric functions. Prerequisite: MA 150 or equivalent. 3:0:3
- MA 211      Calculus and Analytic Geometry II**  
The study of the calculus continues with the definite integral and its applications, transcendental functions, integration techniques, the conic sections, polar coordinates, parametric equations, indeterminate forms and improper integrals. Prerequisite: MA 210 or equivalent. 3:0:3
- MA 212      Calculus and Analytic Geometry III**  
The algebra and calculus of vectors and vector functions, constant termed sequences and series, power series and convergence criteria. Prerequisite: MA 211. 3:0:3
- MA 213      Calculus and Analytic Geometry IV**  
A study of multi-dimensional spaces, functions in multi-dimensional space, partial differentiation, multiple integration. Prerequisite: MA 212. 3:0:3
- MA 301      Mathematical Thought**  
A transition course for the mathematics major, this offering provides an overview of the subject as a study of systems. Topics include: informal and formal logic, theory of sets, formal development of the number system of mathematics. Prerequisite: permission of the instructor. 3:0:3
- MA 302      Ordinary Differential Equations**  
An introduction to ordinary differential equations and their solutions in the complex field. Topics include: series solutions and Laplace transforms. Prerequisite: MA 212. 3:0:3
- MA 305      Probability**  
Essentially a noncalculus approach to the theory and statistical application of probability. Topics include: discrete and continuous random variables, density and distribution functions, probability models, non-parametric statistics. Prerequisite: MA 131 or equivalent. 3:0:3
- MA 311      Linear Algebra**  
Topics include the general methods of solving systems of equations, determinants and matrices, vector spaces, linear transformations and introduction to simplex algorithms. Prerequisite: MA 212. 3:0:3
- MA 312      Abstract Algebraic Structures**  
A study of several algebraic systems from a postulational viewpoint. Systems studied include groups, rings, integral domains, and fields. Prerequisites: MA 212 and MA 301. 3:0:3
- MA 350      History of Mathematics (MLL)**  
An introduction to the history of mathematics with emphasis on the contributions of the many and diverse cultures which have influenced the development of the discipline. Cultures studied include: the Egyptians, Babylonians, Greeks, Romans, Arabs, Medieval Europeans, and Renaissance Europeans. Topics include: the Pythagorean Theorem, perfect numbers, classic construction problems, the Golden Ratio, noteworthy mathematicians and current trends. It is strongly recommended that the student has passed MA 131 or its equivalent. One field trip is required. 3:0:3



- MA 360      Modern Geometries**  
A study of the foundations of modern Euclidean geometry as well as finite geometries and non-Euclidean geometries. Prerequisite: MA 212 and MA 301, or permission of the instructor. 3:0:3
- MA 370      Number Theory**  
An introduction to the theory of numbers. Topics include: congruences and residue classes, the theorems of Euler and Fermat, and number-theoretic functions. Prerequisites: MA 212 and MA 301, or permission of the instructor. 3:0:3
- MA 380      Mathematical Statistics**  
A calculus-based study of probability and statistics for mathematics and science majors. Topics include: sample spaces, random variables and probability distributions, moment generating functions, transformations of random variables, laws of large numbers and the central limit theorem, regression analysis, and analysis of variance. Prerequisite: MA 305 3:0:3
- MA 401      Analysis**  
A rigorous treatment of functions, limits, continuity, differentiation and integration of functions of one and several real variables. Introduction to the calculus of functions of a complex variable. Prerequisites: MA 212 and MA 301. 3:0:3
- MA 402      Topology**  
An introduction to the topology of Euclidean space, metric spaces, and general topological spaces. Prerequisite: MA 401 or permission of the instructor. 3:0:3
- MA 406      Special Topics in Mathematics**  
This course provides an opportunity for directed study in areas not necessarily included in formal course work. Prerequisite: permission of the instructor. Variable credit: 1-3 hours.
- MA 450      Seminar in Mathematics**  
A capstone course for the mathematics majors. Topics may include: selected readings and discussion of the history and philosophy of mathematics, the golden ages and crises in mathematics. Student presentations are required. One field trip required. Prerequisite: MA 301 and permission of the instructor. 3:0:3

## MG-MANAGEMENT (SS)

- MG 101      Introduction to Management**  
Basic functions of management with emphasis on the behavioral problems management faces in adopting and implementing policy. 3:0:3
- MG 110      Introduction to Business      (MGE)**  
Provides for business and non-business students an overview of business in our modern American society. Examines the development of our business system, social responsibility of business, and the functions of management, marketing, personnel, production, accounting, finance investments, insurance, and business law. Career opportunities in business are explored. 3:0:3

- MG 260 Business Law I**  
Introduction to the law: contracts, agency, employment, and negotiable instruments; comparison of social responsibility and legal aspects of selected issues. 3:0:3
- MG 261 Business Law II**  
A continuation of the study of contracts, agency, employment, and negotiable instruments; comparison of social responsibility and legal aspects of selected issues. Prerequisite: MG 260 3:0:3
- MG 268 Office Administration**  
Layout and organization of an office, design and control of equipment and supplies; business information processing systems; human relations; and cost reduction. 3:0:3
- MG 271 Principles of Supervision**  
A study of leadership skills for persons in supervisory positions. Topics include: methods of training employees, employee rating, improving personal leadership, interpreting organization policies, and obtaining the maximum results through the efforts of others. 3:0:3
- MG 273 Records Management**  
A study of the procedures, personnel, and equipment necessary to establish an efficient system of records management. Topics include: classification systems; creation and control of forms, correspondence, and reports; microforms; records inventory; evaluation and planning of records management programs; retention and disposition schedules; and supplies and equipment. 3:0:3
- MG 280 Students in Free Enterprise (SIFE) (MGE)**  
This is a Multicultural General Education course. In conjunction with Students in Free Enterprise (SIFE), students will develop and implement projects to foster the principles of free enterprise which help local business and the community. 3:0:3
- MG 290 Selected Topics in Business**  
An in-depth examination of specific areas of business and management. May be repeated once for credit with a change in topic. Variable credit: 1-3 hours.
- MG 352 Principles of Management (MLL)**  
Examines the functions, activities and principles of leadership in business and other institutions. Philosophy, history, current practice and issues in leading, planning, organizing, and controlling organizations such as communication, motivation and interpersonal relations. Lecture, discussion and cases are used. 3:0:3
- MG 354 Small Business Management (MLL)**  
A detailed study of the relationship and functions of accounting, management, financial management, and marketing in the successful initiation and operation of a small business. 3:0:3
- MG 365 Organizational Behavior**  
Examines theoretical and practical perspectives and experiences in the areas of motivation and human relations; individual behavior, small group behavior, intergroup behavior; organizational effectiveness, and organizational development. Lecture, discussion and cases are used. Prerequisite: MG 352. 3:0:3

- MG 375      Production and Operations Management**  
Study of the design, planning and operations and control of manufacturing processes, material management, inventory quality control systems, work measurement and production standards. Prerequisites: MA 120, FI 360, MG 352 or equivalents. 3:0:3
- MG 401      Senior Seminar in Management**  
Consideration of managerial problems and/or policies. Topics include: the role of values and assumptions in administrative situations, especially their influence on administrators choices among possible ends and means; the skills, attributes and personal qualities that enhance effectiveness of responsible individuals as they work with others in organizations; and the determinants of organization and executive action. Prerequisites: MG 352 and EN 306B or equivalent. It is strongly recommended that all major core courses be completed prior to enrolling in this course. 3:0:3
- MG 420      Labor Relations**  
Consideration of the development, legal environment, and current problems of the industrial relations system. Emphasis is placed upon the historical evolution of both the union movement and the legislative system that shapes its activities. 3:0:3
- MG 440      Complex Organizations**  
A sociological approach to the study of organizations. Focuses on theoretical perspectives, characteristics of organizations, the interrelationship of organizational variables, and other related topics. Prerequisites: MG 352 and MG 365. 3:0:3
- MG 460      Business Internship**  
Open to seniors who have demonstrated outstanding academic work in business who want to explore the practical applications of business theory in a professional work environment. Enrollment with the consent of the department. Prerequisite: Completion of core courses in business and economics. Variable credit: 3-12 hours. Grading for this course is pass/fail.
- MG 465      Independent Study in Business**  
Individual research dealing with secondary sources on an approved topic in business. Prerequisite: major in business administration, economics or accounting. Variable credit: 1-4 hours.
- MG 490      Special Topics in Business Administration**  
A course based on subjects outside the current offerings. Prerequisite: permission of the instructor. Variable credit: 1-3 hours.
- MG 495      Business Policy**  
A series of business cases and materials dealing with a variety of problems confronting general management selected to illustrate the major areas of managerial concern: environmental opportunities and constraints, formulation of business policy, organization for business activity and marshalling of resources for achieving objectives of the firm. Prerequisites: EN 306B and completion of business/management core or permission of instructor. 3:0:3

## MI-MILITARY SCIENCE (SS)

(Courses Offered for Parkville Daytime Campus Center Army  
ROTC Program and Campus Centers with Cross town Agreements)

- MI 101                      Basic Military Science I**  
Introduction to the United States Military Defense System and the ROTC program. Provides instruction in basic military skills, military terminology, organization, leadership, and marksmanship. 1:0:1
- MI 102                      Basic Military Science II**  
Introduction to rappelling and basic mountaineering techniques. Examination of basic survival skills and techniques. 1:0:1
- MI 210                      Basic Military Science III**  
Introduction to military topography and the basic skills of map reading and land navigation. 1:0:1
- MI 211                      Basic Military Science IV**  
Continuation of instruction in basic military skills, to include first aid, leadership. Also includes advanced rappelling skills. 1:0:1
- MI 301                      Advanced Military Science I**  
Examination of military ethics and professionalism, Army training management, the principles of war, the laws of wars, Geneva Convention rules, and traditional leadership values. 3:0:3
- MI 310                      Advanced Military Science II**  
Fundamentals of leadership in tactical operations, to include the effect of weather and terrain on unit deployment; formulation of oral and written operational orders; and the collection and use of combat intelligence in the decision making process. A writing project is required. 3:0:3
- MI 401                      Advanced Military Science III**  
Study and application of the principles of organization and management, the decision-making process, and organizational communication systems. Examination of the techniques of counseling and other management skills required to meet organizational goals. A writing project is required. 3:0:3
- MI 410                      Advanced Military Science IV**  
Advanced study of leadership and management. Examines the administration of military justice. Concludes with an overview of the obligations and responsibilities of an officer. This is the capstone course for all previous instruction. A writing project is required. 3:0:3

*Aerospace Studies - Courses offered for Parkville Daytime Campus Center Air Force ROTC Program and Campus Centers with Crosstown Agreements.*

- MI 101 AF                      Introduction to the Air Force Today I**  
A survey course designed to introduce student to the United States Air Force and Air Force Reserve Officer Training Corps. Featured topics include: mission and organization of the United States Air Force, officership, and professionalism, military customs and courtesies, Air Force opportunities and benefits, and written communications. A mandatory Leadership Laboratory (MI 499) complements this course by providing cadets with followership experiences. 1:0:1

**MI 102 AF****Introduction to the Air Force Today II**

A survey course designed to introduce students to the United States Air Force and Air Force Reserve Officer Training Corps. Featured topics include: mission and organization of the United States Air Force, a macro history of the United States military, Air Force opportunities and benefits, group leadership projects and oral communication. A mandatory Leadership Laboratory (MI 499) complements this course by providing cadets with followership experiences. 1:0:1

**MI 201 AF****The Air Force Way I**

A survey course designed to facilitate the transition from ROTC cadet to Air Force ROTC officer candidate. Featured topics include: Air Force heritage and leaders, development of air-power doctrine from the invention of the airplane through the present, and written communications. A mandatory Leadership Laboratory (MI 499) complements this course by providing cadets with their first opportunity to apply leadership experiences discussed in class. 1:0:1

**MI 202 AF****The Air Force Way II**

A survey course designed to facilitate the transition from ROTC cadet to Air Force ROTC officer candidate. Featured topics include: Introduction to leadership, quality Air Force management tools, ethics and values, oral-communication group, leadership projects. A mandatory Leadership Laboratory (MI 499) complements this course by providing cadets with their first opportunity to apply leadership experiences discussed in class. 1:0:1

**MI 301 AF****Air Force Leadership and Management I**

A study of leadership principles and perspectives, leadership ethics, and communication skills required of an Air Force junior officer. Case studies are used to examine Air Force leadership and management situations as a means of demonstrating and exercising practical application of concepts being studied. A mandatory Leadership Laboratory (MI 499) complements this course by providing advanced leadership experiences in officer-type activities, giving the student an opportunity to apply leadership and management principles. 3:0:3

**MI 302 AF****Air Force Leadership and Management II**

A study of quality management fundamentals, professional knowledge, Air Force Doctrine, and communication skills required of an Air Force junior officer. Case studies are used to examine management situations as a means of demonstrating and exercising practical applications of concepts being studied. A mandatory Leadership Laboratory (MI 499) complements this course by providing advanced leadership experiences in officer-type activities, giving the student an opportunity to apply leadership and management principles. 3:0:3

**MI 401 AF****National Security Affairs**

An examination of the national security process, regional studies, advanced leadership ethics, Air Force doctrine, and current issues affecting military professionalism. Within this structure, emphasis is placed on refining communication skills. A mandatory Leadership Laboratory (MI 499) complements this course by providing advanced leadership experiences in officer-type activities, giving the student an opportunity to apply leadership and management principles. 3:0:3

**MI 402 AF****Preparation for Active Duty**

This course is the final step in preparing an officer candidate for active duty. It includes examination of the military as a profession, officership, military justice, and civilian control of the military. It also familiarizes the student with the roles of various Air Force base agencies. Within this structure, emphasis is placed on refining communication skills. A mandatory Leadership Laboratory (MI 499) complements this course by providing advanced leadership experiences in officer-type activities, giving the student an opportunity to apply leadership and management principles. 3:0:3

**MI 499 AF****Leadership Laboratory**

The MI 100 and MI 200 Leadership Laboratory (LLAB) courses include a study of Air Force customs and courtesies, drill ceremonies, military commands and Air Force opportunities. MI 300 and MI 400 courses provide advanced leadership experiences that involve planning, organizing, and executing cadet training activities, as well as, preparing and presenting briefing and other oral/written communications. 0 credit.

**MK-MARKETING (SS)**
**MK 351****Principles of Marketing**

Examines factors relevant to the marketing mix (product, promotion, distribution, and price) and to marketing management. 3:0:3

**MK 380  
(CA 380)****Advertising**

Designed to give the student an understanding of the creation, design, and production of material for advertising campaigns in all media. Suggested Prerequisite: MK 351 or equivalent. 3:0:3

**MK 385  
(CA 385)****Consumer Behavior**

An integrated approach to the study of various behavioral concepts and theories useful for understanding consumer behavior and its relevance to the development of effective marketing strategies. 3:0:3

**MK 386****Retailing Administration**

The basic concepts and analytical tools of retailing; types of organizational structure; store location; personnel; merchandising; promotion; services; and control techniques. Prerequisite: MK 351 or equivalent. 3:0:3

**MK 389****Professional Selling**

A study of the personal selling process with emphasis on the contributions of behavioral theories and on the legal, ethical, and social responsibilities of selling professionals. Prerequisite: MK 351. 3:0:3

**MK 395****International Marketing**

An in-depth study of the methods of establishing and servicing foreign markets with emphasis on pricing, promotion, and distribution channels given the complex effects of international, cultural, legal and business practice environments. Exporting, importing and tariff barriers are also covered. Prerequisite: MK 351. 3:0:3

**MK 401****Sales Management**

Review and analysis of approaches to planning, organizing, training, developing, compensating, directing, and controlling the sales force in support of marketing objectives. Use of case materials. Prerequisite: MK 351. 3:0:3

- MK 411      Marketing Management**  
Study of the theoretical foundations, the methods and the environment of marketing, management. Topics include: consumer behavior, product policy, channel management, pricing and promotion. Prerequisite: MK 351. 3:0:3
- MK 453      Marketing Research and Information Systems**  
Examines the application of research methods to the problems of marketing. Consideration is given to research procedures, sources of data and management's use of information for decision making. Prerequisites: EC 315 and MK 351. 3:0:3
- MK 455      Promotional Policies and Strategies**  
A study of the specific role of the various promotional mix elements in relation to the overall marketing strategy. Prerequisite: MK 351. 3:0:3
- MK 491      Seminar in Marketing**  
Intensive studies of selected current issues in marketing through seminars, workshops, and forums. Prerequisite: Twelve hours of marketing or instructor approval. 3:0:3

## ML-MODERN LANGUAGES (H)

- ML 100-300      Exploring Modern Languages**  
Course designed to allow the teaching of modern languages not found in the normal course offerings. Each 3:0:3
- ML 215      Selected Topics in Languages**  
An intermediate level language course that treats topics of contemporary interest. 3:0:3
- ML 315      Selected Topics in Literature and Culture**  
An advanced level course that examines issues pertaining to issues of culture, society, literature, and history. 3:0:3
- CN 101      Elementary Chinese I**  
An introductory course with emphasis on pronunciation and the basic elements of grammar; practice in understanding, speaking, reading, and writing. 3:0:3
- CN 102      Elementary Chinese II**  
The introduction of more complex elements of grammar; additional practice in understanding, speaking, reading, and writing. Prerequisite: CN 101 or equivalent. 3:0:3
- CN 103      Elementary Chinese I**  
An introductory course with emphasis on pronunciation and the basic elements of grammar; practice in understanding, speaking, reading, and writing. Some lab required. 3:1:4
- CN 104      Elementary Chinese II**  
The introduction of more complex elements of grammar; additional practice in understanding, speaking, reading, and writing. Some lab required. Prerequisite: CN 103 or equivalent. 3:1:4

- CN 201 Intermediate Chinese I**  
Students will work on building vocabulary and comprehension and increasing speaking ability. Everyday life situations and current events will be discussed in class. A grammar review of CN 101 and CN 102 will also be included. Prerequisites: CN 101 and CN 102 or two years of high school Chinese. 3:0:3
- CN 202 Intermediate Chinese II**  
A continuation of CN 201. Vocabulary is put to added work in composition. Prerequisite: CN 201 or two and one half years of high school Chinese. 3:0:3
- CN 310 Independent Readings in Chinese**  
Materials and credit to be arranged with the instructor. May be repeated for up to six hours of credit with permission of the instructor. Prerequisite: CN 202 or three years of high school Chinese. Variable credit: 1-3 hours.
- FR 101 Elementary French I**  
Areas covered in this course include vocabulary building, grammar, conversation, and introduction to French culture and civilization. Emphasis is on conversation. 3:0:3
- FR 102 Elementary French II**  
This course continues the presentation of vocabulary and basic structural patterns begun in Elementary French I with emphasis on comprehension, speaking, reading, and writing skills. Prerequisite: FR 101 or one year of high school French. 3:0:3
- FR 103 Elementary French I**  
This course will introduce students to the four language skills (speaking, listening, reading and writing) that will enable them, on a limited basis, to understand and communicate about topics of everyday importance. Through various media, students will also learn about cultural differences in the French-speaking world. Some lab required.. 3:1:4
- FR 104 Elementary French II**  
This course continues to develop competency in producing the French language, both spoken and written. Emphasis is placed upon student's ability to communicate effectively in short conversations and basic writings, as well as to grasp the meaning of what they hear and read. Some lab required. Prerequisite: FR 103 or equivalent. 3:1:4
- FR 201 Intermediate French I**  
Students work on building vocabulary and comprehension and increasing speaking ability. Everyday life situations and current events are discussed in class. A grammar review of FR 101 and FR 102 will be included. Prerequisite: FR 102 or two years of high school French. 3:0:3
- FR 202 Intermediate French II**  
A continuation of FR 201. Vocabulary is put to added work in composition. Prerequisite: FR 201 or two and one half years of high school French. 3:0:3
- FR 310 Independent Readings in French**  
Materials and credit to be arranged with the instructor. May be repeated for up to six hours of credit with permission of the instructor. Prerequisite: FR 202 or three years of high school French. Variable credit: 1-3 hours.



- GE 101      Elementary German I**  
Areas covered in this course include vocabulary building, grammar, conversation, and introduction to German culture and civilization. Emphasis is on conversation. 3:0:3
- GE 102      Elementary German II**  
This course continues the presentation of vocabulary and basic structural patterns began in Elementary German I with emphasis on comprehension, speaking, reading, and writing skills. Prerequisite: GE 101 or one year of high school German. 3:0:3
- GE 103      Elementary German I**  
Areas covered in this course include: grammar, vocabulary building, conversation, comprehension and writing, with an introduction to German culture and civilization. Some lab required. 3:1:4
- GE 104      Elementary German II**  
This course continues the development of speaking, comprehension, reading and writing skills and study of German culture and civilization begun in GE 103. Some lab required. Prerequisite: GE 103 or equivalent. 3:1:4
- GE 201      Intermediate German I**  
Students work on building vocabulary and comprehension and increasing speaking ability. Everyday life situations and current events are discussed in class. A grammar review of GE 101 and GE 102 is also included. Prerequisite: GE 102 or two years of high school German. 3:0:3
- GE 202      Intermediate German II**  
A continuation of GE 201. Vocabulary is put to added work in composition. Prerequisite: GE 201 or two and one half years of high school German. 3:0:3
- GE 310      Independent Readings in German**  
Material and credit to be arranged with the instructor. May be repeated for up to six hours of credit with permission of the instructor. Prerequisite: GE 202 or three years of high school German. Variable credit: 1-3 hours.
- JP 101      Elementary Japanese I**  
An introductory course with emphasis on pronunciation and the basic elements of grammar; practice in understanding, speaking, reading, and writing. 3:0:3
- JP 102      Elementary Japanese II**  
The introduction of more complex elements of grammar; additional practice in understanding, speaking, reading, and writing. Prerequisite: JP 101 or equivalent. 3:0:3
- JP 103      Elementary Japanese I**  
An introductory course with emphasis on pronunciation and the basic elements of grammar; practice in understanding, speaking, reading, and writing. Some lab required. 3:1:4
- JP 104      Elementary Japanese II**  
The introduction of more complex elements of grammar; additional practice in understanding, speaking, reading, and writing. Some lab required. Prerequisite: JP 103 or equivalent. 3:1:4

- JP 201 Intermediate Japanese I**  
Students work on building vocabulary and comprehension and increasing speaking ability. Everyday life situations and current events are discussed in class. A grammar review of JP 101 and JP 102 is also included.  
Prerequisites: JP 101 and JP 102 or two years of high school Japanese.  
3:0:3
- JP 201 Intermediate Japanese II**  
A continuation of JP 201. Vocabulary is put to added work in composition.  
Prerequisite: JP 101 or two and one half years of high school Japanese.  
3:0:3
- JP 310 Independent Readings in Japanese**  
Materials and credit to be arranged with the instructor. May be repeated for up to six hours of credit with permission of the instructor. Prerequisite: JP 202 or three years of high school Japanese. Variable credit: 1-3 hours.
- SP 101 Elementary Spanish I**  
This course offers a basic introduction to the study of the language with a focus on grammatical structures in addition to oral and written skills. 3:0:3
- SP 102 Elementary Spanish II**  
This course continues the presentation of basic structural patterns and speaking skills began in SP 101, with increased emphasis on comprehension of the spoken language. Prerequisite: SP 101 or two years of high school Spanish. 3:0:3
- SP 103 Elementary Spanish I**  
This course offers a broad introduction to the study of the language in it diverse contexts with a focus on grammar, and oral and written comprehension. Some lab required. 3:1:4
- SP 104 Elementary Spanish II**  
This course introduces more complex elements of grammar and includes student-generated dialogues, short interviews and brief essays as a basis for the practices of speaking, comprehension, reading and writing skills. Some lab required. Prerequisite: SP 103 or equivalent. 3:1:4
- SP 201 Intermediate Spanish I**  
In this course students review basic concepts of the language while expanding reading comprehension and writing skills. Readings focus on the study of Hispanic cultures. Prerequisite: SP 102 or three years of high school Spanish. 3:0:3
- SP 202 Intermediate Spanish II**  
A continuation of the grammatical and cultural studies undertaken in SP 201. This course includes content-based projects in the target language. Prerequisites: SP 201 or four years of high school Spanish. 3:0:3
- SP 203 Business Spanish I**  
An intermediate level review of grammar through the study of business terminology and transactions. 3:0:3
- SP 204 Business Spanish II**  
An advanced intermediate review of grammar through the study of business terminology and cultural interaction. 3:0:3

- SP 205 Issues in International Business**  
A study of global markets accompanied by interactive role-playing, case studies and problem-solving. 3:0:3
- SP 213 Spanish for Health Care I**  
An intermediate level review of grammar through the study of cultural skills and medical terminology when interacting with patients. 3:0:3
- SP 214 Spanish for Health Care II**  
An advanced intermediate level review of grammar through the study of cultural skills and medical terminology when interacting with patients. 3:0:3
- SP 215 Cultural Issues in Medicine**  
A study of issues in Health Care and on-site interactions with an emphasis on specific areas of interest to individual students. 3:0:3
- SP 223 Spanish for Global Communication I**  
An intermediate level review of grammar through a focus on Spanish-speaking communities in the U.S., Spain and Latin America. 3:0:3
- SP 224 Spanish for Global Communication II**  
An advanced intermediate review of grammar through a focus on Spanish-speaking communities in the United States, and in Spain and Spanish America. 3:0:3
- SP 225 Topics in Global Communication**  
A diverse series of readings about international topics with a focus on cultural knowledge and linguistic dynamics. 3:0:3
- SP 230 Spanish for Educators**  
A study of contemporary issues in Education that emphasizes skills important to classroom needs and communication with students, families, and colleagues. 3:0:3
- SP 294 Intermediate Spanish Conversation**  
The course consists of a variety of sources and topics for the improvement of oral language skills. Forums for conversation include individual presentations, pair presentations and groups discussion in Spanish based on readings, individual research, movies, plays and excursions. This course includes a review of advanced grammar concepts. Prerequisite: SP 202 or equivalent, four years of high school Spanish or instructor's permission. 3:0:3
- SP 295 Intermediate Spanish Composition**  
Writing in Spanish at the intermediate level, including a review of grammar. Short essays and other practical exercises in composition. Prerequisite: SP 202 or equivalent. 3:0:3
- SP 299 The Minor Capstone Project**  
An individual or joint research project that involves hands-on learning and a final oral presentation in English of the work undertaken. 3:0:3
- SP 301 Advanced Spanish Conversation**  
Strong emphasis on the practice of oral communication skills. Topics of discussion include contemporary issues, films, and plays. This course is taught in Spanish. Prerequisites: SP 294 and SP 295 or equivalent. 3:0:3

SP 302

**Advanced Grammar and Composition**

Writing Spanish, at the advanced level, with attention to the elements of style and grammar. Study and criticism of a variety of textual examples. Basic techniques of literary interpretation, which will find application in short and long composition. This course is taught in Spanish. Prerequisites: SP 294 and SP 295. 3:0:3

SP 310

**Independent Readings in Spanish**

Material and credit to be arranged with the instructor. May be repeated for up to six hours of credit with permission of the instructor. Prerequisite: SP 202 or four years of high school Spanish or instructor's permission. Variable credit: 1-3 hours.

SP 311

**Culture and Civilization of Spain**

Further development of written and spoken Spanish through the study of the culture and civilization of Spain. This course is taught in Spanish. Prerequisites: SP 294 and SP 295 or equivalent. 3:0:3

SP 312

**Cultures and Civilization of Spanish America and the Hispanic Caribbean (MLL)**

Taught in English, this course examines aspects of the history and cultures of Spanish America and the Hispanic Caribbean from pre-Columbian to contemporary times. Topics covered include: indigenous civilizations, the Spanish Conquest and occupation, the legacies of empire, dilemmas of national development, the changing roles of women, military dictatorships, and the "disappeared," contemporary Indian cultures and social realities, the narcotic industry, "third-world" debt and issues of national sovereignty. 3:0:3

SP 394

**Introduction to the Literature of Spain**

Presents key works of Spanish literature, from the Middle Ages to contemporary times. The selection of texts is designed not only to introduce major writers, but also to seek further insights into the Spanish culture. This course is taught in Spanish. Prerequisites: SP 301, SP 302 or equivalent, or permission of instructor. 3:0:3

SP 395

**Introduction to the Literatures of Spanish America**

Taught in Spanish, this course examines the history and cultures of Spanish America from pre-Columbian to contemporary times. Prerequisites: SP 294 and SP 295 or equivalent. 3:0:3.

SP 399

**The Major Capstone Project**

An individual or joint research project that involves hands-on learning with a written report in Spanish and a final oral presentation in English of the work undertaken. 3:0:3

## MR-MEDICAL RECORDS (SS)

MR 205

**Medical Terminology I**

Basic vocabulary of medical terms, stressing prefixes, suffixes, and roots with application to each system of the body. 3:0:3

- MR 206 Medical Terminology II**  
Review of prefixes, suffixes and anatomical roots for each system of the body. Basic vocabulary of terms for diseases, operations, tumors, signs, symptoms, laboratory tests, and diagnostic procedures for each system of the body. Prerequisite: MR 205 or equivalent. 3:0:3
- MR 220 Coding**  
A study of the international medical nomenclature and classification systems for the comparison of disease data. Major topics include: characteristics of the nomenclature and classification systems and methods of quality control of coded information. 3:0:3
- MR 242 Medical Records I**  
Principles of medical record technology including the preparation, analysis, preservation, and retrieval of health information. The value of this information to the patient, the doctor, and the community will be stressed. 3:0:3
- MR 243 Medical Records II**  
Medical records in a variety of health care facilities, release of information, medical staff organization, and requirements and survey procedures of licensing and accrediting agencies. Medicare law and other federal regulations will be presented. Students will be introduced to the basic principles of supervising and managing a medical records department. Prerequisite: MR 242 or equivalent. 3:0:3

## MU-MUSIC (H)

- MU 105 Ensemble**  
The study and performance of music for instrumental or vocal groupings. May be repeated for credit. 1:0:1
- MU 110 Class Voice**  
Group instruction of tone production, diction, breathing, and the basic techniques of singing. 2:0:1
- MU 115 Computer Music Editing**  
An introduction to computer assisted production of printing music using Finale. Open to all students. 1:2:1
- MU 160 Introduction to Music Theory**  
A study of the fundamentals of harmony and basic elements of sight-singing, melodic dictation, rhythmic dictation, keyboard, timbre, texture, and form used both in aural and visual analysis. Course has a required laboratory session. 3:2:4
- MU 161 Music Theory**  
A continuation of the fundamentals of harmony and basic elements of sight-singing, melodic dictation, rhythmic dictation, keyboard, timbre, texture, and form used both in aural and visual analysis. Course has a required laboratory session. Prerequisite: MU 160. 3:2:4
- MU 191, 291, 391, and 491 Applied Music A**  
One-half-hour individual lessons are currently offered in voice, piano, and classical guitar. (Instruction in other instruments may be made available as

demand and availability of instructors dictate.) Music minors electing any of these courses might be required to perform a recital during the semester. (First digit in course number refers to level of proficiency). May be repeated for credit. 1/2:5:1

**MU 192, 292,  
392, and 492**

**Applied Music B**

One-half-hour individual lessons are currently offered in voice, piano, and classical guitar. (Instruction in other instruments may be made available as demand and availability of instructors dictate.) Music minors electing any of these courses might be required to perform a recital during the semester. (First digit in course number refers to level of proficiency). May be repeated for credit. 1:10:2

**MU 205**

**Music Appreciation (GE)**

A course designed to acquaint the student with the basic materials and history of music. Emphasis is on aural analysis and attendance at live performance. 3:0:3

**MU 208**

**Explorations in Music**

Introductory study of music as it relates to popular culture and other areas of contemporary interest. May be repeated for credit when topics change. 3:0:3

**MU 210**

**Music and Society (GE)**

A study of the role that music and musicians have played voluntarily or otherwise in politics, religion and social issues. Specific works ranging from instrumental music through opera, liturgical music, musical theatre and popular music are discussed. 3:0:3

**MU 215**

**University Choir**

Membership is open to non-majors as well as majors. Personnel is chosen by audition. May be repeated for credit. Prerequisite: Instructor's approval. 3:2:1

**MU 240**

**Advanced Music Theory I**

A continuation of MU 160 and MU 161, with a further study and analysis of modulation, altered chords, modes, chromaticism, and devices used in contemporary music. Studies will be applied to written, aural, and keyboard skills. Course has a required laboratory session. Prerequisites: MU 160 and MU 161. 3:2:4

**MU 241**

**Advanced Music Theory II**

A continuation of MU 240, with a further study and analysis of modulation, altered chords, modes, chromaticism, and devices used in contemporary music. Further studies will be applied to written, aural, and keyboard skills. Course has a required laboratory session. Prerequisite: MU 240. 3:2:4.

**MU 260**

**Introduction to Music I (GE)**

A comprehensive survey of Western music from its known beginnings to the present. 3:0:3

**MU 261**

**Introduction to Music II: Music of the World (GE)**

An introductory study of the music of non-Western cultures. 3:0:3

**MU 331**

**Diction for Singers**

A study of Lyric Italian, German, French, and English diction employing the International Phonetic Alphabet. 3:0:3

- MU 341 Choral Conducting**  
An introduction to the fundamentals of conducting techniques, rehearsal methods, and choral music scores. Prerequisite: instructor's approval. 3:0:3
- MU 345 Music History: Medieval, Renaissance and Baroque (LL)**  
An introduction to the music literature from ancient times to 1750. 3:0:3
- MU 346 Music History: Classic, Romantic and Modern (LL)**  
An introduction to the music literature from 1750 to the present. 3:0:3
- MU 359 Folk Music in America (MLL)**  
Introductory study of music as it relates to popular culture and other areas of contemporary interest. This topic is designed to familiarize the student with the legacy of American folk music. This course is designed to provide understanding of the theoretical principles used in American folk music, as they apply to its performance and its effect on society. 3:0:3
- MU 365 Orchestration**  
A study of the orchestral instrument families with exercises in writing scores for instrumental ensembles. Emphasis is placed upon full orchestra with secondary attention given to small ensembles and the special need of school and civic performing groups. Prerequisite: MU 241 or instructor's approval. 3:0:3
- MU 372 Voice Methods**  
A study of voice production, teaching methods, and repertoire for the various voice classifications. 3:0:3
- MU 373 Piano Methods**  
A study of the teaching materials and methods for the beginner through college level. 3:0:3
- MU 374 Directed Study (for all other pedagogy needs)**
- MU 415 Independent Study in Music**  
This course offers the student minoring in music the opportunity to research a focused topic in music, to compose a significant musical work, or to perform a significant work or set of works. The final product will be a fully developed research paper, a finished original musical score, or a significant musical performance. Prerequisite: permission of department chair. 3:0:3
- MU 465 Counterpoint**  
A study of 18th century counterpoint with emphasis on its influence on polyphonic writing of the 20th century. Prerequisite: MU 241. 3:0:3
- MU 470 Forms and Analysis**  
A study of standard musical forms in music from the common practice period to the present. Prerequisite: MU 241. 3:0:3

## NS-NATURAL AND LIFE SCIENCES (NS)

- NS 215                      Selected Topics in Math/Natural Sciences**  
An in-depth examination of specific areas of mathematics and natural sciences. May be repeated once for credit with a change in topic. Variable credit: 1-3 hours.
- NS 218                      Foundations of Science**  
A study of the interdependent development of science and culture including the philosophical and technological effects on society. 3:0:3
- NS 241                      Cultural and Historical Aspects of the Scientific Endeavor (MGE)**  
A history of science is presented in terms of the multicultural aspects of our scientific heritage. Focus is upon the nature of scientific inquiry and the social factors affecting the participation of diverse groups of individuals in the advancement of science. 3:0:3
- NS 304                      Science, Technology, and Society (MLL)**  
Relationship between science, technology, and society. Topics include: the two cultures, the relationship between basic science and technology, the effects of technology upon society, and possible future technologies. 3:0:3
- NS 306                      Ethical Practices in Science**  
The social and ethical implications of scientific advancement will be presented to encourage the free exchange of ideas, with an emphasis on the role scientists and health professionals should play. Topics are selected from current social and ethical issues in chemistry, biology, ecology, physics, and health care. 1:0:1
- NS 315                      Special Topics in Math/Natural Sciences**  
An in-depth examination of specific areas of mathematics or the natural sciences. May be repeated once for credit with a change in topic. Variable credit: 1-3 hours.
- NS 319                      International Health Issues (MLL)**  
This course is designed to acquaint the student with health issues including the social, behavioral, and environmental influences on health and the delivery of health care in the United States and other countries. The concepts of health and illness will be explored from a multicultural viewpoint along with a variety of strategies for the promotion and protection of health, the prevention of disease, and the treatment modalities such as herbal medicine, therapeutic touch, acupuncture, etc. Current global issues will be discussed. 3:0:3
- NS 401                      Natural Science Colloquium**  
A regularly scheduled colloquium based on formal presentations of students, faculty, and guests. The presentations are based upon current periodical literature, and the presentation of an abstract and bibliography is required. Required of all senior students within the school as designated by the department. May be repeated for credit. 0:2:1.



## NU-NURSING (NS)

- NU 200      Nursing Transitions**  
Seminar/discussion course to introduce and orient the participant to the nursing program. Exploration of nursing history, nursing theory including nursing process, introduction to communication and teaching/learning theory are included in the course topics. Principles and application of pharmacology will be emphasized. 3:0:3
- NU 210      Adult Health Nursing I**  
Enhances basic medical surgical knowledge of health promotion and alterations in fluid and electrolyte balance, respiratory, cardiovascular, gastrointestinal, hepatic, and urinary systems and surgical client care with an emphasis on evidence based nursing practice. Prerequisite: NU 200. Concurrent with NU 220, NU 238, and NU 235. 3:0:3.
- NU 220      Adult Health Nursing II**  
Enhances basic medical surgical knowledge of health promotion and alterations in Integumentary, musculoskeletal, neurological, endocrine, stress, immune, sensory or reproductive systems with an emphasis on evidence based nursing practice. Prerequisite: NU 200. Concurrent with NU 210, NU 238, and NU 235. 3:0:3
- NU 235      Clinical Adult Health Nursing**  
Application of the nursing process in a variety of clinical settings with emphasis placed on safe patient care, teaching / learning, pharmacology, communication, critical thinking and health promotion. Prerequisite: NU 200. Concurrent with NU 210 and NU 220 and NU 238. 0:10:5
- NU 238      Nursing Health Assessment**  
Application of the nursing process as it relates to the health assessment of normal and abnormal assessment findings across the life span. The use of nursing history, interview techniques and assessment techniques are emphasized in relationship to the adult (including geriatric population), pediatric population and pregnant population. Prerequisite: NU 200. Concurrent with NU 210, NU 220 and NU 235. 3:0:3
- NU 240      Maternal/Child Health Nursing**  
An exploration of health care issues, health promotion, growth and development, and management of disease processes related to women, infants, children, and families based on evidence based nursing practice. Prerequisite: NU 210, NU 220, NU 235 and NU 238. Concurrent with NU 255, NU 260 and NU 275. 3:0:3
- NU 255      Mental Health Nursing**  
An exploration of health care issues, health promotion, growth and development across the life span, and management of disease processes related to the mental health client population. Emphasis is placed on evidence based nursing practice with a focus on communication processes, relationship of biochemistry and genetics to mental health diagnosis and treatment, pharmacologic and group approaches to treatment, and development of therapeutic relationships. Prerequisites: NU 200, NU 210, NU 220, NU 235, NU 238. Concurrent with NU 240, NU 265, and NU 275. 3:0:3

NU 265

**Clinical Nursing Practice Applications**

Application of the Nursing Process in a variety of clinical settings with emphasis placed on health promotion, growth and development, management of disease processes across the life span, and nursing leadership and management based on evidence based nursing practice. Prerequisites: NU 200, NU 210, NU 220, NU 235, NU 238 Concurrent with NU 240, NU 255, and NU 275. 0:10:5

NU 270

**Selected Topics in Nursing**

Specialized study in contemporary topics related to transition to the role of the ADN professional nurse in the changing health care system. Emphasis will be placed on personal and professional development. Prerequisites: NU 210, NU 220 and NU 230 or permission of the instructor. May be repeated once for credit with change in topic. 3:0:3

NU 275

**Management and Issues in Nursing**

Exploration into nursing management and issues. Emphasis will be placed on nursing leadership, health care systems, health care financing and legal and ethical issues prevalent to nursing practice and patient care. Prerequisites: NU 200, NU 210, NU 220, NU 238, NU 235. Concurrent: NU 240, NU 255 and NU 265. 3:0:3

## PC-PEACE STUDIES (H)

PC 200

**Introduction to Peace Studies (GE)**

A survey course designed to provide a general overview of the interdisciplinary issues presented in peace studies programs today and the history of academic peace studies. Examines the causes of war and the variety of approaches to peacemaking. Explores in depth pacifism and nonviolence, the just war theory, crusade mentality and peace through strength. The diversity of the peace movement from 1945 to the present is given major attention. 3:0:3

PC 300

**Nations At War: People of Peace (LL)**

A contemporary and historical study of 28 specific current international conflicts. It shares the perspectives and strategies of 28 peacemakers and peacemaking organizations. Analyzes the political, economic, and cultural factors causing international conflict and students imagine concrete alternatives for peace building that maximizes justice. 3:0:3

PC 315

**Global Peace Issues (LL)**

An examination of various issues in maintaining global security in the new world order. It is a symposium approach focusing on six strategies: A Democratic and Effective United Nations, Global Justice Structures, Systems to Avoid War and Promote Peace, Sustainable Human Development, Environmental Protection, Consensus Building and Action, and Funding for Global Governance. 3:0:3

PC 320

**The Practice of Peacemaking (LL)**

A course in the theory and practice of nonviolence. Brief attention is given to violent approaches to peacemaking, such as peace through imperialism and militarism. Practical skills and activities that promote peace and justice at the local and global levels are presented, analyzed, critiqued, and skill practiced. 3:0:3

**PC 321  
(CA 321)**

**Interpersonal Conflict Resolution (LL)**

Presents various strategies for dealing with conflict in a positive manner. Emphasizes the development and practice of skills of listening, assertiveness, problem solving, conflict management, and mediation. 3:0:3

**PC 385**

**The History of Peace (LL)**

A study of the quest for peace and the partnership way of human community from pre-history to the present. The approaches to peace from as many cultures and academic disciplines as possible are pursued, acknowledged, and evaluated. The lessons from the dominant paradigm of social organization and the history of war are used to clarify the proposition that an equally valid history of peace exists. 3:0:3

**PE-PHYSICAL EDUCATION (NS)**

**PE 101**

**Physical Fitness**

An exploration of the body's need to function physiologically. Students will develop and implement a personal program of fitness. 0:2:1

**PE 102**

**Beginning Swimming**

This course is designed to teach the beginner to swim. 0:2:1

**PE 103**

**Beginning Tennis**

An introduction to playing tennis. This includes backhand stroke, forehand, volley and serve. 0:2:1

**PE 106**

**Beginning Golf**

An exploration of the necessities of playing golf is the emphasis of this course. 0:2:1

**PE 107**

**Dance**

An exploration of rhythmic body expression. 0:2:1

**PE 108**

**Jogging**

A study of the regiments and the body's responses to a jogging program. The course includes, but is not limited to, implementation of a personal jogging program, equipment and safety measures. 0:2:1

**PE 109**

**Weight Training**

An examination and implementation of weight training. Maximum benefits and body adaptation will be presented, and the safety features will be explained and implemented. 0:2:1

**PE 110**

**Karate**

This courses offers an introduction to the martial arts of karate. 0:2:1

**PE 119**

**Individual Sport Topics**

There are several sports being offered under this topic. The common content is that students determine success for themselves. May be repeated for different sports. 0:2:1

**PE 120**

**Team Sport Topics**

The sports requiring cooperation between team members are taught under this heading. May be repeated for different sports. 0:2:1

- PE 302                      Advanced Lifesaving**  
An in-depth survey of the techniques of water rescue. 1:2:2
- PE 304                      Special Topics in Physical Education**  
An in-depth examination of specific areas in the field of physical education. Topics include, but are not limited to: psychology of coaching, exercise physiology and sports officiation. This course does not fulfill the physical activity requirement. 2:0:2
- PE 402                      Water Safety Instruction**  
Mastery of all techniques in teaching swimming, advanced swimming and all levels of lifesaving. Prerequisite: PE 302. 1:2:2

## PH-PHILOSOPHY (H)

- PH 101                      Introduction to Philosophical Thinking (GE)**  
An entry into philosophy by one of two routes: an exploration of philosophical problems through reading and discussing selections from the great thinkers or a lecture-discussion survey of philosophy conceived in the broadest fashion. 3:0:3
- PH 201                      Choosing and Using Values (GE)**  
A look at different proposals people have made about what things have the most worth and how human beings ought to live, together with an attempt to see how these proposals might work out if put into practice today. An introduction to philosophical ethics. 3:0:3
- PH 205                      The Meaning of Life (GE)**  
Students in this course participate in the quest for meaning in life through reading and discussion of the contributions of philosophers, religious prophets, poets and writers, and through talking with persons who seem to have achieved meaning in their own lives. Students are expected by the end of the course to have formulated in writing or some other medium a statement of where they are in their personal quests. 3:0:3
- PH 211                      Fundamentals of Logic (GE)**  
Principles of sound reasoning. Topics include: analysis of propaganda and sources of prejudice, fallacies in reasoning and speech; the logic of the syllogism with techniques for testing validity; and the basic apparatus of symbolic logic. 3:0:3
- PH 217                      Ancient and Medieval Philosophy (MGE)**  
A survey of the central figures of classical and medieval philosophy, including the early Greek thinkers, Socrates, Plato, Aristotle, Augustine, and Aquinas. Their contributions to the development of science, religious thought, and social and political theory are studied. 3:0:3
- PH 220  
(PO 220)                      History of Political Philosophy (GE)**  
An analysis of political philosophy in its historical perspective, with a special examination of the influences of political philosophy on political institutions and on the development of political science. 3:0:3
- PH 221                      Ethics and Society**  
Applies the insights of philosophical ethics to value questions that require public decision. Content of the course description will vary according to

the choice of the instructor utilizing topics such as abortion, capital punishment, euthanasia, use of natural resources, nuclear concern or censorship. 3:0:3

**PH 223**

**Modern Philosophy (MGE)**

A survey of select figures in 16th-18th century European philosophy (e.g., Descartes, Spinoza, Leibniz, Hobbes, Locke, Berkeley, Hume, Kant) and how they have shaped modern scientific, religious, ethical and political thought. 3:0:3

**PH 250**

**Selected Topics in Philosophy**

An in-depth examination of specific areas in philosophy not otherwise available in the department. May be repeated once for credit with change of topics. 3:0:3

**PH 301**

**Seminar: Exploration in Philosophy**

Selected topics as announced. May be repeated for credit with permission of the department. 3:0:3

**PH 302**

**Ethical Issues in Public Policy (LL)**

Considers several controversial questions regarding values which require public decision, such as abortion, capital punishment, and discrimination based on sexual preference. The insights of philosophical ethics are then applied to each—for example, how a utilitarian, formalist, or existentialist might handle each issue. 3:0:3

**PH 303**

**Philosophy of Science**

An examination of the philosophical assumptions of both the natural and the social sciences. Topics include: the distinction between science and non-science; the nature and types of scientific explanation; the structure and function of scientific laws and theories; the problems and paradoxes of confirmation and disconfirmation; the role of mathematics and models of science; the basis for probability and induction; and the relationship between science and values. 3:0:3

**PH 305**

**Great Ideas (LL)**

An approach to Western philosophical thought which emphasizes the creative ideas which have made our culture what it is. Examines ideas at their point of origin, then investigates their modern application. 3:0:3

**PH 307**

**Analytical Thinking**

This logic course proceeds in two steps: First, the student is taught a basic pattern for constructing and analyzing arguments. This learning is facilitated by working a number of examples. Second, the discussion proceeds to variations upon this basic pattern which are found in specific areas of argumentation: art, business, law, politics, philosophy, etc. The overall goal is to increase the student's skill in detecting, analyzing, and constructing arguments. 3:0:3

**PH 308**

**Business Ethics (MLL)**

An inquiry into the role of ethics in business situations. Topics considered include: the justice of various economic systems, corporate rate responsibility, conflict of interest, government regulation versus self-regulation, the ethics of investment, responsible advertising, discrimination, affirmative action, and sexual harassment. Emphasis is put upon the application of ethical theory to specific cases with attention to the sometimes conflicting demands of profit maximization and societal well-being. 3:0:3

PH 310

**Independent Study in Philosophy**

An opportunity for students to pursue a special interest not covered by regular course offerings. Material and credit arranged in consultation with instructor. May be repeated for credit with permission of department. Variable credit: 1-3 hours.

PH 311

**The History of Ideas**

An examination of the following topics seeks to provide a historical framework for thinking about the major questions of mankind: What is the origin and nature of the universe and humanity? Does God exist and if so, what does God require of us? What can we know and how? 3:0:3

PH 316

**Philosophy and Skepticism (MLL)**

An approach to Western philosophical thought by examining the use, meaning and tradition of skepticism within the philosophical tradition. Beginning with the Greeks and then focusing on the radical skepticism of the Hellenistic period, attention will be paid to how skepticism has shaped Western philosophical thought through figures such as Sextus Empiricus, Montaigne, Descartes, Hume, and selected contemporary thinkers. Particular attention will be paid to skepticism in ethics, politics, religion, literature, and scientific inquiry. 3:0:3

PH 319

**Philosophy of Religion**

Fundamental questions about religion are considered. Does God exist? If so, what is God's nature? Of what significance is mysticism? What happens (if anything) at death? 3:0:3

PH 321

**Eastern Philosophy (MLL)**

An introduction to the philosophical traditions of India, China, and Japan. Topics include: (1) the development of the Upanishads and the orthodox Hindu schools and the emergence of Buddhist philosophy as a challenge to Hinduism; (2) the development and interaction of Confucianism and Daoism (and later, Buddhism) in Chinese history and culture; and (3) the transmission, development and transformation of Chinese philosophical schools in Japan. 3:0:3

PH 350

**Special Topics in Philosophy**

This course deals with various topics in philosophy, especially those which involve interdisciplinary studies or studies concerning contemporary issues in culture and society. May be repeated for credit with change in topic. 3:0:3

## PK-PARK BASIC SKILLS

PK 103

**College Reading Improvement**

A course for the student who needs individualized instruction to improve reading comprehension and vocabulary skills. The course will include instruction in basic study skills, note taking and test taking. VA benefits might not be available for this course. 3:0:3

PK 107

**Mathematics in Review**

A developmental course for the student who needs review and further practice in the basic arithmetic operation needed in pre-algebra and algebra, including calculations involving whole numbers, fractions, and decimals. Elementary geometry and problem-solving techniques will also be covered. VA benefits might not be available for this course. 3:0:3

**PK 110****Introduction to College Study Skills**

Provides students with strengthening skills necessary for success in college classes. Emphasizes basic communication skills. Students will learn to read textbooks and library materials, listen to lectures, write examinations, speak in class discussions, and give oral reports. VA benefits might not be available for this course. 3:0:3

**PK 112****Effective Writing Skills**

This course is intended to help students improve their skills in writing correct sentences, paragraphs, and short essays. Other concerns of the course are vocabulary building, correct usage and improvement of writing skills. (This course is not available to students who have successfully completed a college level writing course or who have otherwise satisfied the Prerequisite of EN 105). VA benefits might not be available for this course. 3:0:3

**PK 115****Basic Skills Writing I**

This course may only be taken in conjunction with EN 105 and is designed to help students improve their writing skills. A writing sample of each student is assessed on entry according to the writing process. Individual portfolio assessment will be used to monitor progress. 3:0:3

**PK 116****Basic Skills Writing II**

This course may only be taken in conjunction with EN 106 and is designed to help students become proficient in using the library for research and then in writing research papers. Individual portfolio assessment will be used to monitor progress. 3:0:3

**PK 117****Principles of Composition in Review**

An individualized program designed for students who need additional practice in composition skills in preparation for writing competency examination. VA benefits might not be available for this course. 3:0:3

**PK 118****Contemporary Mathematics and Pre-Algebra**

A developmental course for the student who needs instruction and practice performing calculations and solving equations. Topics include basis calculations using percentages, real numbers, geometry and other skills needed to succeed in MA 131 and MA 120. VA benefits might not be available for this course. 3:0:3

**PK 119****Self and Career Exploration**

This seven-week course is especially for the student who is unsure of what career or major to choose. Students learn through self-discovery exercises and various printed and computerized career resources. This course is geared toward teaching students to make thoughtful and more satisfying career/major choices. VA benefits might not be available for this course. 1:0:1

**PK 120****Computer Keyboarding**

Designed to offer techniques and basic skills of typing, with emphasis upon formation of correct typewritten techniques, mastery of the keyboard, and performance of basic typing operations. Credit may be given when the student passes a comprehensive test and demonstrates ability to type at 35-40 wpm. This is a pass/fail course requiring students to demonstrate the skills listed by the end of the term. VA benefits might not be available for this course. 3:0:3

PK 308

**Assertive Career Building**

This seven-week course is designed for the junior or senior who is preparing to graduate and enter the world of work. Course topics include effective resume writing, interviewing and contact building. VA benefits might not be available for this course. 1:0:1

## PO-POLITICAL SCIENCE (SS)

PO 100

**American Politics and Citizenship (MGE)**

An examination of the role of the citizen in the American political system on the local, state and national levels of government. The impact of urbanization, bureaucratization and technology will be emphasized with reference to their historical development and international dimensions. 3:0:3

PO 200

**American National Government (GE)**

A survey of the functions and processes of the three branches of American national government. The changing roles of the branches and their relationship to the public will be emphasized. 3:0:3

PO 201

**State and Local Government**

A critical survey of the major trends in state and local government in the United States, with special emphasis on the governmental practices of the State of Missouri and problems of municipal government in Kansas City. 3:0:3

PO 202

**Introduction to Law (MGE)**

Descriptions of American law, language and processes. Subjects include, but are not limited to: the purposes of law, civil law, criminal law, torts, contracts, family law, rights and liberties. 3:0:3

PO 210

**Comparative Political Systems**

Introduction to the concepts and approaches in the field of comparative politics and government. Included is the comparative analysis of political institutions, processes, and problems in selected countries. 3:0:3

PO 216

**International Relations**

An introduction to the study of international relations focusing on the interactions of post-World War II international systems, politics, and organizations. 3:0:3

PO 220  
(PH 220)**History of Political Philosophy (GE)**

An analysis of political philosophy in its historical perspective, with a special examination of the influences of political philosophy on political institutions and on the development of political science. 3:0:3

PO 221

**Political Ideologies**

A study of the major ideologies and philosophies shaping the political thinking of our days. Democracy is the center of attention, but other ideologies are also examined. 3:0:3

PO 250

**Special Topics in Fire Service Management**

This course is designed specifically for the Bachelor of Public Administration/Fire Services Management program and includes such topics as: fire investigation, fire administration, fire inspection, building and fire codes, environmental laws, regulations, and environmental management,



marketing and public relations, applied environmental laws and regulations, and hazardous materials management and planning. May be repeated up to a total of 12 hours (permission of department chair required). 3:0:3

**PO 302****Legal Analysis**

An introduction to the theory, method and actual process of legal reasoning. Particular attention is paid to identifying legal principles which underlie statutes and judicial precedents; understanding their logical basis and assessing their substantive significance; and applying them analytically and creatively in various factual contexts. This course will satisfy the EN 306 requirement for Legal Studies majors. Prerequisites: EN 105, EN 106, passing the WCT and 60 accumulated hours. 3:0:3

**PO 303****Legal History**

A survey of the history of law, with emphasis on major historical periods and codifications. A major portion of the course deals with the development of the law in the United States. Special attention is paid to theories of law such as natural law, trends in today's law, and the relationship of law to government and society. 3:0:3

**PO 304****Constitutional Law**

A seminar-type study of the basic principles of American government and fundamental rights as interpreted by the Supreme Court. Briefs of selected cases are discussed. 3:0:3

**PO 310****Parties and Elections**

A study of the structure and uses of pressure groups, political parties and elections in the United States. The central concern of the course is the development of a realistic understanding of the political process. 3:0:3

**PO 320****American Foreign Policy**

Contemporary foreign relations policy of the United States. An analysis of the factors affecting American foreign policy is undertaken. The governmental institutions concerned with development and execution of foreign policy are examined. 3:0:3

**PO 329****Law School and LSAT Preparation**

This course is a requirement for Legal Studies majors and minors. It will provide students with a means to prepare themselves for the rigors of law school. It will present students with strategies for getting into the law school of their choice. A significant amount of time will be spent on developing a personal statement that will improve their chances in the competition for scarce positions in law schools. It will also spend a good deal of time helping students to prepare for taking the Law School Admissions Test. Readings on the law school experience, presentations from those who have been to law school, significant work on a personal statement usually required for law school applications, and intense preparation for the LSAT will be the methodologies employed. 3:0:3

**PO 330****Public Administration (LL)**

Principles and problems of public administration in America. Special attention is given to the problems of democratic control and the development of basic concepts of the field. 3:0:3

**PO 331****Public Organizations**

A study dealing with public organization design and the impact public organizations have upon those who work in them or deal with them. Topics

include: public organization information and control systems, decision making in public organizations, the environment of public organizations, organizational behavior, and innovation in public organizations. 3:0:3

**PO 332**

**Public Budget and Finance**

An analysis of public budgeting at the national, state and local levels of government, including the relationship of the federal budget to fiscal policy. The politics of the budgetary process are examined as well as various types of budgets. The influence of intergovernmental transfer payments is also reviewed. 3:0:3

**PO 333**

**Public Management and Leadership**

The study of managerial functions, processes, ethics and practices in public organizations. Topics may include: goals, objectives, policies, organizational structures, and decision-making theory and practice in public organizations. 3:0:3

**PO 334**

**Public Personnel Administration**

Analysis of the various functions of public personnel administration including: recruitment, placement, training, salary, evaluation, retirement, personnel problems, labor relations, collective bargaining, ethics, merit systems, and EEO programs. 3:0:3

**PO 335**

**Administrative Politics**

Examines the skills involved in interacting with the public, private groups, legislative bodies, advisory committees, political appointees, other administrative agencies, and other levels of government. The ethical problems of such relationships are also considered. 3:0:3

**PO 336**

**The Media and Public Administration**

An analysis of the relationship between public administrators and the media from the standpoints of (a) the public relations efforts of administrators, and (b) the reporting of the media. 3:0:3

**PO 337**

**Administrative Law**

The study of administrative agencies, their rule making powers, adjudicatory functions and judicial control over such agencies. Areas covered include: the scope of administrative power, judicial review, regulatory law, due process, and personal liability of public servants. 3:0:3

**PO 340**

**Public Policy**

Policies and functions of American government with the emphasis on the policy problems confronting the United States and the process of policy making. 3:0:3

**PO 350**

**Special Topics in Politics**

In-depth examination of a selected issue in politics and government. 3:0:3

**PO 399**

**Scope and Methods of Political Science**

Concepts, models, theoretical frameworks and typologies in the study of politics will be emphasized. Also examined is the methodology used in cross-national research. 3:0:3

**PO 400**

**Senior Project in Political Science**

A semester course in which the student develops, with the close supervision of the instructor, a question for research and designs how that research will be carried out in the next semester. The student also develops a literature review. 3:0:3

**PO 403****Senior Project in Public Administration**

A capstone course for Public Administration students to reacquaint them with the totality of Public Administration. Students should be able to demonstrate a thorough integration of the courses taken and skills learned. Case studies and practical problems will be examined. 3:0:3

**PO 405****Senior Thesis**

The development of a thesis based upon the problem statement created in PO 400 and placed in the context of previous research and political theory. This course will satisfy the EN 306 requirement for Political Science majors. Prerequisites: EN 105, EN 106, passing the WCT and 60 accumulated hours. 3:0:3

**PO 428****Senior Seminar in Fire Service Management**

A comprehensive integration of the degree-oriented study of fire services management. Emphasis will be upon the interrelationship of management and the various fields within fire services. 3:0:3

**PO 430****Research in Public Administration**

Students undertake an independent study which coordinates the various aspects of public administration with scholarly writing. It is intended for students who will be seeking an advanced degree in public administration. Topics of research will address issues of relevance to the field of public administration and will be determined in consultation with the instructor. Prerequisite: permission of the instructor. This course will satisfy the EN 306 requirement for Public Administration majors. Prerequisites: EN 105, EN 106, passing the WCT and 60 accumulated hours. 3:0:3

**PO 440****Senior Project in Legal Studies**

An advanced course in legal studies focusing on the direct application of legal analysis and basic legal research. Students will utilize provided case materials, research the legal issues, prepare trial or appellate briefs, and present the case to either a jury through witnesses and evidence or to a judicial appellate panel through oral argument. Prerequisites: PO 302, PO 303 and PO 304. 3:0:3

**PO 450****Internship**

An internship in an actual work situation related to politics or public administration. Variable credit as recommended by faculty internship advisor. 3-12 hours.

## PS-PSYCHOLOGY (SS)

**PS 101****Introduction to Psychology (MGE)**

A survey of the assumptions, history, methods, and techniques of psychology. A presentation of representative theory and research in the areas of consciousness, learning, motivation, cognition, personality, and social behavior. 3:0:3

**PS 121****Human Growth and Development**

A discussion of the physical, social and physiological changes occurring during the life of the individual from conception to death. Emphasis is placed on the similarities and differences of the various age groups and the specialized needs of each. 3:0:3

- PS 205  
(ED 205)**      **Child Psychology**  
A study of biological, cognitive, and sociocultural development from the prenatal period through childhood. Attention will be given to theory and research, practical examples and policy implications. Prerequisite: PS 101. 3:0:3
- PS 206**      **Introduction to Guidance and Counseling**  
A survey of the guidance process, communication, functions of counseling, and various counseling theories. This course is designed to introduce students to the whole guidance process. Emphasis will be placed on an integrated approach to basic helping skills utilizing theory, practice, and case application. The course will provide students with the foundation to develop skills they need to establish effective helping relations. Suggested Prerequisite: PS 101 or equivalent. 3:0:3
- PS 221  
(ED 221)**      **Adolescent Psychology**  
Developmental factors and problems common to the period from puberty to adulthood. Topics include: self-identity, sexuality, life-styles, parent-adolescent relationships, and conditions leading to optimal development. 3:0:3
- PS 222**      **Adult Development and Aging (MGE)**  
Focuses on the developmental tasks and psycho-social services during the adult years with special emphasis placed on the social psychology of aging. 3:0:3
- PS 301  
(SO 301)**      **Social Psychology (LL)**  
Study of the effects of social variables on the individual, including areas of group dynamics, conformity, leadership, obedience, and interpersonal attraction. 3:0:3
- PS 302**      **Tests and Measurements**  
An introduction to the uses of psychological tests and to the techniques of test construction and evaluation. Topics include: a survey of common tests in the areas of general classification, differential testing of abilities and measurement of personality characteristics. Prerequisite: PS 101. 3:0:3
- PS 304  
(BI 304)**      **Ethology**  
A study of the behavior patterns of animals. Ethological methods, neural and evolutionary mechanisms are stressed. Topics include sensory perception, motor programs, orientation, communication, sexual selection, and animal societies. A research paper or project is required. Prerequisites: BI 111 or PS 101 and consent of instructor. 3:0:3
- PS 305  
(SO 305)**      **Behavioral Research Methods**  
An application of the scientific methods to social science with the focus on hypothesis formulation, research design, data collection, and data analysis. Replication of research studies or completion of research project, or both. Prerequisite: SO 141 or MA 120. 3:0:3.
- PS 306**      **Experimental Psychology**  
An introduction to the design and analysis of laboratory experiments and other research methods in psychology. Topics may include: cognitive, social, perceptual, clinical, developmental, and biological processes. Students conduct and evaluate experiments, may serve as subjects, and gain experiences in writing scientific research reports. This course will satisfy the EN 306 requirement for Psychology major. Prerequisites: EN 105, EN 106, PS 101, MA 120, passing the WCT and 60 accumulated hours. 3:0:3.

- PS 309 Human Sexuality (LL)**  
Survey of topics relating to human sexuality. The themes range from the biology of human reproduction to the sociology and psychology of human mating. Many controversial subjects are discussed, to encourage students to examine their own attitudes towards these subjects. 3:0:3
- PS 315 Theories of Personality**  
Examination of the major personality theories and contributing research evidence with particular emphasis upon motivation and dynamics of behavior. Prerequisite: PS 101. 3:0:3
- PS 317 Psychology of Language**  
Experimental study of language, including sentence comprehension and memory, language acquisition and development, speech perception, and effects of context, perception, reasoning, and linguistic structure on processing of language. Prerequisite: PS 101. 3:0:3
- PS 321 Exceptional Children**  
(EDU 375) A course designed to study the varied educational, developmental, and behavioral characteristics of children with special intellectual, physical, emotional, or social needs. This course includes completion of out-of-class experiences such as visits to inclusion classrooms in area schools, home visits with families, and volunteering at a State School. Prerequisite: PS 101 or EDU 203. 3:0:3
- PS 361 Cross-Cultural Psychology**  
Emphasizing active learning, we will examine the sociocultural forces impacting human behavior. Specifically we will address the dynamics of culture as a psychological variable, the global perspective in psychology, theories of culture and behavior, cross-cultural research methods, cognition, language, culture and gender, socialization, cultural differences in social behavior, intergroup relations, organizational behavior across cultures, and culture and health. 3:0:3
- PS 374 Organizational Psychology**  
Study of the intrapersonal, interpersonal and group dynamics in organizational behavior, group problem solving, task functions and process functions, motivation and morale, models of organization and their psychosocial costs and benefits, including impact on the culture and the family. Prerequisite: PS 101. 3:0:3
- PS 388 Learning and Motivation**  
A survey of major theories and supporting research related to classical and operant conditioning, social learning, and motivational processes. Consideration of behavior modification and applications in solving clinical, motivational, educational, and societal problems. Prerequisite: PS 101. 3:0:3
- PS 390 Selected Topics in Psychology**  
Intensive study of an area of psychology selected by the instructor on the basis of student need or current issues. Prerequisite: PS 101 or permission of the instructor. Variable credit: 1-3 hours.
- PS 401 Abnormal Psychology**  
An introduction and investigation of the causes, development, symptomatology and treatment of abnormal behavior. Primary focus is an eclectic view of persons and their adaptation of their environment. Prerequisite: PS 101. 3:0:3

- PS 402                      Systems of Psychotherapy**  
Explores the major schools of psychotherapy. The course includes an extensive use of actual case studies. Prerequisites: PS 101, PS 401 or PS 315 and junior or senior standing. 3:0:3
- PS 403                      Special Problems in Psychology**  
A seminar in which special problems related to psychological theory or practice are discussed on the basis of extensive readings. Prerequisite: permission of the instructor. 3:0:3
- PS 404                      History and Systems of Psychology**  
Study of history of the philosophical and scientific bases of the evolution of modern psychology and a critical examination of the systems of structuralism, functionalism, behaviorism, Gestalt psychology, psycho-analytic, humanistic, and existential theories. Prerequisites: PS 101 and permission of the instructor. 3:0:3
- PS 405                      Independent Study in Psychology**  
Prerequisites: major in psychology, permission of the instructor, and junior or senior standing. May be taken for up to six hours. 3:0:3
- PS 407                      Field Placement in Psychology**  
Supervised field placement in an agency specifically concerned with application of psychology. Prerequisites: major in psychology, permission of the instructor, and junior or senior standing. Variable credit: 3-6 hours.
- PS 408                      Cognitive Psychology**  
Students are introduced to modern concepts in cognitive psychology. Human information processing, representation and organization of knowledge, and the uniqueness of higher cognitive skills are emphasized. Classroom demonstrations and experiments are used in exploring human learning and memory. Prerequisite: PS 101 or permission of the instructor. 3:0:3

## PY-PHYSICS (NS)

- PY 130                      Astronomy (MGE)**  
**(GO 130)** This course will study the complexities of the universe. It will examine the physical, chemical and meteorological, and geological aspects of the universe, including planets, suns, asteroids, and nebulas. 3:3:4
- PY 155                      Concepts of Physics I (MGE)**  
A non-calculus approach to physics designed to emphasize the concepts that are most important to students pursuing careers in the health sciences. Topics include: measurements, force and motion, statics, vectors, and wave theory as applied to heat, sound, and light. Laboratory includes appropriate experiments to illustrate concepts. 3:3:4
- PY 156                      Concepts of Physics II (MGE)**  
A continuation of PY 155. Topics include: electricity, magnetism, wave mechanics, lasers, x-rays and nuclear radiation. Laboratory includes experiments and demonstrations to illustrate and emphasize concepts. 3:3:4
- PY 205                      Introduction to Physics I**  
Lecture and laboratory introducing the calculus based physics. Topics include: introductory kinematics and Newtonian dynamics of both particles

and solid bodies, work and energy, momentum, and thermodynamics.

Prerequisites: MA 210. Co-requisite: MA 211. 4:3:5

**PY 206**

**Introduction to Physics II**

A continuation of the calculus physics sequence. Topics include: wave motion, electromagnetic and acoustic waves, properties of waves, and electromagnetic theory. Prerequisite: PY 205. 4:3:5.

**RE-RELIGION (H)**

**RE 103**

**Introduction to Religion (GE)**

A look at the different ways in which contemporary humanity views, studies, and evaluates the phenomenon of religion. Includes some consideration of the psychology and sociology of religion, religion and art, religion and ethics, the nature of religious thought, and whether religious affirmations (whether Christian or non-Christian) can bear up under the philosophical criticism. 3:0:3

**RE 109**

**World Religions (MGE)**

An introduction to the religion of humankind from the earliest records of spiritual life to the great religions of today. The course recognizes the possibilities of dialogue among the living traditions around the world and the resources within the local community. 3:0:3

**RE 215**

**Selected Topics in Religious Studies**

An in-depth examination of specific areas in religion not otherwise available in the department. May be repeated once for credit with change of topics. 3:0:3.

**RE 223**

**Ancient Christianity (MGE)**

A critical exploration of the origination and development of Christianity within the larger historical, cultural, and religious setting of the ancient Graeco-Roman world. Particular attention is paid to how early Christians understood Jesus of Nazareth, organized and regulated their churches, and dealt with important religious and social concerns. Significant parts of the New Testament are studied with regard to these matters. 3:0:3

**RE 224**

**Ancient Israel (MGE)**

A critical exploration of the origination and development of the Israelite people within the larger historical, cultural, and religious setting of the ancient Near Eastern world. Particular attention is paid to how early Hebrews understood Yahweh, the God of Israel; organized and regulated their community; and dealt with important religious and social concerns. Significant parts of the Hebrew Bible are studied with regard to these matters. 3:0:3

**RE 300**

**Zen Meditation**

Perhaps the highest form of Buddhism, perhaps the highest form of meditation, Zen has evolved in Japan over the past 800 years. Zen meditation techniques and the Zen goal of enlightenment are applicable to the lives of Westerners and to people of different religious beliefs. Students meet with the instructor and meditate at least 20 minutes per day. Students wishing two hours credit will in addition read from the Zen masters. Variable credit: 1-2 hours.

- RE 303      Life, Death and Hereafter (LL)**  
 Consideration is given to philosophical, biblical, and literary perspectives on life, death, and what lies beyond death. The course also gives attention to such matters of contemporary concern as the denial of death, counseling, the dying and bereaved, the right to die, and funeral practices. 3:0:3
- RE 304      Seminar: Explorations in Religion**  
 Selected topics as announced. May be repeated for credit with permission of the department. 3:0:3
- RE 305      Traditional Religions of Africa (MLL)**  
 A multi-disciplinary study of traditional, non-Christian religions in sub-Saharan Africa with special emphasis on the religious system(s) of one or more peoples such as the Nuer, Dogon, Yoruba, or Dinka. Topics include: concepts of divinity (God, major and minor deities, and other supernatural powers); stories of world creation and structure; relationships between religious belief and social organization; views of the human being; life, death, and the hereafter; ghosts and ancestors; spirit possession and exorcism; divination, sorcery, magic, and witchcraft; and religious institutions, leaders, and rituals. 3:0:3
- RE 306      Biblical Seminar**  
 An in-depth study of a selected book or section of the Scriptures. Prerequisite: permission of the instructor. 3:0:3
- RE 307      Religion in Today's World (LL)**  
 Contemporary aspects of religious thought and practice considered in their relevance to other disciplines. The attempt is made to examine them from an integrated Christian theological perspective. Possible topics include: the charismatic movement, Jewish-Christian and Islamic-Christian relations, and current theological developments. 3:0:3
- RE 310      Independent Study in Religion**  
 An opportunity for students to pursue special interests not covered by regular course offerings. Material and credit arranged in consultation with instructor. May be repeated for credit with permission of department. Variable credit: 1-3 hours.
- RE 315      Special Topics in Religious Studies**  
 This course deals with various topics in religious studies, especially those which involve interdisciplinary studies or studies concerning contemporary issues in culture and society. May be repeated for credit with change in topic. 3:0:3
- RE 320      Human Community: History, Ideology, Design (LL)**  
 This course will look at a variety of communities throughout history, how people came together, in what configuration and for what purpose. The nature and character of human community will be discussed, including such concepts as city, neighborhood, stewardship, and relationship. Study may focus on early city planning, monastic communities, utopian/millennial ideals, and modern suburbia.
- RE 324      The Hebrew Bible [Old Testament] (MLL)**  
 An introduction to the Hebrew Bible, known to Christians as the Old Testament. The course will examine the historical, prophetic, liturgical and wisdom writings that comprise the Hebrew Bible, exploring each for its contribution to the larger narrative's presentation of God and humanity.



This course will include a particular focus on the development, content and historical and contemporary application of the texts in the Jewish, Christian, and Islamic traditions. 3:0:3

**RE 325**

**The New Testament (MLL)**

An introduction to the New Testament, a collection of writings assembled by the early Christian church as the second volume of scripture. The course will explore how, in gospels, historical narratives, and letters to faith communities, the New Testament tells the story of Jesus' life and death, and will examine its impact on the expanding community of those who believed Jesus to be the Christ. This course will examine the content, development and narrative unity of the New Testament, with particular focus on contemporary interpretations and understandings of the text. 3:0:3

**RE 328**

**Supportive Therapies (LL)**

Addressing itself to loneliness, stress and value-disorientation being experienced by many persons today, the course explores religious foundations and resources for providing support therapy. Attention is given to both models and methods. Work will include values clarification, improvement of communication skills, exploration of group dynamics, and establishment of helping relationships, with special focus upon singles, aging, families, and the bereaved. 3:0:3

**SO-SOCIOLOGY (SS)**

**SO 141**

**Introduction to Sociology (GE)**

An examination of the social processes and structures of society, with particular attention to American society. Reviews such topics as inter-personal interaction, culture, major social institutions, inequality, deviance, and social change. Also introduces methods used in sociological research. 3:0:3

**SO 200  
(CJ 200)**

**Criminology**

An examination of the nature and extent of crime and theories of crime causation, as well as the societal reaction of criminal behavior. 3:0:3

**SO 208**

**Social Inequality**

An analysis of patterns of social and economic inequality in American society as well as societies in other times and places. Examines theories of the causes of inequality, the consequences of inequality for individuals and society, and the patterns and causes of social mobility. 3:0:3

**SO 212**

**Social Problems**

A survey and analysis of phenomena such as poverty, criminality, population pressures, sexual deviance, drug addiction, and mental illness. In each case, consideration is given to causes of the problem, consequences for individuals and society, and questions of public policy related to the problem. 3:0:3

**SO 301  
(PS 301)**

**Social Psychology (LL)**

Study of the effects of social variables on the individual, including areas of group dynamics, conformity, leadership, obedience, and interpersonal attraction. 3:0:3

- SO 302                    The Study of the Family (MLL)**  
A study of the family as a social institution and a social group in terms of cross-cultural, historical, and contemporary perspectives. Current controversies concerning male-female roles, sexual morality, reproduction and other issues are considered. 3:0:3
- SO 303                    Urban Sociology (LL)**  
A study of the development of the city and of the social characteristics of urbanization, ecology, social processes, group relations, and selected urban problems. 3:0:3
- SO 305                    Behavioral Research Methods**  
**(PS 305)**  
An application of the scientific methods to social science with the focus on hypothesis formulation, research design, data collection, and data analysis. Replication of research studies or completion of research project, or both. Prerequisite: SO 141 or MA 120. 3:0:3.
- SO 311                    Conflict and Social Change**  
Examination of the causal processes and functions of conflict and of the relationships of conflict to change. Analysis of theoretical perspectives and research findings concerning the forms of conflict, social movements, and collective behavior. Prerequisite: SO 141. 3:0:3
- SO 315                    Minority Group Relations (LL)**  
An examination of the patterns and causes of prejudice and discrimination. Surveys the history and current status of groups in American society which have been subjected to discrimination based on race, ethnicity, sex or religion. 3:0:3
- SO 335                    Social Theory**  
Surveys the historical development of sociological theory, examines the nature of social theory and theory construction, and reviews the principal contemporary perspectives and debates in the field of social theory. Prerequisite: SO 141. 3:0:3
- SO 390                    Topics in Sociology**  
Based each semester on a different subject area not otherwise available in the department. Recommended for any students desiring to broaden their knowledge base in the social sciences. Prerequisite: SO 141. 3:0:3
- SO 402                    Independent Study in Sociology**  
An opportunity for the student to pursue an individual area of interest by directed readings or research, or both. This is not a substitute for standard course offerings. Prerequisites: Major or minor in sociology or human services, permission of the instructor, and SO 141. 3:0:3
- SO 405                    Senior Project in Sociology**  
This course involves research on a selected sociological problem and preparation of a major paper in the style of a professional journal article in sociology. The paper will include a problem statement, review of relevant theory and research, and presentation of research findings and analysis. This course will satisfy the EN 306 requirement for Sociology majors. Prerequisites: EN 105, EN 106, passing the WCT and 60 accumulated hours. 3:0:3

SO 460

**Individual or Group Research**

Individual or group projects designed and executed by students under the supervision of a member of the department. The projects may be theoretical in nature or research projects designed and executed by students as a means of gaining insight into the problems of social research. May be taken in more than one semester. Limited to six hours. Majors only. Variable credit: 1-3 hours.

SO 490

**Special Topics in Sociology**

Based on a different subject area not otherwise available in the department. Recommended for those planning to go on to graduate school. Prerequisite: SO 141 3:0:3

## SS-SOCIAL SCIENCE (SS)

SS 100

**First-Year Seminars**

Park University's First-Year Seminars are designed to offer incoming first-time freshmen or transfer students an opportunity to engage in a course structured around independent research, small group discussion, and intensive writing across disciplines. The thematic seminars function as a means of a uniform writing requirement, stressing the importance of written expression in all disciplines; as an attractive and exciting supplement to the usual introductory survey course in many disciplines; as an early experience in the scholarship that is the foundation to upper-level courses; as a means to strengthen core academic skills, including reading comprehension, oral expression, and writing; and as an introduction to university life, adjustment issues, and enhancement of skills for success in the university. Required for all incoming first-time freshmen. Highly encouraged for transfer students. 3:0:3

SS 215

**Selected Topics in Social Science**

An in-depth examination of specific areas of the social sciences. May be repeated once for credit with a change in topic. Variable credit: 1-3 hours.

SS 315

**Special Topics in Social Science**

An in-depth examination of specific areas of the social sciences. May be repeated once for credit with a change in topic. Variable credit: 1-3 hours.

SS 401

**Social Sciences Colloquium**

A seminar for juniors and seniors promoting understanding of selected contemporary problems from an inter-departmental perspective. Strongly recommended for all majors and minors within the division. May be repeated for credit. 1:0:1

## SU-SURVEYING (NS)

SU 201

**Introduction to Surveying**

Course will cover principles and methods of surveying; handling of survey equipment during transit; field work to include foundation layouts, grade calculations, level circuits, and profiling; and compilation of field notes. Prerequisite: MA 141. 3:0:3.

## SW-SOCIAL WORK (SS)

- SW 205                      Introduction to Social Work (MGE)**  
 This course introduces students to the profession of social work and provides an overview of the professional knowledge, skills, and values necessary for generalist social work practice. The various settings for social work practice and the types of services provided by social workers are explored. 3:0:3
- SW 305                      Human Behavior in the Social Environment I**  
 This course examines the interplay of biological, psychological, social and cultural factors which influence human behavior and human development through the life cycle. This course, which is the first in a sequence of two courses, focuses on the period of infancy to young adulthood. Attention is given to the impact of social and economic deprivation on human development. Prerequisite/Co-requisite: SW 205. 3:0:3
- SW 310                      Social Work Practice I: Individuals and Families**  
 This course provides the foundation for beginning social work practice with individuals and their families. It focuses on the theories, knowledge, practice skills needed to engage in a problem solving process, and the ethical framework within which this process occurs. Prerequisite: Pre-Major in Social Work. Prerequisite/Co-requisite: SW 205. 3:0:3.
- SW 320                      Social Work Practice II: Groups**  
 This course introduces knowledge and skills needed for beginning practice with groups. This includes exploration of the dynamics of group processes and the use of group interventions to address a wide range of human needs. Prerequisite: Social Work Pre-Major or Major and SW 305. 3:0:3
- SW 325                      Human Diversity and Social Justice (MLL)**  
 This course provides a foundation of knowledge for more effective social work practice with a diversity of individuals and groups. It explores the background, world view and special needs of groups which vary in such respects as race and ethnicity, religion, gender, disability, sexual orientation, and age. It is recommended that SO 315 be taken prior to SW 325. 3:0:3
- SW 330                      Social Welfare Policy and Programs (MLL)**  
 This course introduces students to the major social welfare policies and programs of the United States today, and it examines the historical circumstances which gave rise to those social welfare programs and the social work profession. Existing policies are critically examined, and attention is given to methods by which social policies might be influenced to better meet human needs and promote social justice. 3:0:3
- SW 335                      Social Work Research**  
 This course introduces basic methods of social research, including various aspects of research design, data collection, analysis, and reporting of findings. It examines both qualitative and quantitative research methods, and explores the application of social research knowledge to critical assessment of published social work research and evaluation of social work interventions and programs. Prerequisite: MA 120. Co-requisite: SW 205. 3:0:3

SW 405

**Human Behavior and Social Environment II**

This is the second sequential course which examines on the interplay of biological, psychological, social, and cultural factors which influence human behavior and human development through the life cycle. An understanding of these influences provides a foundation from which to better understand and work with a diversity of clients. This course focuses on the period of middle adulthood to old age. Prerequisites: Social Work Pre-major or Major and SW 305. 3:0:3

SW 410

**Social Work Practice III: Organizations and Communities**

This course introduces students to knowledge and skills for social work practice with organizations and communities. This includes an introduction to organizational management, acquiring grants for program funding, strategies for organizational change, and the experience of working in an agency setting under supervision. Community practice includes an introduction to community change strategies and methods of advocacy. Prerequisites: SW 310 and Social Work Major. 3:0:3

SW 420

**Field Instruction I**

This course provides an educationally-oriented practice experience in an agency setting under the supervision of an approved agency-based field instructor. It provides an opportunity for students to apply the knowledge, skills, and ethical principles presented in the classroom setting. Students must complete a minimum of 225 hours in the practicum setting. Prerequisites: SW 310, Social Work Major, and permission of the instructor. Concurrent enrollment in SW 421 required. 5 credits.

SW 421

**Field Instruction II**

The aim of the seminar is to provide students an opportunity to resolve issues encountered in the Field Instruction through sharing and interaction with peers under the direction of the field instructor. Through analysis of their field experiences, students understanding and integration of previous classroom learning is enhanced. Prerequisites: SW 310, Social Work Major, and permission of the instructor. Co-requisite: SW 420. 1:0:1

SW 430

**Field Instruction II**

As the second in a sequence of two supervised learning experiences in an agency setting, it is expected that the student will engage in more in-depth practice and learning, and will strengthen a sense of personal identity as a social work professional. Students must complete a minimum of 225 hours in the practicum setting. Prerequisites: SW 310, SW 420, SW 421, Social Work Major, and permission of the instructor. Concurrent enrollment in SW 431 required. 5 credits.

SW 431

**Field Instruction Seminar II**

Integrates agency-based learning in the second Field Instruction placement with classroom-based learning. Prerequisites: SW 420, SW 421, Social Work Major, and permission of the instructor. Co-requisite: SW 430. 1:0:1

## TH-THEATRE (HU)

- |               |  |
|---------------|--|
| <b>TH 100</b> | <b>Introduction to Theatre (GE)</b><br>A survey of all the elements (critical, historic, practical, artistic) contributing to the making of theatre presentations. 3:0:3   |
| <b>TH 101</b> | <b>Basic Principles of Acting (GE)</b><br>A practical exploration of the basic principles of acting and its application to all forms of expression. Open to all students. 1:2:3  |
| <b>TH 105</b> | <b>Oral Communication (MGE)</b><br>A study of the basic skills in breathing, vocal control, diction, and articulation as applied to the public presentation of the following literary forms: poetry, prose, drama, reader's theatre and choral reading. Selections used as performance options include authors from a wide variety of ethnic and national origins. Open to all students. 1:2:3 |
| <b>TH 110</b> | <b>Freshman Theatre Practicum</b><br>A practical apprenticeship in the techniques of the theatre: participation in crew work and acting in theatre productions. Prerequisite: permission of department chair. Variable credit: 1-3 hours.  |
| <b>TH 115</b> | <b>Technical Theatre Production</b><br>Theory and practice of the technical elements involved in theatrical presentation: stagecraft, lighting, sound, costume, and make-up. Special emphasis is given to the practical needs of teachers and religious and community theatre enthusiasts. Open to all students. 3:0:3   |
| <b>TH 210</b> | <b>Sophomore Theatre Practicum</b><br>Practical experience in the techniques of theatre: participation in crew work and acting in theatre productions. Prerequisite: permission of department chair. Variable credit: 1-3 hours.   |
| <b>TH 216</b> | <b>Directing I</b><br>A study of the function of the director and basic theories of composition, picturization, and movement. Development of practical skills as directors through classroom discussion and the direction of scenes. Assembly of a complete director's script for a final project. Open to all students. 1:2:3   |
| <b>TH 217</b> | <b>Design I</b><br>Introduction to the theory and practice of scenic and lighting design. Open to all students. 1:2:3  |
| <b>TH 301</b> | <b>Acting Workshop I</b><br>Concentrated application of the craft and techniques of acting. Emphasis is on concentration, character study and motivation, and the strengthening of ensemble interaction between actors as characters through improvisation exercises and rehearsal and performance of partnered scenes. 1:2:3  |
| <b>TH 302</b> | <b>Creative Drama (MLL)</b><br>Theory and practice of the use of creative drama as an alternative teaching/learning tool and as a support technique in working with diverse-needs populations and age groups-such as drama in education for curricular and language skill enhancement; drama as self-esteem, social  |

interaction, and coordination building tools; and drama in therapy. Includes off-campus workshop opportunities in area schools. Especially recommended for Education, Communications, Psychology, and Social Work majors and recreation leaders. 1:2:3

- TH 305      Acting Workshop II: Dialects, Accents and Professional Auditioning**  
A semester of intensive monologue training in which the first half is devoted to ear training in a variety of regional American dialects and foreign accents and class performances of monologues that utilize those dialects and accents. The second half focuses on professional audition expectations and the preparation and public performance of two contrasting monologues suitable for a professional theatrical audition. Open to all students. 1:2:3
- TH 306      Acting Beyond Prejudice (MLL)**  
An acting course designed to specifically address issues of prejudice and discrimination through dialogue, improvisation, and script-building, ultimately culminating in several on-campus performances that will be open to the public, with the additional possibility of off-campus touring performances to local schools. Admittance to course by advance instructor permission only. 1:5:3
- TH 307      History and Literature of Theatre I (LL)**  
A survey of world theatre and specific movements and representative dramatic literature from its beginnings in primitive times until the beginning of the modern period in the 1800s. 3:0:3
- TH 308      History and Literature of Theatre II (LL)**  
A survey of world theatre and specific movements and representative dramatic literature from the beginnings of the modern period in the 1800s to the present. 3:0:3
- TH 310      Junior Theatre Practicum**  
Practical experience in the techniques of theatre, designed as an extension of the lower division practicum's in theatre. Emphasis is on more advanced techniques acting in major roles, heading production crews and management supervisory work. Prerequisite: permission of department chair. Variable credit: 1-3 hours.
- TH 316      Directing II**  
Advanced study in directing techniques. Each student must direct a one-act play. Prerequisite required: TH 216. 1:2:3
- TH 317      Design II**  
A course designed to assist the student in developing proficiency as a designer of scenery and lighting through research, classroom discussion, and design projects. Prerequisite required: TH 217. 1:2:3
- TH 400      Special Topics in Theatre**  
Study and research of topics of special interests to students as further exploration of finite areas projected in preceding courses. May be repeated for a maximum of 6 hours. Variable credit: 1-3 hours.
- TH 410      Senior Theatre Practicum**  
Practical experience in the techniques of theatre, designed as an extension of the lower division practicum in theatre. Emphasis is on the assumption of a major departmental responsibility such as play direction, stage management

of an intricate production, set, costume or lighting design and execution of a major production, etc. Prerequisite: permission of department chair.  
Variable credit: 1-3 hours.

**TH 490****Theatre Internship**

Provides the opportunity for theatre students to gain credit for professional work with various resident theatre companies in the Kansas City area.  
Prerequisites: junior or senior standing and permission of department chair.  
Variable credit: 1-6 hours.

**TH 495****Senior Project (Capstone Course)**

The preparation and presentation of a culminating creative experience in acting, directing, or design. 1:2:3.



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**Hamilton, John (Parkville Daytime Campus Center)**

Assistant Professor of Criminal Justice. B.A., University of Kansas, 1975; M.P.A., University of Missouri-Kansas City, 1988; Ph.D., University of Missouri-Kansas City, 2004

**Harrison, Harry (Metropolitan District of Washington Campus Centers)**

Assistant Professor of Computer Science. B.S., U.S. Air Force Academy, 1965; M.S., The University of Arizona, 1971. (1987)

**Haynie, Glyn (Austin Campus Center)**

Assistant Professor of Management/Computer Information Systems. B.S., Park College, 1990; M.A., Webster University, 1992. (2002)

**Heisserer, Gary (Parkville Daytime Campus Center)**

Associate Professor of Theatre. B.A., St. John's University, 1974; Ph.D., University of Wisconsin-Madison, 1987. (2004)

**Hight III, Edward (Online Learning)**

Assistant Professor of Education. B.E., Washburn University, 1990; M.S., University of Kansas, 1994; Ph.D., University of Missouri-Kansas City, 1998. (2000)

**Hipps, Phyllis (Parkville Daytime Campus Center)**

Associate Professor of Social Work. B.S., University of Mary, 1978; M.S.W., California State University, 1980; M.H.S.L., University of San Francisco, 1988; Ph.D., Northern California Graduate University, 1995. (2002)

**Hoffman, Brian (Parkville Daytime Campus Center)**

Professor of Biology/Mathematics. B.A., Park College, 1986; Ph.D., St. Louis University, 1996. (1995)

**Hovland, David A. (Austin Campus Center)**

Assistant Professor of Psychology. B.A., Yale University, 1962; M.A., Harvard University, 1968; Ph.D., Harvard University, 1970. (2002)

**Hsin, Wen (Parkville Daytime Campus Center)**

Assistant Professor of Computer Science. B.A., National Taiwan University, 1983; M.S., University of California at San Diego, 1985; Ph.D., University of Missouri-Kansas City, 1995. (1996, 2004)

**Incalcaterra, Frank P. (Online Learning)**

Assistant Professor of Psychology. B.S., New School for Social Research, 1987; M.Ed., The University of Oklahoma, 1994. (2002)

**Ioudenitch, Stanislav (Parkville Daytime Campus Center)**

Associate Professor of Music. Studied at the Escuela Superior de Musica Reina Sofia in Madrid; International Piano Foundation, Cadenabbia, Italy; Cleveland Institute of Music. (2003)

**Johnson, Andrew (Parkville Daytime Campus Center)**

Associate Professor of Psychology. B.A., Missouri Western State College, 1991; M.S., Kansas State University, 1993; Ph.D., Kansas State University, 1995. (1997)

**Jumara, John (Park Accelerated Programs)**

Associate Professor of Management. B.A., University of Missouri-Kansas City, 1996; M.A., University of Missouri-Kansas City, 1969. (1969, 1975)

**Kanjirathinkal, Mathew (Parkville Daytime Campus Center)**

Professor of Sociology. B.A., Pontifical Athenaeum, Poona, India, 1967; B.A., Pontifical Athenaeum, Ponna, India, 1971; M.S., Western Michigan University, 1977; Ph.D., University of Notre Dame, 1987. (2003)

**Karakitsos, Dimitri (Park Accelerated Programs)**

Associate Professor of Management. B.S., University of Oregon, 1961; M.B.A., University of Oregon, 1969. (1974)

**Kerkman, Dennis (Parkville Daytime Campus Center)**

Associate Professor of Psychology. B.A., University of Kansas, 1974; M.S., University of Georgia, 1977; Ph.D., University of Kansas, 1987. (2003)

**Khawaja, Masoom (Parkville Daytime Campus Center)**

Assistant Professor of Graphic Design. B.A., Punjab University, Pakistan, 1982; B.F.A., Punjab University, Pakistan, 1985; M.F.A., Punjab University, Pakistan, 1987; M.F.A., Savannah College of Art and Design, 2000. (2003)

**Klein, Angela (Parkville Daytime Campus Center)**

Assistant Professor of Business Computing. B.S., Southwest Missouri State University, 1989; M.B.A., Rockhurst College, 1995. (2000)

**Koudou, Nicolas (Parkville Daytime Campus Center)**

Associate Professor of Business Administration. B.A., University of Indianapolis, 1987; M.B.A., Butler University, 1989; Ph.D., Louisiana State University, 1998. (1998)

**Lampton, Jolene (Austin Campus Center)**

Assistant Professor of Management/Accounting. B.S., Truman State University, 1974; M.B.A., University of Missouri-St. Louis, 1994; Ph.D., St. Louis University, 2002. (2003)

**Lane, Laura (Parkville Daytime Campus Center)**

Assistant Professor of Education. B.A., Central Missouri State University, 1973; M.A., University of Missouri-Kansas City, 1979. (2003)

**Lewis, Leslie H. (Austin Campus Center)**

Assistant Professor of Management/Human Resources. B.B.A., Baylor University, 1965; M.B.A., University of North Texas, 1969; Ph.D. Candidate, University of Texas at Austin. (2002)

**Lofflin, John (Parkville Daytime Campus Center)**

Associate Professor of Journalism. B.A., Baker University, 1970; M.A., University of Kansas, 1981. (1985)

**Lofflin, Kathy (Ehrig) (Parkville Daytime Campus Center)**

Associate Professor of Education. B.A., Ottawa University, 1977; M.A., University of Missouri-Kansas City, 1984; Ph.D., University of Missouri-Kansas City, 1992. (1988)

**Maldonado, Aldo R. (Austin Campus Center)**

Assistant Professor of Mathematics. B.S., Chihuahua Institute of Technology, 1985; M.S., University of Texas at Dallas, 1994; Ph.D., University of Texas at Austin, 1998. (2002)

**Mandernach, B. Jean (Online Learning)**

Associate Professor of Psychology. B.S., University of Nebraska-Kearney, 1995; M.S., Western Illinois University, 1997; Ph.D., University of Nebraska-Lincoln, 2001. (2001)



**Martin, Michael (Parkville Daytime Campus Center)**

Assistant Professor of Business Administration. B.S., University of Missouri, 1969; M.B.A., Rockhurst College, 1986; Ph.D. Candidate, University of Missouri-Kansas City. (2002)

**Mason, Teresa (Metropolitan District of Washington Campus Centers)**

Assistant Professor of Psychology. B.A., George Mason University, 1992; M.A., George Mason University, 2001; Ph.D. Candidate, George Mason University. (2003)

**McCandless, Peter (Parkville Daytime Campus Center)**

Associate Professor of Mathematics. B.A., William Jewell College, 1981; M.A., University of Missouri-Kansas City, 1985; M.A., University of Missouri-Kansas City, 1994; Ph.D., University of Missouri-Kansas City, 1989. (1996)

**McClelland, Patricia Hutchens (Parkville Daytime Campus Center)**

Professor of Education. B.A., William Jewell College, 1967; M.A., University of Missouri-Kansas City, 1980; Ph.D., University of Missouri-Kansas City, 1993. (1984)

**Miriani, Ronald (Parkville Daytime Campus Center)**

Professor of History. B.A., University of Michigan, 1959; M.A., University of Michigan, 1961; Ph.D., University of Michigan, 1974. (1964)

**Monahan, Margaret Ann (Parkville Daytime Campus Center)**

Associate Professor of Nursing. B.S.N., Northwest Missouri State University, 1978; M.S., University of Minnesota, 1985. (1993)

**Moore, Keith (Park Accelerated Programs)**

Associate Professor of Economics. B.A., Park College, 1971; M.A., University of Missouri-Kansas City, 1974. (1977)

**Morgan, Marsha (Parkville Daytime Campus Center)**

Associate Professor of Theatre. B.A., Indiana University, 1974; M.A., Indiana University, 1977. (1984)

**Noe, J. Mark (Parkville Daytime Campus Center)**

Associate Professor of Communication Arts. B.A., University of Missouri-Kansas City, 1978; M.A., University of Missouri-Kansas City, 1980; Ph.D., University of Kansas, 1996. (1985)

**Noren, John (Parkville Daytime Campus Center)**

Associate Professor of Sociology and Dean, College for Distance Learning. B.A., Graceland University, 1969; M.S.W., University of Michigan, 1975; Ph.D., Michigan State University, 1990. (1997)

**Ockerstrom, Lolly (Parkville Daytime Campus Center)**

Assistant Professor of English. B.A., Park University, 1973; M.A., Northeastern University; Ph.D., Northeastern University, 1997. (2004)

**Okerstrom, Dennis (Parkville Daytime Campus Center)**

Associate Professor of English. B.A., Park College, 1974; M.A., University of Missouri-Kansas City, 1979; Ph.D., University of Missouri-Kansas City, 2003. (1988)

**Osborn, Deborah (Parkville Daytime Campus Center)**

Associate Professor of Linguistics. B.A., Fresno Pacific College, 1997; Ph.D., Simon Fraser University, 1990. (2004)

**Otto, Michael (Parkville Daytime Campus Center)**

Assistant Professor of Education. B.S., Central Missouri State University, 1986; M.Ed., University of Missouri-Kansas City, 1991; Ed.S., University of Missouri-Kansas City, 1992. (2003)

**Pegues, Jutta (Online Learning)**

Assistant Professor of History. B.A., University of Maryland, 1966; M.A., The Ohio State University, 1972; Ph.D., The Ohio State University, 1976. (2001)

**Peplow, Marijane (Metropolitan District of Washington Campus Centers)**

Assistant Professor of Humanities. A.B., Upsala College, 1951; M.S., John Hopkins University, 1952; Ph.D., The Universidad Catolica del Ecuador, Quito, Ecuador, 1954. (1994)

**Peterman, Thomas (Parkville Daytime Campus Center)**

Assistant Professor of Library Science. A.A., Flint Junior College, 1963; B.S., Eastern Michigan University, 1965; M.A., Eastern Michigan University, 1969; Ph.D., Michigan State University, 1982; M.L.S., University of Missouri, 1993. (1990)

**Plumb, W. Gregory (Parkville Daytime Campus Center)**

Professor of Criminal Justice. B.A., University of Missouri-Columbia, 1973; J.D., University of Missouri-Columbia, 1975. (1990)

**Redmond, Robert (Metropolitan District of Washington Campus Centers)**

B.A., Queens College of the City of New York, 1955; M.P.A., Baruch College, The City University of New York, 1964; J.D., Georgetown University, 1970. (1980)

**Richards, Judith (Parkville Daytime Campus Center)**

Associate Professor of Modern Language. B.A., Pomona College, 1969; M.A., University of Wisconsin, 1971; Ph.D., University of Kansas, 1994. (2002)

**Ryno, Serge (Austin Campus Center)**

Assistant Professor of Management/Accounting. B.B.A., University of Houston, 1981; Master of Accountancy, Houston Baptist University, 1988; Ph.D., Our Lady of the Lake University, 2003. (2004)

**Sanders, Carol (Parkville Daytime Campus Center)**

Associate Professor of Biology. B.S.E., University of Central Arkansas, 1970; M.S., University of Central Arkansas, 1975; Ph.D., University of Mississippi, 1984. (1999)

**Schultis, G. Ann (Parkville Daytime Campus Center)**

Associate Professor of Library System. B.A., Cornell College, 1973; M.A.L.S., University of Missouri, 1976; M.A. University of Texas-San Antonio, 1989. (1989)

**Schulte, Marthann (Online Learning)**

Assistant Professor of Education. B.A., Ft. Hays State University, 1995; M.A. Ft. Hays State University, 1997; Ph.D., Kansas State University, 2002. (2004)

**Seybert, Linda (Parkville Daytime Campus Center)**

Associate Professor of Education. B.A., Rockhurst University, 1976; M.A., University of Missouri-Kansas City, 1979; M.A., Special Education, University of Missouri-Kansas City, 1992; Ph.D., University of Kansas, 1998. (2003)

**Sheffer, Debra (Park Accelerated Programs)**

Assistant Professor of English. B.S.E., Central Missouri State University, 1980; M.A., Central Missouri State University, 1986. (1990)

**Shriner, Mary (Parkville Daytime Campus Center)**

Assistant Professor of Library Science. B.S., Emporia State Teacher's College, 1960; M.L.S., Emporia State University, 1991. (1996)

**Smith, Charles (Parkville Daytime Campus Center)**

Associate Professor of Mathematics. B.A., William Jewell College, 1981; M.A., University of Kansas, 1983; Ph.D., University of Missouri-Kansas City, 2002. (1986)

**Smith, Thomas (Parkville Daytime Campus Center)**

Assistant Professor of Graphic Arts. B.F.A., Otis College of Art and Design, 1977; M.F.A., San Jose State University, 1979. (2001)

**Soule, Peter (Parkville Daytime Campus Center)**

Professor of Economics. B.S., Park College, 1972; M.A.P.A., University of Oklahoma, 1975; Ph.D., University of Oklahoma, 1988. (1991)

**South, Beverly (Parkville Daytime Campus Center)**

Assistant Professor of Nursing. B.S.N., St. Luke's College of Nursing, 1999; M.S.N., University of Missouri-Kansas City, 2004. (2004)

**Stallings, Walton Dees (Online Learning)**

Assistant Professor of English. B.A., Virginia Military Institute, 1965; M.A., University of South Carolina, 1969; Ph.D., University of South Carolina, 1971. (2002)

**Theus, Robert (Fort Bliss Campus Center)**

Assistant Professor of Management. B.B.A., University of Texas at El Paso, 1972; M.B.A., University of Texas at El Paso, 1982. (2002)

**Tillman, Charles (Fairchild AFB Campus Center)**

Assistant Professor of Psychology. B.A., St. Martin's College, 1973; M.A., Pacific Lutheran University, 1975. (1975)

**Thomas, Cathryn (Parkville Daytime Campus Center)**

Assistant Professor of Nursing. B.S., Central Missouri State University, 1982; M.S.N., University of Missouri-Kansas City, 1999. (2003)



**Vinlove, Frances (Parkville Daytime Campus Center)**

Associate Professor of Economics. B.A., University of Missouri-Kansas City, 1982; Ph.D., Kansas State University, 1991. (2003)

**Walker, Gerry (Parkville Daytime Campus Center)**

Assistant Professor of Nursing. B.S.N., Missouri Western State College, 1991; M.S.N. Valparaiso University, 1997. (2002)

**Walker, K. Daley (Parkville Daytime Campus Center)**

Professor of Mathematics. B.A., Central College, 1956; M.A., State College of Iowa, 1960. (1963)

**Wentz, Charlotte Ann (Parkville Daytime Campus Center)**

Assistant Professor of Education. B.S., University of Kansas, 1969; M.A., University of Kansas, 1986; Ed.D., University of Kansas, 1997. (1999)

**Westcott, Timothy (Parkville Daytime Campus Center)**

Assistant Professor of History. B.A., Avila College, 1988; M.A., University of Missouri-Kansas City, 1994; Ph.D., The Union Institute, 2002. (1999)

**Williams, Cynthia (Parkville Daytime Campus Center)**

Assistant Professor of English. B.A., Southwest Missouri State University, 1982; M.A., University of Texas, 1989; Ph.D. Candidate, University of Missouri-Kansas City. (1998)

**Williams, Don (Parkville Daytime Campus Center)**

Associate Professor of Biology. B.A., Kansas Wesleyan University, 1970; M.A., Western State College, 1978; Ed.D., Ball State University, 1998. (2003)

**Wilson, Catherine (Parkville Daytime Campus Center)**

Associate Professor of Education. B.A., Carleton College, 1968; M.L.S., University of Wisconsin-Milwaukee, 1969; M.A., University of Missouri-Kansas City, 1990; Ph.D., University of Missouri-Kansas City, 1997. (1996)

**Wu, Ping (Austin Campus Center)**

Assistant Professor of Computer Science. B.S., University of Science and Technology of China, 1985; M.S., University of Florida, 1989; Ph.D., University of Florida, 1993. (2003)

**Wuellner, Paul (Parkville Daytime Campus Center)**

Associate Professor of Accounting. B.S., University of Kansas, 1983; M.S., Kansas State University, 1996; C.P.A., 1982. (1983)

**Yates, David (Parkville Daytime Campus Center)**

Instructor of Chemistry/Physics. Science Lab Coordinator. B.A., Park College, 1992; B.S., Missouri Southern State College; M.S., Central Missouri State University 1976 (2003)

**Youngblood, Steven (Parkville Daytime Campus Center)**

Assistant Professor of Communication Arts. B.S., University of Kansas, 1983; M.S., Kansas State University, 1996. (1997)

## ENDOWED CHAIRS AND PROFESSORSHIPS

Over the years, Park University has had the following named professorships and endowed chairs authorized by the Board of Trustees.

**George S. Park**

Department of (Biblical History and Practical) Christian Training

**George S. Park**

Department of Natural and Applied Sciences

**Mrs. George S. Park**

Department of History

**William E. Guy**

Department of English Language and Literature

**Benjamin S. Brown**

Professorship of (Mental and Moral) Philosophy

**Russell Sage**

Professorship (Name and application to be made by the Board of Trustees of Park University)

**Katherine Adams Wells**

Teaching Foundation (not Specified)

**Findlay**

Chair of Science

**J. Malcolm Good**

Professorship and Endowed Chair of Mathematics

**Mary Barlow**

Professorship of English and Literature

## APPLIED MUSIC FACULTY

**Ford, Ronda (Parkville Daytime Campus Center)**

Instructor of Music. B.M.E., University of Central Arkansas, 1988; M.M., Illinois State University, 1992.

**Ioudenitch, Marnia (Parkville Daytime Campus Center)**

Instructor of Music-Youth Conservatory for Music. M.A., Piano, Tashkent Conservatory, Uzbekistan; D.M.A., Moscow Conservatory, Russia.

**Ioudenitch, Tatiana (Parkville Daytime Campus Center)**

Instructor of Music-Youth Conservatory for Music. M.A., Piano, Saratov State Conservatory, Russia.

**Pevitts, Robert (Parkville Daytime Campus Center)**

Executive Director, Youth Conservatory for Music and The International Center for Music. B.A., St. Mary's University of Minnesota, 1963; M.A., Southern Illinois University, 1967; Ph.D., Southern Illinois University, Carbondale, 1980.

**Sandomirsky, Gregory (Parkville Daytime Campus Center)**

Instructor of Music-Youth Conservatory for Music. M.A., Violin, Odessa Conservatory, Russia.

**Schaeffer, John (Parkville Daytime Campus Center)**

Lecturer of Organ and College Organist. B.M., Ohio State University, 1964; S.M.M., Union Theological Seminary, 1966.

**Storey, Martin (Parkville Daytime Campus Center)**

Instructor of Music-Youth Conservatory for Music. Royal Academy of Music, London, England; New England Conservatory, Boston-Fulbright Scholar.

**ARTIST IN RESIDENCE****Corrao, Timothy (Parkville Daytime Campus Center)**

Artist in Residence: Music

**EMERITI FACULTY**

Dusing, Albert, M.A.

Grant, Edythe, Ph.D.

Gunderson, David, Ph.D.

Hauptmann, Jerzy, Ph.D.

May, Dorothy, Ph.D.

Pivonka, William, Ph.D.

Quemada, David, M.A.

Smith, Harold, Ph.D.

Sosland, Blanche, Ph.D.

Walker, Daley, M.A.

## APPENDIX

### State Specific Refund and Tuition Recovery Policies

#### California

##### **Student Tuition Recovery Fund**

The Student Tuition Recovery Fund (STRF) was established by the legislature to protect any California resident who attends a private postsecondary institution from losing money if you prepaid tuition and suffered a financial loss as a result of the school closing; failing to live up to its enrollment agreement; or refusing to pay a court judgment.

To be eligible, you must be a "California resident" and reside in California at the time of the enrollment is signed or when you received lessons at a California mailing address from an approved institution offering correspondence instruction. Students who are temporarily residing in California for the sole purpose of pursuing an education, specifically those who hold student visas, are not considered a "California resident."

To qualify for STRF reimbursement you must file a STRF application within one year of receiving notice from the council that the school is closed. If you do not receive notice from the council, you have four years from the date of closure to file a STRF application. If a judgment is obtained, you must file a STRF application within two years of the final judgment.

It is important that you keep copies of the enrollment agreement, financial aid papers, receipts or any other information that documents the monies paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary and Vocational Education, 1027 10th Street, Fourth Floor, Sacramento, CA 95814, (916)-445-3427.

#### Georgia

Georgia requires that the amount of monies kept by the University be itemized and that not over \$150.00 be retained for Administrative costs. The current Park University refund table will apply with the following distribution of funds for an 8-week term.

##### **Student Refund**

4 days	5%
8 days	10%
2 weeks	25%
3 weeks	50%
4 weeks	50%
5 weeks	0%

#### North Dakota

##### Park University Refund Calculation Schedule (On-site classes only) 8-9 Week Term

Week 1	When notice is received prior to or within seven days after completion of the first day of instruction all tuition and other charges except twenty-five dollars (\$25.00) will be refunded.
Week 2	75%
Week 3	50%
Week 4	0%

- \* PELL/GSL: 25% of tuition due at registration first term each year the student uses student aid with Park University. The student is accountable for any debit posted to his/her account upon disbursement of financial aid.
- \* DOD: Must have completed 1556 with obligating signature.
- \* Pay at registration (PAR): All tuition is due at registration for students not receiving above funding.

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