



**Upper Iowa University**  
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**UIU.EDU**

Notice: This Upper Iowa University Catalog contains information regarding fees, curricula, and related policies and procedures. Every effort has been made to make the catalog accurate as of the date of publication. However, Upper Iowa University reserves the right to change policies or revise the information contained in this catalog. All such changes will be effective at the time deemed appropriate by the proper institutional authorities and may apply to enrolled as well as prospective students.

To view the most current version of this catalog, the reader is directed to our website: [uiu.edu](http://uiu.edu). In the event of discrepancies related to the information contained in the printed copy and electronic version of this catalog, the information contained in the printed copy will be superseded by the electronic version of this catalog.

## *Our* MISSION

Upper Iowa University provides quality educational opportunities accessible through varied delivery methods to inspire success and empower lives.

## *Our* VISION

Upper Iowa University will be recognized internationally for academic excellence and continual innovation in student-centering learning.

## *Our* Core Values

Integrity, Excellence, Accessibility, Respect, Stewardship

## *Our* DIVERSITY

Upper Iowa University is committed to promoting diversity by embracing, enhancing and celebrating diversity at all levels of the University and the surrounding communities.

Upper Iowa University defines diversity beyond race and disability, embraces one's culture, ethnicity, gender, sexual orientation, nationality, religion and variety of thought.

Upper Iowa University seeks to attract and serve a diverse group of employees and students by developing and communicating a collective and inclusive understanding of diversity and its value.

Upper Iowa University recognizes that diversity is fundamental to the quality and excellence of the faculty, staff, and student body of any institution of higher learning and is an important factor in helping students with their college selection and overall educational experience.

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## Fayette 2018-2019

### Academic Calendar

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#### Fall Semester—Session I

New Students Arrive .....	August 23
New Student Days .....	August 23-26
Classes Begin .....	August 27
Last Day to Add Courses .....	August 29
Labor Day-No Classes.....	September 3
Last Day to Drop Courses.....	September 30
Final Exams.....	October 17-18
Fall Break .....	October 19-21

#### Fall Semester—Session II

Classes Begin .....	October 22
Last Day to Add Courses.....	October 24
Last Day to Drop Courses.....	November 25
Thanksgiving Break.....	November 22 – November 25
Final Exams.....	December 12-13

#### Spring Semester—Session I

Classes Begin .....	January 7
Last Day to Add Courses.....	January 9
Last Day to Drop Courses.....	February 10
Final Exam.....	February 27-28
Spring Break.....	March 1-10

#### Spring Semester—Session II

Classes Begin .....	March 11
Last Day to Add Courses.....	March 13
Last Day to Drop Courses.....	April 14
Easter Break.....	April 19-21
Final Exams.....	May 1-2
Commencement Ceremony .....	May 4

#### May Session

Classes Begin .....	May 8
Last Day to Add Courses.....	May 9
Last Day to Drop Courses.....	May 17
Last Day of Classes.....	May 24

#### Summer Session I

Classes Begin .....	May 13
Last Day to Add Courses.....	May 15
Last Day to Drop Courses.....	June 16
Last Day of Classes.....	July 3

#### Summer Session II

Classes Begin .....	July 8
Last Day to Add Courses.....	July 11
Last Day to Drop Courses.....	August 1
Last Day of Classes.....	August 15

## UIU Malaysia 2018-2019

### Academic Calendar

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#### SEGi Kota Damansara

Fall 2018 .....	27 August 2018 - 13 December 2018
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#### SEGi Subang Jaya

Fall 2018 .....	27 August 2018 - 13 December 2018
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#### SEGi Kuala Lumpur

Fall 2018 .....	27 August 2018 - 13 December 2018
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#### SEGi Penang

Fall 2018 .....	27 August 2018 - 13 December 2018
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#### SEGi Sarawak

Fall 2018 .....	27 August 2018 - 13 December 2018
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# Upper Iowa University 2018 - 2019

## Session Dates for Fayette, Centers, and Distance Education

	Fall Semester		Spring Semester		Summer Semester		
Location/Program	Session 1	Session 2	Session 1	Session 2	May Session	Session 1	Session 2
<b>Fayette</b>	8/27/18 – 10/18/18	10/22/18 – 12/13/18	1/7/19 – 2/28/19	3/11/19 – 5/2/19	5/7/19 – 5/23/19	5/13/19 – 7/3/19	7/8/19 – 8/15/19
<b>Fayette Grade Entry Period</b>	10/15/18 – 10/22/18	12/10/18 – 12/17/18	2/25/19 – 3/4/19	4/29/19 – 5/6/19	5/22/19 – 5/27/19	Varies by course	Varies by course

Payment is due the Wednesday prior to the start of session.

	Fall Semester		Spring Semester		Summer Semester	
Location/Program	Session 1	Session 2	Session 3	Session 4	Session 5	Session 6
<b>US Centers/ Hong Kong Center</b>	8/27/18 – 10/18/18	10/22/18 – 12/13/18	1/7/19 – 2/28/19	3/11/19 – 5/2/19	5/13/19 – 7/3/19	7/8/19 – 8/15/19
<b>Online</b>	8/27/18 – 10/18/18	10/22/18 – 12/13/18	1/7/19 – 2/28/19	3/11/19 – 5/2/19	5/13/19 – 7/3/19	7/8/19 – 8/15/19
<b>Nursing*</b>	8/27/18 – 10/18/18	10/22/18 – 12/13/18	1/7/19 – 2/28/19	3/11/19 – 5/2/19	5/13/19 – 7/3/19	7/8/19 – 8/15/19
<b>NCR/Nursing/ Online Open &amp; Close Registration</b>	7/23/18 – 8/23/18		11/12/18 – 1/3/19		3/25/19 – 5/9/19	
<b>SCR Open &amp; Close Registration</b>	7/23/18 – 8/26/18		11/12/18 – 1/6/19		3/25/19 – 5/12/19	
<b>Online/Centers &amp; Nursing Grade Entry Period</b>	10/15/18 – 10/22/18	12/10/18 – 12/17/18	2/25/19 – 3/4/19	4/29/19 – 5/6/19	7/1/19 – 7/8/19	8/12/19 – 8/29/19

Payment is due the Wednesday prior to the start of session.

\* Maricopa Dates – Check with your academic advisor

Location/Program	Session 1 Sept	Session 1 Oct	Session 2 Nov	Session 2 Dec	Session 3 Jan	Session 3 Feb	Session 4 March	Session 4 April	Session 5 May	Session 5 June	Session 6 July	Session 6 Aug
<b>Self-Paced Degree Program</b>	9/1/18 – 2/28/19	10/1/18 – 3/31/19	11/1/18 – 4/30/19	12/1/18 – 5/31/19	1/1/19 – 6/30/19	2/1/19 – 7/31/19	3/1/19 – 8/31/19	4/1/19 – 9/30/19	5/1/19 – 10/31/19	6/1/19 – 11/30/19	7/1/19 – 12/31/19	8/1/19 – 1/31/20
<b>Self-Paced Open &amp; Close Registration</b>	8/1/18 – 8/28/18	9/1/18 – 9/28/18	10/1/18 – 10/28/18	11/1/18 – 11/28/18	12/1/18 – 12/28/18	1/1/19 – 1/28/19	2/1/19 – 2/28/19	3/1/19 – 3/28/19	4/1/19 – 4/28/19	5/1/19 – 5/28/19	6/1/19 – 6/28/19	7/1/19 – 7/28/19

Payment is due the Wednesday prior to the start of session.

### 2018-19 Graduation Application/Conferral Dates

	October	December	March	May	July	August
<b>Conferral Date</b>	October 21, 2018	December 16, 2018	March 3, 2019	May 5, 2019**	July 7, 2019	August 18, 2019
<b>Application Dates</b>	5/1/18 – 6/30/18	7/1/18 – 8/31/18	9/1/18 – 10/31/18	11/1/18 – 12/31/18	1/1/19 – 2/28/19	3/1/19 – 4/30/19

\*\* Commencement Ceremony at Fayette Campus will be held Saturday, May 4, 2019

## UPPER IOWA IS...

### A University That is Committed To Bringing Higher Education to The Student

Upper Iowa University (UIU) was founded in Fayette, Iowa, in 1857 by Elizabeth Alexander as a co-ed college with a mission of providing access to reasonably priced, quality education. Today Upper Iowa University is one of the largest private university in Iowa and an independent, non-profit comprehensive university with a liberal arts tradition.

#### Fayette

The traditional, residential campus in Fayette attracts about 1,000 primarily undergraduate students each year, with about 1 in 5 students representing various international locations. The campus offers four 8-week sessions per year, plus an optional May session. Some 40 undergraduate majors are offered in Fayette, as well as the master of education and master of business administration degrees.

#### Extended University

Upper Iowa recognizes the need of nontraditional students (those older than 18-22 years of age) to earn a four-year degree while continuing to work full time. To fulfill this need, the University has established off-campus centers in Arizona, Iowa, Illinois, Louisiana, Kansas, Oklahoma, and Wisconsin, and also has flourishing Online and Self-Paced Degree Programs. The Centers, Online, and Self-Paced Degree Programs are organized under the Extended University.

#### U.S. Centers

The Centers offer a convenient and unique approach. Six convenient start dates are scheduled throughout the year.

Upper Iowa University centers include Alexandria (LA), Baton Rouge (LA), Blackhawk (Janesville, WI), Cedar Rapids (IA), Des Moines (IA), Elkhorn (WI), Fort Leavenworth (KS), Fort Polk (LA), Fort Riley (KS), Fort Sill (OK), Madison (WI), Mesa (AZ), Milwaukee (WI), New Orleans (LA), Prairie du Chien (WI), Quad Cities (Bettendorf, IA), Rockford (IL), Waterloo (IA), and Wausau (WI). Additional information about each center is located on the website at [uiu.edu/locations](http://uiu.edu/locations) and on pages 182-183 of this catalog.

#### Online Program

Upper Iowa University currently offers undergraduate and graduate degrees through online learning. Courses are taught by practicing professionals and provide an opportunity for experienced online instructors to bring a variety of real-world business perspectives into the classroom. Current students represent numerous professional fields allowing for diverse networking opportunities. Additional information can be found on page 41 of this catalog.

#### Self-Paced Degree Program

The Self-Paced Degree Program started in 1973 and was one of the first of its kind in the nation. Students receive personalized attention through one-on-one interactions with instructors while enjoying the flexibility of studying at their own pace. Self-paced courses are offered in both paper and web formats and all courses can be completed at a distance with no on-campus attendance required. The Self-Paced paper format is structured around written assignments and proctored exams while the Self-Paced web format offers a web-based platform for assignment submission and course completion. Students may enroll in a self-paced course at the beginning of each calendar month during the year.

#### Servicemembers Opportunity Colleges

Upper Iowa University is a core member of Servicemembers Opportunity Colleges (SOC), a consortium of over 1,700 institutions pledged to be reasonable in working with servicemembers trying to earn degrees while pursuing demanding, transient military careers. As a SOC member we help servicemembers avoid duplication of credit, are reasonable in accepting transfer courses, limit academic residency to 25 percent, require no final year or semester in residence and fairly judge credit from non-traditional sources like testing and military training and experience. Additionally, we prepare Student Agreement degree plans after not more than two courses and participate in the course transfer guarantees of the SOC degree network system.

#### International Centers

Upper Iowa University has centers overseas in Hong Kong and Malaysia. These locations primarily serve local students but the programs are also open to students interested in studying abroad. Majors are limited and depend on location. Additional information can be found on page 183 of this catalog. For a current listing of locations visit [uiu.edu/international](http://uiu.edu/international) or email [international@uiu.edu](mailto:international@uiu.edu).

#### Accreditation

The University is Accredited-On Notice by the Higher Learning Commission. It is approved by the Louisiana Higher Education Board, the Wisconsin Educational Approval Board, the Iowa Department of Education (for teacher education in Iowa only), Oklahoma State Regents for Higher Education, and the Arizona Board for Private Postsecondary Education. The programs offered are approved by the states of Illinois (restricted), Iowa, Kansas (restricted), Louisiana, Oklahoma, and Wisconsin for veterans' benefits. Please go to [uiu.edu/about/accreditation-update/index.html](http://uiu.edu/about/accreditation-update/index.html) for additional accreditation information.

Upper Iowa University has been approved for exemption from the State of Iowa's registration requirements for postsecondary institutions under revised Iowa Code Section 2618.11, subsection 1, paragraph j.

Upper Iowa University is currently licensed by the Board of Regents of the State of Louisiana. Licenses are renewed by the State Board of Regents every two years. Licensed institutions have met minimal operational standards set forth by the state,

but licensure does not constitute accreditation, guarantee the transferability of credit, nor signify that programs are certifiable by any professional agency or organization.

Upper Iowa University has been granted authority to operate and grant degrees in the Fox Valley Region by the Illinois Board of Higher Education.

Upper Iowa University has been approved by the Iowa College Student Aid Commission (ICSAC) to participate in the National Council for State Authorization Reciprocity Agreements. NC-SARA is a voluntary, regional approach to state oversight of postsecondary distance education. The agreement establishes reciprocity between willing states that accept each others' authorization of accredited institutions to operate in their states to offer distance educational services beyond state boundaries. State membership, as well as institution participation, in SARA is voluntary. As of April 2017 all U.S. states are members of SARA except California, Florida and Massachusetts; those states have exempted Upper Iowa University distance education programs (determined that state authorization is not required). More information regarding state authorization for distance learning can be found at [uiu.edu/about/states.html](http://uiu.edu/about/states.html).

Upper Iowa University has been granted authority to operate and grant degrees in Hong Kong, SAR by the Hong Kong Council for Accreditation of Academic and Vocational Qualifications and is registered with the Hong Kong Education Bureau.

Upper Iowa University has been granted authority to operate and grant degrees in Malaysia by the Malaysian Qualifications Agency and is recognized by Malaysia's Ministry of Higher Education.

## Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the University receives a request to access.

Students should submit to the appropriate Department Head or other appropriate official, written requests that identify the record(s) they wish to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the student believes is inaccurate or misleading.

Students may ask the University to amend a record that they believe is inaccurate or misleading. They should write the University official responsible for the record, clearly

identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Upper Iowa University to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
600 Independence Avenue SW  
Washington D.C. 20202-4605

At its discretion the institution (UIU) may provide Directory Information in accordance with the provisions of the Act to include: student name, local and home address, University and other E-mail addresses, local and cellular telephone numbers, photographs, dates of enrollment, degrees and awards received, the most recent previous educational agency or institution attended by the student, participation in officially recognized activities and sports, weight and height of members of athletic teams, date and place of birth, major field of study, academic classification and academic advisor's name.

Students may request to have Directory Information withheld by notifying the Registrar in writing by using the Request to Prevent Disclosure of Directory Information form within one week after the first day of class for the Fall semester for the Fayette Campus students and within one week after the first day of the session for Extended University students. Requests to withhold Directory Information are valid for one year. After one year the disclosure request expires.

Upper Iowa University recognizes that parents have no inherent right to inspect a student's educational record. FERPA rights begin the first day of the first session in which a student validates a registration.

Records may be released under the following circumstances: 1) through the written consent of the student; 2) in compliance with a subpoena; 3) by submission of evidence by the parent that the student is declared as a dependent on the parent's most recent Federal Income Tax Form.

The institution is not required to disclose information from the student's educational record to the parents of a dependent student. The University may, however, exercise its discretion to do so.

You can access the "Request to Prevent Disclosure of Directory Information" form from the Registrar's Office. The form must be filed with the Registrar's Office to be valid.

## Affirmative Action/Equal Employment Opportunity Policy

Upper Iowa University is committed to providing a program of nondiscrimination and affirmative action. The goal is to provide a nondiscriminatory work environment, a nondiscriminatory living and learning environment and a nondiscriminatory environment for visitors to the campus. Upper Iowa University herein recommit itself to comply with all federal and state laws, regulations, and orders, which pertain to nondiscrimination and affirmative action.

All administrators and personnel providing input into administrative decisions are directed to ensure that all decisions relative to employment, conditions of employment, and access to programs and services will be made without regard to race, color, age, religion, national origin, sexual orientation, gender, marital status, disability, or status as a U.S. Vietnam Era Veteran. Exceptions to this directive may be made in matters involving bona fide occupational qualifications, business necessity, actions designed to eliminate workforce underutilization, and/or where this policy conflicts with federal and state laws, rules, regulations, or orders.

Upper Iowa University does not and will not tolerate unlawful discrimination. Upper Iowa will recruit, hire, train and promote persons without regard to race, color, religion, gender, national origin, age, disability, veteran status, marital status, or sexual orientation. Upper Iowa University will base employment decisions so as to further the principle of equal employment opportunity and diversity.

No otherwise qualified person will be denied access to, or participation in, any program, service, activity, or the use of facilities on the basis of factors previously enumerated. Reasonable accommodation will be made to facilitate the participation of persons with disabilities in all such activities consistent with applicable federal and state laws, orders and policies.

Further, all supervisory personnel will be responsible for maintaining an environment that is free of racial or sexual abuse and harassment. Acts by anyone that adversely affects another per-

son's employment, conditions of employment, academic standing, receipts of services, and/or participation in, or enjoyment of, any other activity, will be regarded as a violation of University policy and thereby subject to appropriate disciplinary action. Retaliation against persons filing complaints, for bringing the violation of this policy forward for review, or for assisting in a review, pursuant to a filed complaint or grievance is prohibited.

Questions regarding complaints and/or compliance with affirmative action or equal opportunity should be directed to the Director of Human Resources/Title IX Coordinator.

Phone: 563-425-5959.

Email: [hr@uiu.edu](mailto:hr@uiu.edu)

Address: PO Box 1857, Fayette, IA 52142

## Name and Address Change

It is your responsibility to notify your program in writing of a name change. Address changes may be submitted in writing or through myUIU.

## Student-Right-To-Know

The following information is provided in compliance with the Federal Student Right-To-Know Act of 1990. The Student Right-To-Know Act requires an institution participating in any student financial assistance program under Title IV of the Higher Education Act of 1965 to disclose graduation rates to current and prospective students. The retention rates are calculated from fall to fall, based on the fall's entering class of first-time, full-time degree-seeking freshmen, in accordance with the definitions established by the Student Right-To-Know Act. It reflects the six-year cumulative graduation rate of incoming freshmen and does not include the graduation of students who transferred to other colleges and universities. The cumulative graduation rate does not include students that have transferred into our institution and have graduated. The 4-year average Student-Right-to-Know graduation rate is 41 percent (2008-2011 cohorts). The six-year graduation rate calculation for the 2011 cohort is 41 percent.

## Use of Human Research Subjects

Students, faculty and staff wishing to conduct research involving human subjects must seek approval in advance. Forms and procedures are available on myUIU.

## Expectations for Student Learning

Upper Iowa University has in place a Student Academic Assessment Plan. Through this assessment plan, continual evaluation of curriculum will occur to ensure excellence in teaching and effective learning. The faculty at Upper Iowa University has determined the following competencies to be essential in the general education component: communication, effective use of information technology, quantitative/scientific reasoning, analysis of the implications of global and national diversity, evaluation of the importance of social responsibility, and appreciation of the role of the humanities for the interpretation of human experience.

The approach to general education assessment at Upper Iowa University represents a departure from traditional strategies focused on teaching and instead focuses on student-centered learning strategies that integrate critical thinking, problem solving



and respect for intellectual property in all aspects of the learning experience. As part of this approach, Upper Iowa University seeks to continuously reflect on its vision to develop global citizens who become lifelong learners prepared for leadership.

To this end, the faculty has identified a number of tasks students will accomplish as they successfully complete course work on their way through the general education curriculum. In completing the tasks, students will pass through a regimen of course-work designed to provide a consistent educational experience, yet one flexible enough to be contoured to individual interests and needs. Each course in the general education curriculum has its own vital goals and outcomes, as determined by its instructor and articulated on its individual syllabus.

The following tasks are related to particular skills students will have developed in order to manipulate learned materials in defined ways, coherently across the University. The tasks are spread across a variety of disciplines common to liberal arts colleges and universities in the 21st century: Natural Sciences, Arts and Humanities, Mathematics, Information Systems, Behavioral Sciences, Communication, and Cultural Studies. These tasks are not to be construed as goals in and of themselves, and the courses in which they are addressed are by no means limited in their breadth and scope to the accomplishment of the specified tasks. Rather, the completion of the tasks may be regarded as milestones for students to pass as they approach the goal of a bachelor's degree in light of Upper Iowa University's mission as a liberal arts institution.

Students may expect to complete 36 semester hours of General Education coursework as they accomplish the tasks.

Some course requirements may be waived for students who are able to demonstrate prior achievement of course outcomes either by transfer credit or by approved alternate means. Requirements may vary for students enrolled in the Teacher Education Program.

The University faculty determines which specific courses will include the completion and assessment of the various tasks. The School of Science and Mathematics will recommend to the faculty whether a course offered anywhere within the University is suitable for housing the natural science, mathematics, and computer skills tasks; the School of Liberal Arts and Humanities makes similar recommendations regarding the humanities, cultures, social science and communication tasks. In addition, faculty in each of these schools are responsible for review and assessment of artifacts submitted anywhere in the University as evidence of task completion.

Upper Iowa University utilizes assessment tools in a web-based learning management system and is requiring its use for coursework that provides evidence of meeting rigorous state, regional, and federal requirements. University accreditation is important, as academic communities, employers and other constituents recognize it as evidence of quality, which enhances the prestige of the institution and consequently the value of the degree students will earn. It will be used in general education courses, for portfolio development, and several other University initiatives.

## Credit Hours

### Learning Time Guidelines

Upper Iowa University follows the standards established by the U.S. Department of Education and Higher Learning Commission by establishing a good faith estimate of learning time associated with each course and its assigned credit hours.

**Face-to-Face Courses:** Upper Iowa University has determined that the appropriate amount of student engagement per semester credit hour awarded is 15 hours of direct student engagement (or its equivalent\*) and 30 hours of student engagement outside of class, for a total of 45 hours of student engagement per semester credit hour. Applying this formula to a 3-credit face-to-face course in Upper Iowa University's 8-week sessions, the amount of face-to-face instructional time is 5 hours per week (with no breaks included)-which is equivalent to 6 hours of direct student engagement. This, in addition to the expectation of 11.25 hours of student engagement outside of class per week represents a total of 17.25 hours of student engagement per week for a 3-credit course. Over an 8-week session that would represent between 45-46 hours of student engagement per semester credit hour.

\*A 10-minute break per hour of face-to-face instruction may be assumed unless stated otherwise.

**Online Courses:** Courses offered entirely online have the same learning outcomes and substantive components of standard face-to-face courses. Each course syllabus demonstrates that the course adheres to, and reasonably approximates, the standards established by the U.S. Department of Education and the Higher Learning Commission. Thus, each online course meets the same number of student engagement hours, has the same number and quality of assignments, and meets the same course learning outcomes as similar courses taught in the face-to-face format, although the ratio of direct instructional time to the time students spend outside of class will be different for asynchronous online courses.

**Hybrid Courses:** Courses may be offered in a hybrid format by moving a portion of the direct face-to-face classroom experience online, thus decreasing the amount of time engaged in face-to-face instruction and replacing it with direct instructional time online. Using a 3-credit course example, instead of meeting for 6 hours per week (or its equivalent), courses may meet for a shorter time, say only 3 hours per week (or its equivalent). The remaining 3 hours (or its equivalent) of direct instructional time would consist of activities and exercises on line that would normally occur face to face. Direct instructional time would remain at the equivalent of 6 hours per week, and students would still be expected to spend 11.25 hours engaged outside-of-class per week for a total of 17.25 hours of student engagement per week for a 3-credit course. Over an 8-week session that would represent between 45-46 hours of student engagement per semester credit hour.

**Courses with a Lab Component:** Courses at Upper Iowa that are valued at 4-credit hours are typically the sum of 3-credits of lecture-based instruction and 1-credit of lab-based work under the direct supervision of a faculty member. Therefore, a student in one of these courses must meet all of the requirements of a typical 3-credit course (listed above) as well as additional

engaged time in the laboratory. The total student engagement time of 45 hours remains the same for the laboratory credit, but it is typical in laboratory courses for more of that time to be accounted for in face-to-face instruction. The total engaged time can be calculated entirely as supervised face-to-face work or can be the sum of the number of hours of supervised face-to-face time, plus documented preparatory time outside of the regular contact hours.

**Other Credit-Bearing Courses:** Upper Iowa University also offers other types of credit-bearing courses such as supervised clinical rounds, visual/performing arts ensembles, studio time, and supervised student teaching/field work (etc.) that do not have a typical face-to-face classroom component. In these cases, students must be engaged for a total of 45-60 hours of student engagement per semester credit hour.

## Degrees Offered

Upper Iowa University offers associate, baccalaureate, and master's degree programs.

**Associate of Arts with the following Emphases:**

- Criminal Justice
- General Business
- Liberal Arts
- Psychology

**Bachelor of Arts for the following majors:**

- Art
- Birth - Grade 3: Inclusive Settings
- Elementary Education
- English
- Graphic Design
- History
- Instructional Strategist BD/LD/ID
- Liberal Arts
- Reading
- All Social Science
- Sociology

**Bachelor of Science for the following majors:**

- Accounting
- All Business
- All Science
- Agricultural Business
- Athletic Training
- Biology
- Business Administration
- General Business
- Chemistry
- Communication Studies
- Conservation Management
- Criminal Justice
- Emergency and Disaster Management
- Environmental Science
- Exercise & Sports Studies
- Financial Management
- Forensic Science
- Human Resources Management
- Human Services

- Health Services Administration
- Industrial Technology
- Information Systems
- Information Technology
- Life Science
- Management
- Marketing
- Mathematics
- Mathematics Education
- Mortuary Science
- Nursing (RN to BSN)
- Physical Education and Health
- Public Administration
- Psychology
- Social Science
- Software Engineering

A major must include a minimum of 30 separate identifiable credits. In order to obtain a double major, each major must have 30 separate identifiable credits. The same course may not be used in more than one major unless the course is a required course in both majors. If a course is required in one major and an option from a "select one or more of the following" area, the course is used only in the major in which it is required. If double majors fall under two different degrees (BA and BS) the degree will be conferred based on the primary major (first major listed in the student record system).

Extended university students select a major upon acceptance to the university. Fayette campus students must declare a major by the end of the fourth semester (a stipulation that is consistent with NCAA requirements).

Choosing a minor field of study is optional. Minors are offered in accounting, art, biology, chemistry, communication studies, criminal justice, earth science, English, exercise and sports studies, financial management, general business, graphic design, history, human resources management, information systems, information technology, management, marketing, mathematics, political science, psychology, sociology, software engineering, and Spanish. The same course may not be used in a major and a minor unless the course is a required course (not part of a "select" area) in both the major and the minor.

For a list of master degree programs see page 143.

## Learning Time Guidelines

Upper Iowa University follows the standards established by the U.S. Department of Education and Higher Learning Commission by establishing a good faith estimate of learning time associated with each course and the assigned credit hours.

**Undergraduate:** Upper Iowa University has determined that the learning-time-to-credit equivalence for an undergraduate course is roughly 35-37.5 hours per credit. This is based on the general expectation for a three-credit class of approximately two hours of outside-of-class work for each hour of class (300 minutes in class + 600 minutes out of class x 7 to 7.5 weeks of class = 6,300-6,750 minutes = 105-112.5 hours for a three-credit course). Thus, for a face-to-face course, each credit awarded to a course, the students can expect to spend 35-37.5 hours in the

learning experience, participating in instructor-directed activity, or engaged in course work preparing for class.

For eight-week sessions (course including finals):

Courses that are 4 credits—students should be engaged at least 17-20 hours per week.

Courses that are 3 credits—students should be engaged at least 14-15 hours per week.

Courses that are 2 credits—students should be engaged at least 9-10 hours per week.

Courses that are 1 credit—students should be engaged at least 4.5-5 hours per week.

**Graduate:** Upper Iowa University has determined the learning-time-to-credit equivalence for a graduate online course is roughly 45-53 hours per credit. This is based on the general expectation for a three-credit class of approximately 17-20 hours per week in the learning experience participating in instructor-directed activity, or engaged course-work preparing for class.

Upper Iowa University will continue to refine and update its credit hour policies to reflect its multiple educational locations and learning experiences.

## Standards for Academic Standing

A student must meet the following standards to be considered in good academic standing:

### Undergraduate Programs

Maintain the minimum cumulative grade point average for the appropriate classification listed below.

- 0 to <30 completed credits\* – 1.75 cumulative GPA
- 30 to <60 completed credits\* – 1.90 cumulative GPA
- ≥ 60 completed credits\* – 2.00 cumulative GPA

### Graduate Programs

Maintain a minimum cumulative grade point average of 2.50 with 6 or fewer completed graduate credits.

Maintain a minimum cumulative grade point average of 3.00 with 7 or more completed graduate credits.

\*Completed credits include transfer credits toward degree plus Upper Iowa University letter grades of A to D-.

### Failure to Meet Requirements for Academic Standing

The standards for academic standing are reviewed at the end of each semester by the Academic Review Committee for undergraduate students and the Graduate Appeals Committee for graduate students. A student who fails to meet the standards for good academic standing will be placed on one of the following statuses:

**Academic Warning:** A student who fails to meet the minimum standards for good academic standing will be placed on Academic Warning. The purpose of the warning is to make the student aware that continued performance at or below the standards will lead to academic suspension. A student placed on academic

warning may not carry overload and may not be eligible for study abroad courses.

**Academic Suspension:** A student who fails to meet the minimum standards at the end of a semester on academic warning will be placed on Academic Suspension. Students placed on Academic Suspension may appeal the action to the appropriate committee. The appeal must include a personal statement by the student explaining the factors that adversely impacted the student's academic performance, a specific academic improvement plan for achieving the minimum standards for academic good standing, and any supporting documentation.

**Academic Probation:** A student who successfully appeals his/her academic suspension will be placed on Academic Probation. Students placed on Academic Probation will be reviewed individually at the end of each semester by the Academic Review Committee or the Graduate Appeals Committee. A student placed on academic probation may not carry overload and may not be eligible for study abroad courses. A student will be removed from academic probation when the minimum standards have been met.

**Academic Dismissal:** A student will be dismissed from Upper Iowa University if he/she fails to make improvement toward the minimum standards while on Academic Probation. A student placed on Academic Dismissal may appeal the action to the Deans Council. A student may apply to return to the university after a one-year period has elapsed by submitting the Personal Information for Returning Students Form.

## Satisfactory Academic Progress Policy

To be eligible for federal, state and institutional financial aid, students must comply with the Upper Iowa University standards for Satisfactory Academic Progress (SAP). All undergraduate and graduate students will be evaluated for SAP at the end of every semester. Evaluations will be made for grade point average (GPA), completions (pace of progression), and total allowable credits (maximum timeframe measurement).

Grade Point Average:

\*An undergraduate student must maintain a cumulative grade point average (GPA) as follows:

- Freshman (1 to 29 completed credits) – 1.75 GPA
- Sophomore (30-59 completed credits) – 1.90 GPA
- Junior and above (60+ completed credits) – 2.00 GPA

\*A graduate student must maintain a cumulative grade point average (GPA) as follows:

- 1-6 completed credits – 2.50 GPA
- 7+ completed credits – 3.00 GPA

Remedial (developmental) courses and prerequisite courses count towards the SAP GPA.

Incompletes, withdrawals, non-attendance, and preparatory (foundation) courses do not count towards the SAP GPA.

Completions (Pace of Progression)

\*A student must successfully complete a minimum of 66.7% (rounded from 2/3) of all cumulative attempted credits. The

formula for computing this quantitative measurement is successfully completed credits divided by attempted credits.

The following count towards the SAP completions measurement: repeat courses, withdrawals, incompletes, remedial (developmental) courses, preparatory (foundation) courses, and prerequisite courses. Audit courses do not count towards this measurement.

Transfer credits toward degree are counted in this calculation.

Total Allowable Credits (maximum timeframe)

\*Students must complete their degree requirements within 150 percent of the published length of their program (number of credits needed to complete degree requirements). For example, a program requiring 120 credits to graduate will be limited to 180 credits of financial aid eligibility. All coursework is counted including, but not limited to, repeat and incomplete coursework, transfer credits toward degree, and coursework completed for a prior degree or major for which a degree was not conferred.

\*Any student who has exceeded the maximum timeframe and/or who mathematically cannot finish the program within this period will be considered ineligible for financial aid.

The following count toward the SAP maximum timeframe: courses with assigned grades of "F", withdrawals, incompletes, repeated courses, remedial (developmental) courses, preparatory (foundation) courses, and prerequisite courses.

#### **Failure to Meet Requirements**

Satisfactory academic progress is reviewed at the end of each semester. Students who do not meet the requirements outlined above jeopardize their eligibility for financial aid and are placed in one of the following statuses:

**Financial Aid Warning:** An undergraduate or graduate student who does not meet SAP requirements will be placed on Financial Aid Warning which allows the student to receive financial aid for one additional semester. The student will be evaluated for SAP again at the end of the warning period.

**Financial Aid Suspension:** An undergraduate or graduate student who fails to meet SAP requirements after Financial Aid Warning is placed on Financial Aid Suspension and is not eligible to receive financial aid without a successful appeal. Should the student not wish to appeal, the student must meet SAP requirements before aid eligibility can be re-established.

**Financial Aid Probation:** An undergraduate or graduate student who has successfully appealed a Financial Aid Suspension will be placed on Probation for one semester. If the student meets the SAP standards at the end of the Probation semester, the student's SAP status will reset back to passing SAP. If they do not meet the SAP standards at the end of the probation, the student will be placed back into Financial Aid Suspension.

#### **SAP Rules**

**Transfer Credit:** Upper Iowa University will count transfer credits accepted toward a student's educational program as both attempted and successfully completed hours. These credits will

be included in completions and maximum timeframe calculations, but excluded from the semester GPA calculations.

**Attempted Credits:** All credits are part of the calculation, including, but not limited to, repeat and incomplete coursework, transfer credits, and coursework completed for a prior degree, major for which a degree was not conferred, regardless of receiving financial aid.

**Incompletes and Withdrawals:** Courses with Incomplete (I) or Withdrawal (AW or W) grades at the time of the SAP review count as attempted hours but are not counted as successfully completed hours. The first SAP evaluation will be conducted on the Tuesday following the last day of the semester. Faculty must have all grade changes completed on the second Friday following the last day of the semester. A second SAP evaluation will be completed Monday of the next week for any student with an incomplete grade or non-recorded grade. A student will not receive financial aid for the following semester until all grades are entered and it has been determined that the student passes satisfactory academic progress.

**Repeat Courses:** Courses that are repeated will count in attempted hours. Repeated courses that are excluded from the academic record will not count as successfully completed hours or in the GPA calculation.

**Drop and Non-Attendance Courses:** Courses that are dropped prior to the start of the session and courses with a non-attendance (NA) grade are not counted in attempted or successfully completed hours, except when a student has retained an overpayment.

**Remedial (Developmental) Coursework:** Students enrolled in a degree granting program may receive financial aid for remedial coursework. However, federal regulations prohibit the receipt of financial aid for more than 30 semester hours of remedial coursework.

**Preparatory (Foundation) Courses:** Courses that a student is required to take in order to enroll into an eligible degree program are to be considered preparatory courses. The courses are preparatory to the degree, not a part of the degree requirements. Applicants who need to take preparatory coursework at UIU prior to being eligible for final admission into a degree program may be able to receive a limited amount of funding through the Federal Direct Loan program.

#### **SAP Procedures**

**SAP Determination:** The Financial Aid Office evaluates SAP for all students (excluding self-paced students) at the end of each semester of their current academic year to determine financial aid eligibility for the next semester. Self-paced students will be evaluated in the following semester evaluation after grades have been posted. Students who have failed to meet federal SAP requirements are ineligible to receive any federal or state financial aid.

**SAP Notification:** Students who have failed to meet SAP at the semester evaluation will receive a notification to their UIU email addresses and a letter sent to their preferred mailing addresses

displayed in Jenzabar. Academic Advisors will be notified through email.

**SAP Appeal:** A student with extenuating circumstances may appeal the denial of student financial assistance by submitting a SAP Appeal Form within five (5) business days from the day the Notice of SAP Suspension was sent. The appeal must be made in writing, addressed to the Satisfactory Academic Progress Committee and include the following documentation:

- \*Completed Satisfactory Academic Progress (SAP) Appeal Form
- \*A letter written and signed by the student describing why the student has failed SAP and what
- \*Has changed that will allow the students to successfully meet SAP in the future.
- \*A physician's note if the appeal is based on medical circumstances. In accordance with HIPAA, privacy rules, documentation should never include medical records or copies of prescriptions.
- \*Additional supporting documents, if appropriate.
- \*An academic plan

Extenuating circumstances include the death of an immediate family member, major medical issue (i.e. requires hospitalization) experienced by the student or an immediate family member of the student, domestic violence, involuntary call to active military duty, or a documented learning disability. Late appeals will not be accepted. Only one approved appeal per level of education will be allowed (one for undergraduate and one for graduate level). Additional appeals may be reviewed for special circumstances (i.e. multiple military deployments).

#### **SAP Academic Plan**

If a student is unable to feasibly meet all SAP requirements within one semester, an academic plan must be developed with the student's academic advisor. The academic plan will outline grade and course requirements that will allow the student to successfully meet SAP. If necessary, the academic plan may extend beyond the current academic year. If the SAP Academic Plan extends beyond the current academic year, the student must meet the minimum 2.0 GPA each semester going forward at minimum. Should the student fail to meet the semester 2.0 GPA the student would move to SAP Suspension. If SAP failure was based on the maximum timeframe measure, the student must complete all credits required for degree completion by the end of the last semester of the academic plan.

Under an academic plan, a student's progress will be monitored at the end of each semester in order to ensure that the student is progressing according to the requirements of the plan. As long as the student is progressing accordingly, the student will remain eligible for financial aid. If the student is not meeting the requirement of the plan, the student will not be eligible to receive financial aid until all components of SAP have been met.

#### **Reinstatement**

A student who has been suspended from financial aid for failing to meet Satisfactory Academic Progress and has not had an ap-

peal accepted may be eligible for reinstatement if they enroll in courses at their own expense. A student must have an approved appeal from the Academic Standing committee if they are not meeting the program requirements and meets the criteria listed for cumulative Satisfactory Academic Progress.

The Financial Aid Office will attempt to notify any student currently receiving financial aid who is placed on Financial Aid Suspension. However, failure to receive such notification does not relieve the student of the requirement to read, understand and follow the Satisfactory Academic Progress requirements for financial aid recipients.

#### **Financial Aid**

The Financial Aid Office at Upper Iowa University is charged with assisting students in obtaining funds to meet educational costs. Additionally, the Financial Aid Office is charged with assisting students in applying for student aid and fostering financial literacy and debt management. To meet these standards, the Financial Aid Office participates in many Federal, State, and Institutional aid programs designed to assist students in their educational endeavors.

Upper Iowa University participates in the following Federal aid programs; Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), TEACH Grant, Iraq & Afghanistan Service Grant, Federal Work Study, and Direct Loans. Further, many State funded aid programs are utilized, including the Iowa Tuition Grant program. Due to the numerous opportunities for State, institutional, and privately funded programs, it is impossible to develop a comprehensive list of all possible sources of financial aid. Financial Aid staff members are available to assist students in determining eligibility for unique aid programs.

The Financial Aid Office of Upper Iowa University may be contacted via the following methods:

**Physical Address:** 605 Washington St  
Integrated Enrollment Center  
Fayette, IA 52142

**Telephone:** 800-553-4150

**Fax:** 563-425-5277

**Email:** [financialaid@uiu.edu](mailto:financialaid@uiu.edu)

Standard office hours between 8 a.m. to 5 p.m., Monday-Friday, are established for individuals requiring face to face assistance. Personalized meetings may also be requested by contacting our offices.

#### **Financial Aid & NetPartner**

The Financial Aid Office utilizes the NetPartner system to communicate with students regarding their financial aid files and to provide students with updates. NetPartner is separate from myUIU system and is specifically used for Financial Aid purposes. NetPartner can be accessed using your student ID by navigating to [www.uiu.edu/financialaid](http://www.uiu.edu/financialaid), and selecting NetPartner in the list of links on the left side of the page.

Financial Aid award notifications, general information, and requested documents needed by the Financial Aid Office are

posted on NetPartner. E-mail notifications are sent to a student's UIU e-mail address when information is needed. Students are responsible for managing their NetPartner document requirements and completing their financial aid files to receive aid.

Students requiring assistance with gaining access to NetPartner, or completing document requirements through NetPartner, should contact the Financial Aid Office for personalized service.

### **Requirements for Receiving Financial Aid**

Students must complete a Free Application for Federal Student Aid (FAFSA) each year to determine eligibility for all Federal aid programs.

Students must also meet the following criteria to receive financial aid:

1. You must be admitted to Upper Iowa University (UIU) and be enrolled in a degree program. Undergraduate students who have already received a bachelor's degree are eligible for financial aid if they are enrolled in a second undergraduate program or in a teacher licensure program. Non-degree students are not eligible for financial aid. If you are enrolled as a non-degree student, and want to receive financial aid, contact your academic department or the Registrar's Office to determine your degree status.
2. You must be making satisfactory academic progress (SAP) according to the standards set forth by the UIU Financial Aid Office.
3. You must report the receipt of any grants, scholarships or loans from all sources.
4. You must not have been convicted under federal or state law of the sale or possession of drugs, if the offense occurred during a period of enrollment for which you were receiving federal student aid (grants, loans, and/or work-study).
5. You must not be in default on a federal student loan nor owe money on a federal student grant.
6. You may only receive federal financial aid at one institution at a time.

### **Declination of Financial Aid Funds**

To decline a financial aid award, students may log in to their NetPartner portal, navigate to Accept Awards, and decline partial or full awards. Further, students may contact the Financial Aid Office in writing to decline partial or full awards. Upon declination of funds any upcoming disbursements for the declined award will be cancelled.

Students may contact the Financial Aid Office to receive a re-statement of previously awarded financial aid funds which had been declined by the student. In some instances, Federal and/or State guidelines on the administration of financial aid funds may prevent a re-awarding of a previously declined award. Such guidelines can be found in the published handbook for financial student aid located at [www.ifap.ed.gov](http://www.ifap.ed.gov). Additionally, Financial Aid staff members are available for consultation regarding all financial aid programs available for students.

### **VA Educational Benefits**

VA students should check with the School SCO to determine what programs are approved for VA education benefits. Students utilizing VA education benefits must submit all previous transcripts and training records to be evaluated for prior credit, whether or not prior credit is granted.

Students may be in debt to the VA for early withdrawal or dismissal from classes.

Upper Iowa University's Deployment/Readmission Policy for students called to active duty and/or alerted for Deployment is as follows:

When a student is called to active military duty or deployed as a result of military orders, as verified by the appropriate documentation, Upper Iowa University will take one or more of the actions listed below vis-à-vis the student's academic standing and financial circumstances. The university's course of action for individuals will be determined on a case-by-case basis as decided by the student, the student's respective faculty members/academic advisor and other university administrators as necessary, for example, the vice president or the director of financial aid. This policy also applies to students who are spouses of military members who are called to active duty and/or deployed.

If the academic session is two-thirds complete (after the fifth week of an 8-week session), the student will be allowed the following options:

\*Be permitted to take final exams earlier than scheduled or have the final exams proctored at the student's place of deployment. The student would be awarded the letter grade earned for all completed work. There would be no tuition refund under this option.

\*Elect to take a "P" (Passing) grade for the course if at the time of deployment the student is passing the course. This would give the student academic credit for the course, but the grade would not be computed into the student's GPA. There would be no tuition refund under this option.

\*Elect to take a "W" (Withdrawal) for the course with the student's transcript annotated by the Registrar that the student was called to active duty or deployed under military orders. There would be no tuition refund under this option. Title IV funds would be handled as outlined below.

If the deployment is during the normal withdrawal period during the session, the student will be allowed the following options:

\*Elect to take a "W" (Withdrawal) for the course with the student's transcript annotated by the Registrar that the student was called to active duty or deployed under military orders. Tuition will be refunded per policy stated in the appropriate academic catalog. Title IV funds would be handled as outlined below.

\*For Self-Paced Degree Program Study students ONLY, take incomplete grades and finish the courses at a later date. In this case, the work can be completed with the deadline to complete the work reasonably extended to allow completion while the student is deployed. CAUTION: There is a certain amount of risk for the student with this option and it must be carefully

considered before it is selected. There would be no refund of tuition under this option.

If the deployment is during the academic session and the incomplete grading option is not viable for the student, the student may withdraw from the session with a “W” (Withdrawal) for the course with the student’s transcript annotated by the Registrar that the student was called to active duty or deployed under military orders. Tuition will be refunded per policy stated in the appropriate Upper Iowa University Academic Catalog. Title IV funds would be handled as outlined below.

If a student is called to active duty or deployed prior to the start of the session, the registration will be voided.

Information regarding tuition refunds:

\*When a student’s situation warrants the award of a “W” (Withdrawal), Title IV Federal Funds will be refunded according to the federal refund policy as outline in the Financial Aid Handbook and cash payments/tuition assistance will be refunded on a prorated basis.

\*When a student’s situation warrants the awarding of a letter grade, no adjustments will be made to the student’s tuition funds.

Readmission following Call to Active Duty and/or Deployment

\*Upon receipt of notice from students of their intent to return to Upper Iowa University, they will be promptly readmitted with the same academic status they had when last attending or when accepted for admission.

\*Additionally, students will retain the catalog rights that were in place at the time of their deployment as long as readmission is within seven years of the initial admission. If after the seven year window, current catalog requirements will be followed.

## Course Numbering System

The course numbers denote the class level for which courses are intended. Courses numbered below 100 are designed to assist students in learning the basic foundations. Courses numbered below 100 count toward full-time status for registration purposes, but do not count toward the 120 semester credits required for Upper Iowa University’s bachelor’s degree or toward the 60 semester credits required for Upper Iowa University’s associate degree. Courses numbered below 100 may not be accepted as transfer credit by other institutions. Those numbered: 000 level Foundations of Learning courses (Pre college level); 100 level courses (Generally intended for Freshmen and Sophomores); 200 level courses (Generally intended for Freshmen and Sophomores); 300 upper level (Generally intended for Juniors and Seniors); 400 upper level (Generally intended for Juniors and Seniors); 500 and above (Reserved for graduate courses).

## Leave of Absence

In accordance with #34CFR668.22 Department of Education Regulation, a student may request a Leave of Absence using the criteria below. All requests will be reviewed and either approved or denied by the Provost in consultation with the appropriate stakeholders.

1. Student must submit a written request explaining the circumstances in detail and attach supporting documentation.
2. Included in the request, student must state his/her intention to return to Upper Iowa University and state intention not to enroll at other colleges during the leave of absence.
3. Student must sign and date request.
4. The maximum leave of absence is 180 days in a 12-month period.
5. Student who returns within the 180 days will retain his/her eligibility for admission and eligibility for institutional aid.
6. Student granted a Leave of Absence will receive a “W” grade for all current courses. A withdrawal calculation will be performed for any Title IV student who ceases attendance from the University during the semester. This includes those requesting a leave of absence.
7. Student must complete a Personal Information Update for Returning Students form upon returning to UIU (located on myUIU).

## Library Resources

As a student of Upper Iowa University, library resources (online journal databases, e-books, newspaper access, citation help, etc.) are available. If travel to the campus is not feasible, you can access the library through the University’s website. For additional information, including hours, policies and service go to [uiu.edu/library](http://uiu.edu/library). To use any of the materials listed on the site, you can log in using your myUIU username and password when prompted.

If you need help with your myUIU login credentials, please contact the UIU Help Center Desk at [helpdesk@uiu.edu](mailto:helpdesk@uiu.edu), phone: 563-425-5876. If you need assistance locating information or using the library’s resources, please contact the library at [library@uiu.edu](mailto:library@uiu.edu) or phone: 563-425-5261.

## Information Technology

### myUIU & E-mail accounts

Upper Iowa University provides students with a myUIU account which allows the student to view their university information such as grades and business office accounts. The University also gives each student an email account by which the University and the student communicate.

### IT Help Center

The UIU Information Technology (IT) Help Center is the central point of contact for the UIU Community for technology related incidents, problems and requests. The IT Help Center is located in the lower level of Garbee Hall and is available between 8 a.m. and 7 p.m., Monday through Thursday, and between 8 a.m. and 5 p.m. on Fridays. You can email the IT Help Center at [helpdesk@uiu.edu](mailto:helpdesk@uiu.edu) or visit on the web at [uiu.edu/it](http://uiu.edu/it).

## Textbooks

Textbooks may be purchased through the University's official book provider, MBS Direct, or locally through other sources. Textbook titles and editions will be provided upon request by program staff.

To order, visit <http://bookstore.mbsdirect.net/uiu.htm> or call 800-325-3252. Students may pay by VISA, MasterCard, Discover, American Express, PayPal or by utilizing a voucher. Orders will be shipped within 24 hours. Textbooks are delivered via UPS by one of three methods: Ground, Second Day Air or Next Day Air. Students pay the current UPS rate based on the weight of the package and where the package is being shipped. Textbook buyback is also available.

Students may charge their books using their financial aid through MBS Direct, the official UIU book provider. Students will not be required to purchase their books through MBS Direct. It is a personal choice whether or not to utilize this option.

Criteria for students using book charges are as follows:

1. The student's total financial aid award amount for the semester (Fayette)/session (Center/Online) must exceed all institutional charges on the student's account (including, but not limited to tuition, fees, campus housing, and meals).
2. The student must have accepted the awards, have the Master Promissory Note (MPN), entrance counseling and any outstanding requirements completed.
3. The student must be registered.
4. The student may be eligible for up to \$750 per semester for Fayette Campus and \$375 per session for Center/Online.
5. Student who do not have an excess of funds after all institutional charges are covered will not be eligible for a book charge.

International Center Program Students: Textbooks may be required for courses and are the responsibility of the student. Textbook titles and editions will be provided by the faculty or upon request at the international center.

## Graduation and Beyond Commencement

Diplomas are issued six times each year, and a formal commencement ceremony is held once each year in Fayette, Iowa in May. UIU encourages you to participate in its formal commencement ceremony even if your graduation date falls earlier in the academic year. If you graduate in July or August, you may participate in the preceding May commencement.

**Note:** Students at military installations should contact UIU center staff for commencement information regarding both Fayette campus and local graduation ceremonies. Commencement ceremonies are also held in Hong Kong and Malaysia each May. Students find it a meaningful and rewarding experience to participate in either or both of these ceremonies. Students may qualify for participation in the ceremony even when the degree is granted at another point during the year.

## Application for Graduation

As a candidate for graduation, regardless of whether you plan to participate in the commencement ceremony, **you must file an application for graduation**. There is an application fee of \$65 (even if you choose not to attend commencement). Students planning to participate in the commencement ceremony should complete a participation form on myUIU. Deadlines for submitting applications for graduation are as follows:

Month Conferred	Application Due
October	May/June
December	July/August
March	September/October
May	November/December
July	January/February
August	March/April

Applications not received within the two-month application window will be moved to the next conferral month. Students will apply for graduation 16 weeks before the conferral month.

Transcripts from other institutions need to be received within three weeks after the proposed UIU graduation session ends for a student to have that session's conferral date posted to the record. If transcripts are not received, the conferral date will move to the next session provided transcripts are received within three weeks after the appropriate session end date.

Students must complete requirements for graduation in the session for which they apply for graduation. If they are unable to do so, they will be moved to the next graduation date. If requirements are not met by that date, the application will be considered void and the student will submit a new application for graduation. An application fee will be assessed each time an application is submitted.

## Graduation Honors

Graduation with honors signifies recognition of your achievement in scholastic excellence as the baccalaureate program of study is completed. Your diploma will bear one of the following inscriptions to recognize this excellence: *Summa Cum Laude*, if your grade point average (GPA) is at least 3.9; *Magna Cum Laude*, if your GPA is at least 3.7 but less than 3.9; or *Cum Laude*, if your GPA is at least 3.5 but less than 3.7. A total of 60 or more graded semester credits must be earned at Upper Iowa University before *Magna Cum Laude* or *Summa Cum Laude* honors may be granted.

If you are a transfer student who has not completed 60 graded credits at Upper Iowa University, your diploma will bear one of the following inscriptions to recognize this excellence: *Cum Laude Meritum* if your grade point average (GPA) is at least 3.7 or greater and a minimum of 30 graded credits are earned with Upper Iowa University or *Cum Laude* if your GPA is at least 3.50 but less than 3.70 and a minimum of 30 graded credits are earned with Upper Iowa University.

Experiential learning credit does not apply to the 30 graded credits for *Cum Laude* or *Cum Laude Meritum* honors. Grades earned in courses accepted for transfer will not be included in



the GPA maintained for purposes of determining graduation honors at Upper Iowa University.

### **Transcript Requests**

Transcript requests may be ordered at [www.getmytranscript.org](http://www.getmytranscript.org) using any major credit card. Your card will only be charged after your order has been completed. You can track your order online on the Transcript Ordering website. You may also print a transcript request form from the [uiu.edu](http://uiu.edu) website. Complete the information and fax (563-425-5287), email ([transcripts@uiu.edu](mailto:transcripts@uiu.edu)), or mail (SEC Transcript Processing, PO Box 1857, Fayette, IA 52142) the request form to us. Your signature is required. Transcripts cannot be issued if there is an unpaid UIU account balance. Transcripts sent to you will be stamped "Issued to Student".

### **Transcript Fees**

There is an \$8 processing fee per copy for transcripts that are mailed or emailed and a \$10 fee per copy for transcripts that are faxed. There is a \$25 minimum charge for requests for rush/priority processing. All fees are in U.S. dollars.

## **Career Development**

Career Development, located on the Fayette Campus, is available to provide students from all programs with career-related assistance including, but not limited to: general career guidance, choosing a major, resume/cover letter advice, internship and job search, interview preparation, professional networking and branding, and applying to graduate school. Neither Career Development nor Upper Iowa University guarantees employment.

Career Development information is available at: [uiu.edu/careers](http://uiu.edu/careers). For additional information, email [careers@uiu.edu](mailto:careers@uiu.edu) or call 563-425-5229.

### **Dual Enrollment**

Upper Iowa University offers online courses to eligible high school and home school students. These courses typically meet the general education requirements for post-secondary opportunities. Some benefits of the Upper Iowa University Dual Enrollment program are :

- 1) Flexible online courses to fit into any student's schedule
- 2) Ease the transition into post-secondary education
- 3) Save students and families time and money towards degree completion

For more details on all our offerings, please go to: [uiu.edu/academics/dual-enrollment](http://uiu.edu/academics/dual-enrollment) or call 563-425-5200.

# FAYETTE CAMPUS UNDERGRADUATE PROGRAM GENERAL INFORMATION

## Academic Regulations/Policies

### Requirements for Admission

**Freshmen:** Students who wish to enter Upper Iowa University 1) directly from high school or 2) with less than 24 semester hours of graded transferable college credit or ACE (American Council of Education) credit will be considered for admission based on their completion of high school course requirements and college courses attempted. ACT or SAT testing scores will also be considered for students entering directly from high school.

**Transfer:** Transfer students with 24 or more semester hours of graded transferable college credit will be considered for admission based on their college credentials from all institutions.

Upper Iowa reserves the right to refuse admission to anyone who does not meet its standards for admission.

### Applying for Admission

Submit the following documents **directly to Upper Iowa University, PO Box 1857, Fayette, IA 52142:**

1. A completed application for admission. Apply online at [uiu.edu/apply](http://uiu.edu/apply) and the application fee will be waived.
2. Official transcripts from each college and university you previously attended. Official reports for advanced placement may also be submitted. Official transcripts must be sent directly from the granting institution. They must not pass through your hands.
3. Official transcript of your high school record for those seeking admission as a freshman (see above). This includes students who have completed Advanced Placement or college transfer credit while in high school. This requirement is fulfilled by one of the following:
  - a. An official high school transcript
  - b. Official GED certificate or score report
  - c. Evidence of a passing score on tests recognized by the state such as the High School Equivalency Test (HSET) and the Test Assessing Secondary Completion (TASC)
  - d. For International students only, official transcripts verifying completion of secondary education
4. Official or unofficial transcript of your high school record for those seeking admission as a freshman with less than 24 semester hours of graded transferable college credit or ACE (American Council of Education) credit that is earned after graduating from high school (see above). This requirement is fulfilled by one of the following:
  - a. Any item in 3a - 3d above
  - b. Official college or university transcript that lists the high school graduation date
  - c. Unofficial high school transcript or copy of high school diploma
5. For those seeking admission to Fayette Campus as a freshman directly from high school, submit ACT or SAT

scores. If English is not your native language, submit official proof of English proficiency (see page 19 for details on meeting English proficiency requirements).

Veterans using VA benefits should submit an application for veteran's benefits or change of place of training form.

Each application is reviewed by the Director of Admission. Primary consideration for admission is based upon academic preparation, academic performance, and test scores with secondary consideration based on extracurricular activities and leadership qualities.

Our presumption is that candidates selected for admission to Upper Iowa University will continue to maintain a level of academic accomplishment equal or superior to their record at the time of application. Additionally, applicants who receive an offer of admission while completing high school must understand that the offer of admission is contingent upon the completion of their high school diploma, or the equivalent. Upper Iowa University reserves the right to rescind offers of admission to candidates whose final academic records are at levels lower than the record on which the admission decision was based. As well, Upper Iowa University reserves the right to rescind an offer of admission to anyone who has falsified, or otherwise misrepresented information related to the admissions process, or for reasons of conduct inappropriate to the ethos of the university.

Each applicant learns of the admission decision within seven days following receipt of the completed application and supporting papers.

In the case where a student has completed all application requirements with the exception of submitting an official transcript(s), Upper Iowa University may provide provisional admittance immediately prior to each session if the student meets the following conditions:

1. Application to UIU has been submitted late, i.e., approximately 30 days prior to the start of a given session.
2. Evidence is provided indicating that the transcript(s) has (have) been requested.
3. Evidence is provided indicating that the student is in good standing with any previously attended college or university from which he/she is transferring.
4. Evidence of a high school diploma or GED is provided.

A student entering Upper Iowa University under provisional admittance will be cleared for full acceptance upon receipt of the official transcript(s). The official transcript(s) are expected to be received by Upper Iowa University within 14 days of the date on the provisional admittance letter.

Failure to comply with the above conditions may result in the offer of admission being rescinded.

Students offered acceptances submit the following before enrolling:

1. An enrollment deposit of \$250 deposit. (Students register for classes and housing after the University receives the deposit.) The deposit is refundable through May 1 of the

application year (December 31 for second-semester applicants).

2. Final transcripts of all high school and college work completed.
3. Room and board contracts and health forms can be found on myUIU.

## Residency Policy

As of July 1, 2014, students are required to live in Upper Iowa University residence halls during their first three (3) years of college unless one or more of the following criteria are met:

- Qualifies as a commuter by living in primary residence with a parent or guardian within 30 miles of Fayette for 365 days prior to enrollment;
- Is enrolling in the fifth semester or more of his/her college education after having transferred to UIU from another accredited institution;
- Provides documentation supporting a need for accommodation that is satisfied by residing off campus;
- Is married or has dependent children;
- Is 22 years of age or older.

## Admission Guidelines Freshmen

Each application for admission is considered based on the following factors:

1. Graduation from a secondary school, or completion of the General Education Diploma (GED).
2. Grade point average of secondary school work.
3. Rank in secondary school graduating class.
4. Results on standardized tests (ACT or SAT).
5. Extracurricular activities and leadership.

## Early admission

With the recommendation of their principal and guidance counselor, high school students may apply for early admission to the University. This permits outstanding students to begin their college program during the summer prior to their senior year or while completing their final high school units. Individuals interested in early admission should contact the Office of Admission.

## Honors Program

The UIU Honors program is designed to enrich the academic experience of students through student-centered education in interdisciplinary course work, small classes, and thoughtful discussion. Students' views are respected, innovation is encouraged, and ideas are developed. The Sophomore Seminar, HON 220, prepares students to carry out interdisciplinary research. Topics include information literacy and an introduction to research methods in multiple disciplines. HON 220 culminates in the creation of a proposal for a research project and the

identification of the faculty advisor for HON 399/499. In HON 399, students work on their individual interdisciplinary projects proposed in HON 220. The UIU Honors experience culminates in HON 499 with completion of the student's individual project proposed in HON 220, designed in HON 399, and completed/presented in HON 499 under the mentorship of the faculty advisor identified in HON 220. The graduating seniors present their HON 499 projects at the annual Csomay Honors Graduation Dinner. Students with a composite ACT score of 26 or above and/or a high school GPA of 3.5 or above are eligible to apply online for admittance to the UIU Honors program.

### UIU Honors Program Mission

Participants of the UIU Honors Program will have a broad interconnected and ever evolving view of the world. They will be adaptable, self-motivated individuals who constantly challenge their assumptions about the world and their role in it. They will develop the capability to be innovators and leaders in a dynamic global community.

For more information go to:

[uiu.edu/academics/honor-program.html](http://uiu.edu/academics/honor-program.html).

Required courses (8-10 credits):

HON 100	Honors Freshman Seminar	3 credits
HON 220	Honors Sophomore Seminar	3 credits
HON 399	Honors Research	1 credit
	(may be repeated 3X for credit)	
HON 499	Honors Senior Symposium	1 credit

Three of the following (9 credits):

HON 110	Honors Arts and Humanities	3 credits
HON 120	Honors Behavioral Science	3 credits
HON 130	Honors Natural Science	3 credits
HON 200	Honors Cultures	3 credits

### Former students

Former Upper Iowa University students who wish to return will complete a Personal Information Update for Returning Students. This form is located on myUIU. Official transcripts must be submitted from institutions attended since last attending UIU.

A graduate of Upper Iowa University or another institution who desires to enter in order to earn additional undergraduate credits should complete a Personal Information Update for Returning Students form. This form is located on myUIU. Courses completed after a bachelor's degree has been earned will not change the grade point average from the time of graduation. For a list of English-speaking countries, see [uiu.edu/international/documents/english\\_waiver\\_countries.pdf](http://uiu.edu/international/documents/english_waiver_countries.pdf).

### International students

**English Proficiency Requirements:** If you are transferring from a US institution or have been educated in one of the English proficiency waiver countries, the English proficiency requirement is waived.

Other possibilities for meeting the English language proficiency requirement include:

- Test of English as a Foreign Language (TOEFL) - institution code: 6885

Internet-based score - 61 or higher  
Paper-based score - 500 or higher

- International English Language Testing System (IELTS)  
Overall band score of 5.0 or higher  
Writing band score of 5.0 or higher
- Michigan English Language Assessment Battery (MELAB)  
69 or higher
- Malaysian University English Test (MUET)  
4.0 or higher
- Cambridge O Level English Language Exam  
D or higher
- International General Certificate of Secondary Education (IGCSE) (English Subject)  
D or higher
- HKCEE English Language (Syllabus B)  
D or higher
- HKALE English Language (AS Level)  
E or higher
- HKDSE  
3 or higher
- ELS® Language Center  
112 or higher
- SAT - Institution code: 6885  
Minimum critical reading sub-score of 430 or higher
- ACT - Institution code: 1360  
Minimum English sub-score of 18 or higher
- Oxford Online Placement Test  
70 or higher
- Pearson Test of English (PTE)  
44 or higher

See more at [uiu.edu/international/transfer-college-apply.html](http://uiu.edu/international/transfer-college-apply.html).

### UIU will also consider the following evidence to meet the requirement of English proficiency:

1. Official transcripts validating completion of secondary education from a U.S. high school or GED equivalent.
2. Official transcripts validating a minimum of two years of instruction at the secondary education level in a country where the official language is English or an English language international school.
3. Official transcripts from a two-year minimum combination of secondary and post-secondary education in a country where the official language is English.
4. Official transcripts showing 24 or more successfully completed college-level semester credits from a regionally accredited college or university within the United States with a cumulative GPA of at least 2.0. Non-degree awarding credits

(i.e. IEP, foundations, or deemed equivalent credits) will not be considered to meet this requirement.

5. Successful completion of an Upper Iowa University approved Intensive English Program (IEP)

Upper Iowa University reserves the right to exempt specific groups of learners from providing proof on English Proficiency approved by the Vice President of Student Life and International Education.

## International Student Admissions

Upper Iowa University is authorized under federal law to enroll nonimmigrant students. For additional information, please contact the Center for International Education at [international@uiui.edu](mailto:international@uiui.edu). International student applicants must submit the following documents directly to the Center for International Education in order to complete the international student admission process.

- Completed application for admission form
- Official transcripts verifying completion of secondary education
- If applicable, official transcripts from each college and university previously attended. Official transcripts must be in English. Otherwise, the transcripts may need to be translated and evaluated by a certified evaluator at the student's expense. This evaluation must be sent directly to Upper Iowa University.
- If applicable, a certified true copy (CTC) of the certificate verifying credit earned through postsecondary public examination (i.e. A-Level, STPM, etc.)
- The following documents are not mandatory for admission but required for issuing any immigration documents. Therefore, we encourage students to include them with their initial application materials:
  - An official letter or a bank statement (no more than six months old) from a financial institution that states that you have adequate resources to meet all required expenses such as the first year's tuition and living expenses. The amount required for adequate resources varies according to your individual financial package. Please contact the Center for International Education for more details.
  - A copy of your valid passport. Copies of any previous visas, immigration documents (i.e. I-20, DS-2019), and I-94 documents must be presented if you are currently in the United States.

All international students attending the Fayette campus are required to enroll in the UIU health insurance plan while enrolled at Upper Iowa University.

## Non-Matriculated Student Policy

Students may take classes at Upper Iowa University without being accepted in a degree-seeking program. Their official status is "non-matriculated" – a traditional academic session meaning not enrolled in a degree program. All non-matriculated students will be required to complete an application for admission.

If a non-matriculated student decides to pursue a degree program, he/she will be required to go through the regular admissions process.

## Transferring Credits to UIU

### Transfer Credit

If you are a transfer student, you may expect to receive full credit for college-level courses and/or programs completed at other collegiate institutions accredited by an agency that is recognized by the U.S. Department of Education Office of Post-secondary Education (USDE-OPE) or by the Council for Higher Education Accreditation (CHEA).

Upper Iowa University will also consider acceptance of course work in transfer from:

- International institutions that are approved/registered by their country's Ministry of Education or other national educational governing body as reviewed and approved by Upper Iowa University.
- International institutions where transcripts for individual students are reviewed and evaluated by an approved foreign credential evaluators service and approved by Upper Iowa University.

Course work completed at institutions that fail to meet any of the aforementioned criteria will not be accepted in transfer to Upper Iowa University.

Course work completed with formal Upper Iowa University Articulation Partnership Advantage institutions will be transferred following articulation guidelines. Course work from other accredited institutions will be transferred to meet particular degree requirements based on full-time faculty recommendations.

Grades earned in courses accepted for transfer will appear on your Upper Iowa University transcript, and the credits earned will count toward your total number required for graduation. However, grade points earned at another institution are not transferred and are not figured into your cumulative grade point average (GPA) maintained at Upper Iowa University, but are included in calculating the major/endorsement GPA.

Upper Iowa University may transfer up to 78 lower division college semester credits from accredited institutions. These 78 semester credits may include:

1. No more than nine semester credits from Exercise and Sport Studies (EXSS) activity courses, including transcripted intercollegiate athletics.
2. No credits from courses identified by Upper Iowa University as remedial or developmental level (except for articulated intensive English credits from partner institutions).
3. No more than 30 semester credits from one year occupational diploma programs.

Upper Iowa University may transfer an additional 12 semester credits, identified by the transfer institution as upper division credit, to a transfer maximum of 90 semester credits.

Up to 78 lower division semester credits and 12 upper division semester credits evaluated by the American Council on Education (ACE) and semester credits earned through CLEP, DSST, Excelsior College and ACT-PEP examinations will transfer to Upper Iowa University.

Transfer grades lower than a C- will not be accepted.

Upper Iowa University will accept AA or AS degrees with a liberal arts core as fulfillment of the general education requirements for a baccalaureate program. Upper Iowa University will also accept associate degrees with a major in nursing from registered nurses (must have current license) as fulfillment of its general education requirements for the BSN program. Prerequisites are not waived.

## Experiential Learning Credit

Upper Iowa University recognizes that students in higher education come with many experiences and from varied backgrounds. Learning experiences gained through training programs and academies may be reviewed and evaluated for academic credit.

### ACE Approved Credit

Many training programs have been approved for credit by the American Council on Education (ACE). Check with your academic advisor to see if completed training has been evaluated by ACE. There is no charge for transcribing ACE recommended credit. Credits earned through ACE do not reduce the minimum required 30 semester credits of course work through Upper Iowa University for graduation. Credits earned through ACE do not apply to the 60 graded credits needed to graduate with *Magna* or *Summa Cum Laude* honors.

### Credit by Examination

Students may earn credit through CLEP/DSST/Excelsior College and/or ACT-PEP examinations. There is a minimal testing fee. Credit by examination is transcribed without charge when the student's score is at the level recommended by ACE for credit. These exams are accepted to fulfill requirements in very specific ways. See your academic advisor before taking any credit-bearing exams to ascertain the appropriate exam for your degree plan.

Credits earned by examination do not reduce the minimum required 30 semester credits of course work through Upper Iowa University for graduation. Credits earned by examination do not apply to the 60 graded credits needed to graduate with *Magna* or *Summa Cum Laude* honors.

### Experiential Learning Portfolio Credit

A portfolio process has been developed to determine students' achievements and demonstrated learning outcomes. Students can earn up to 30 semester credits for prior learning experience. Contact your academic advisor for information on the guidelines and procedures.

Experiential learning credit granted by another institution is accepted only if it is a part of a degree earned and transferred to UIU. Similarly, credit granted by UIU for experiential learning may not transfer to other institutions.

Because the documentation process required of you is extensive, and since the evaluation of this documentation by UIU staff demands considerable time, you must be accepted for admission and registered for at least one course through Upper Iowa University before you may apply for experiential learning credit.

Experiential learning portfolio credits do not reduce the minimum required 30 semester credits of course work through Upper Iowa University for a bachelor's degree. Experiential learning credits do not apply to the 60 graded credits needed to graduate with *Magna* or *Summa Cum Laude* honors. Experiential learning credit, awarded as upper division credit, may be used to satisfy the upper division credit requirement for graduation. Education course credits may not be earned through Experiential Learning.

Fees for experiential learning credit granted are assessed at \$60 per semester credit. See your academic advisor for more information. All fees are due within 90 days of assessment, and before credit will be recorded on your transcript. An official transcript will be issued only after you complete a course with Upper Iowa University.

### Law Enforcement and Fire Science Credit

Students who have successfully completed law enforcement or fire science training may submit documentation to Upper Iowa University for evaluation. There is a one-time evaluation fee of \$200 paid at the time of submission. The documentation will be evaluated for credit and applied to the UIU transcript. Consult your academic advisor for further information. A maximum of 30 semester credits can be earned through a combination of portfolio and law enforcement/fire science credits.

Credits earned for law enforcement and/or fire science training do not reduce the minimum required 30 semester credits of course work through Upper Iowa University for graduation. Credits earned through law enforcement or fire science do not apply to the 60 graded credits needed to graduate with *Magna* or *Summa Cum Laude* honors.

### Military Credit

Credit for military courses, training and occupational specialties/ratings with American Council on Education (ACE) college credit recommendation guidelines will be transcribed at no charge. Training completed may be verified by an official Joint Service Transcript (JST) or Community College of the Air Force (CCAF) transcript, DD295, or copies of certificates; a portfolio is not required. Up to 78 lower division semester credits and an additional 12 upper division semester ACE-evaluated military credits may be transferred for a maximum of 90 semester credits toward the 120 semester credits required for graduation. ACE-recommended military credits do not reduce the minimum required 30 semester credits of coursework through Upper Iowa University for a bachelor's degree or 15 semester credits for an associate's degree. Ace-recommended military credits do not apply to the 60 graded credits needed to graduate with *Magna* or

Summa Cum Laude honors.

### Support for Military Students

Upper Iowa University is a signatory of the Department of Defense Voluntary Education Partnership Memorandum of Understanding (MOU) and adheres to the Principles of Excellence for Education Institutions Serving Service Members, Veterans, Spouses and Other Family Members per Executive Order 13607. The university is also a participating institution in the Yellow Ribbon Program.

Upper Iowa University has been recognized by Military Advanced Education as a Top Military-Friendly University and by Victory Media as a Military Friendly School consecutively since 2008, and is an active participant in the Council of College and Military Educators.

**Servicemembers Opportunity Colleges (SOC):** Upper Iowa University is a core member of the Servicemembers Opportunity Colleges Consortium and the SOC Degree Network System. SOC was established in 1972 and its members subscribe to principles and criteria to ensure that quality academic programs are available to military students, their family members, civilian employees of the Department of Defense, Coast Guard, and veterans.

### SOC Degree Network System

The SOC Degree Network System (DNS) consists of degree-granting colleges and universities that have pledged to help servicemembers and their adult family members complete college degrees by adopting policies that have been outlined in the Voluntary Education Partnership Memorandum of Understanding (MOU). Many courses offered by Degree Network System institutions have two-way guaranteed transferability, making it easier for servicemembers to complete associate and bachelor's degrees no matter where they move during their military careers. The SOC DNS Student Agreement issued by all SOC Degree Network System member institutions provides a complete evaluation of the servicemember's prior learning, including courses from other colleges and universities, military training courses, military occupational experience, and nationally-recognized tests, as well as clearly identifying requirements for completing the degree.

SOC operates a two year system for associate's degrees (DNS-2) and a four year system for bachelor's degrees (DNS-4). Upper Iowa University is a core member of both systems. Refer to the SOC Degree Network System -2 and -4 Handbooks to view associate and bachelor degree programs, location offerings, and college information ([www.soc.aascu.org/socdns/DNSPubs.html#2\\_handbook](http://www.soc.aascu.org/socdns/DNSPubs.html#2_handbook)).

**Army, Army National Guard, Army Reserves:** Upper Iowa University is a Letter of Instruction (LOI) Member Institution in GoArmyEd. GoArmyEd is the virtual gateway for all eligible Active Duty, National Guard and Army Reserve Soldiers to request Tuition Assistance (TA) online, anytime, anywhere for classroom and distance learning. It allows Soldiers to manage their education records including college classes, testing, on-duty classes and Army Education Counselor support. GoArmyEd is also the virtual

gateway for Army Civilians to apply for their Civilian education, training, and leader development events. As a member institution, there are no up-front, out-of-pocket expenses for soldiers when enrolling in Upper Iowa University classes as long as their request for TA has been approved by the Army. Upper Iowa University has selected by the Army to offer associate and bachelor's degrees to Soldiers, their spouses, and adult children worldwide as part of the SOC DNS-2 and -4 systems.

**Navy:** Upper Iowa University is a partner institution in the Navy College Program Distance Learning Partnership (NCPDLP). The Navy College Program (NCP) has developed partnerships with colleges and universities to offer relevant degrees via distance learning to sailors everywhere. Upper Iowa University provides associate and bachelor degree programs relevant to each rating, and makes maximum use of military professional training and experience based on the Joint Service Transcript (JST) transcript to fulfill degree requirements. The program provides opportunities to take courses through distance learning so that sailors anywhere will be able to pursue a degree. Upper Iowa University has selected by the Navy to offer associate and bachelor's degrees to Sailors, their spouses, and adult children worldwide as part of the SOC DNS-2 and -4 systems.

**Coast Guard:** Upper Iowa University has selected by the Coast Guard to offer associate and bachelor's degrees to Coast Guard personnel, their spouses, and adult children worldwide as part of the SOC DNS-2 and -4 systems.

**Air Force:** Upper Iowa University recognizes the work completed in the Community College of the Air Force and currently has an articulation agreement based on those courses. As a registered institution in the AU-ABC (Air University Associate-to-Baccalaureate Cooperative), we treat the CCAF transcript just as we would any community college transcript and will apply all appropriate coursework toward a bachelor's degree. The AU-ABC is an initiative between the Air Force and civilian higher education institutions to offer baccalaureate degree opportunities to every Air Force enlisted member. The program directs airmen with associate in applied science degrees to a collection of accredited "military friendly" colleges and universities to consider when completing a four-year degree. Airmen enroll in classes and request tuition assistance in the Air Force's Virtual Education Center.

**Marine Corps:** As with the other services, Upper Iowa University will evaluate your military training as posted on the Joint Service Transcript (JST) and build a personalized college degree plan by consolidating earned credit from military training, college level testing programs, self-paced degree courses and other college courses. Upper Iowa University has selected by the Marine Corps to offer associate and bachelor's degrees to Marines, their spouses, and adult children worldwide as part of the SOC DNS-2 and -4 systems.

**Military Spouse Program:** The MyCAA Scholarship is a workforce development program that provides up to \$4,000 of tuition assistance to eligible military spouses. The scholarship helps military spouses pursue licenses, certificates, certifications or associate degrees necessary to gain employment in high demand, high growth portable career fields and occupations. Spouses may

use their MyCAA funds at any academic institution approved for participation in the MyCAA Scholarship.

## Undergraduate Tuition and Fees, 2018-2019 Academic Year

### FULL-TIME ENROLLMENT

Tuition (12-18 credits)	\$29,700
Student Fees/Non-refundable	\$750
Board charges:	
Peacock Basic (Lee Towers/Hofmaster)	\$3,570
Peacock Blue	\$4,560
Peacock Platinum	\$4,704
Commuter Block Plan (40 meals)	\$700
Commuter Block Plan (80 meals)	\$1,250
Room charges:	
Garbee Hall – double room	\$3,300
Garbee Hall – single room	\$4,800
Lee Tower – double room	\$4,600
Lee Tower – single room	\$6,500
Hofmaster Apartments – double room	\$4,460
Hofmaster Apartments – single room	\$6,260
South Village 1 – double room	\$3,900
South Village 1 – single room	\$5,600
South Village 1 – single plus	\$6,100
South Village 2/3 – double room	\$4,200
South Village 2/3 – single room	\$5,800
South Village 2/3 – single plus	\$6,300

The Peacock Blue and Peacock Platinum plans are also available to residents of Hofmaster Apartments and Lee Tower.

All single room assignments are subject to availability.

The student fee is non-refundable and will not be adjusted when a student withdraws/changes enrollment status.

### OTHER CHARGES

Tuition (less than full-time):	
Fayette Campus rate per semester hour under 12 credits	\$1,235
Semester overload fee (per semester credit after total of 18 credits for Fall Semester or after total of 18 credits for Spring Semester, excluding May Session)	
	\$479
Audit fee (per semester credit)	\$95
Summer Internship per semester hour	\$479
Summer Tuition per semester hour	\$479
Endorsement rate per semester hour	\$428
Summer School Grad rate per semester hour	\$428
Master of Education rate per semester hour	\$465
Master of Business Administration rate per semester hour	\$564
May Session Tuition per semester hour	\$479

Fayette Campus students registered for all online or center courses will be charged the online or center tuition rate. Interim

classes requiring travel are charged an additional fee, based on the trip. Books or instructional materials are generally required with each course. Some courses require additional course fees. Tuition and fee for subsequent years may be subject to change.

### OTHER FEES

Application Fee (non-refundable)	\$50
Enrollment Deposit (non-refundable)	\$250
Graduation Application Fee	\$75
Portfolio assessment fee	\$60
(applicable toward semester credit charge if experiential learning credit is awarded, otherwise nonrefundable)	
Experiential learning (per semester credit)	\$60
(payable within 90 days of the granting of this credit)	
Transcripts, per copy	
(Rush orders may be charged an additional fee.)	
By mail (2-4 day processing time)	\$8
By fax (2-4 day processing time)	\$10
Tuberculosis Test	\$89
(additional fees may apply)	
Parking Permit	\$75
ID Card Replacement	\$20
Peacock Card Replacement	\$20
Residence Hall Early Check-In Fee	\$10/day
Residence Hall Key Replacement	\$50/day
Lee and Hofmaster Residence Hall Key Replacement	\$200
Residence Hall Improper Check-Out	\$25
Fayette Passport Picture Fee	\$7
Late Payment Fee	\$25
Fayette International Student Deposit (non-refundable)	\$250
Fayette International Student	\$200
Orientation Fee (non-refundable)	
NSF Check Fee - Paper	\$25
NSF Check Fee - E-Check	\$25
Health Insurance	\$1,240

## Payment of Tuition and Fees

### Terms of Payment

In accordance with University policy, all semester charges, including tuition, room and board, and additional and special fees, are due and payable the Wednesday before start of semester. Payment plans must be in place by Wednesday before the start of the semester if charges and student fee won't be paid in full. Default of payment may result in the student's enrollment being delayed or denied; satisfactory arrangements must be made before reinstatement.

Awarded financial aid eligibility is applied to the student's account each semester upon verification of attendance. Diplomas, certificates, or transcripts will not be released until all financial obligations are met.

### Delayed Payment Option

This option is only allowed for students who are receiving tuition reimbursement from their employer. Payment in full is due and payable by the 45th day after course completion. The amount of tuition and fees not covered by employer reimbursement is due and payable by the Wednesday before the start of the



session. There will be a \$25 late fee incurred for any payment not received by the due date. Students who do not make timely payments may not be allowed to utilize the deferred payment option in future sessions, at the discretion of Upper Iowa University. For any payment that has not been paid by the due date, UIU has the option of canceling current enrollment, holding transcripts and diplomas, or blocking student's ability to register for future classes.

### Withdrawal Policy

It is the responsibility of the student who is no longer attending classes to withdraw from the University. A student who withdraws from classes in Session 1 of a semester will also be withdrawn from Session 2. Any subsequent enrollment requires the student complete a Personal Information Update Form for Returning Students. This form is located on myUIU.

Students should contact the Student Life Office to complete the withdrawal process.

### Refund Policy

If a student decides to withdraw from the University before the end of a semester or session, the student's charges, financial aid, tuition assistance, and/or veteran benefits could be affected. Tuition, room, and board adjustments are independent from academic and financial aid deadlines. The student's last date of attendance is the official withdraw date that will be used when calculating a refund.

If a student withdraws from Upper Iowa University, institutional charges for tuition will be refunded based on the following refund table. Student fees are non-refundable and will not be adjusted when a student withdraws or changes enrollment status. If a student withdraws from the Semester during Session 1, they would be refunded the per credit rate amount for their total Session 2 credits, plus the refund percentage of Session 1, if applicable. If a full-time student drops a course within the first two weeks of the session and it affects their enrollment status, their tuition charges will be adjusted as outlined in the following chart. After week two, there will be no adjustments for students who drop a course and it affects their enrollment status.

Fall Semester 2018		Session 1 Aug 27 - Oct 18	Session 2 Oct 22 - Dec 13
Refund	Charge	Withdraw Dates	Withdraw Dates
90%	10%	Aug 27 - Aug 29	Oct 22 - Oct 24
75%	25%	Aug 30 - Sept 2	Oct 25 - Oct 28
50%	50%	Sept 3 - Sept 9	Oct 29 - Nov 4
0%	100%	After Sept 9	After Nov 4
Spring Semester 2019		Session 1 Jan 7 - Feb 28	Session 2 March 11 - May 2
Refund	Charge	Withdraw Dates	Withdraw Dates
90%	10%	Jan 7 - Jan 9	March 11 - March 13
75%	25%	Jan 10 - Jan 13	March 14 - March 17
50%	50%	Jan 14 - Jan 20	March 18 - March 24
0%	100%	After Jan 20	After March 24

Fall Semester 2018	First Session	Second Session
Last day to cancel registration and receive 100% tuition & fee adjustment.	Aug 27	Oct 22
Last day a student may reduce their number of credits below full time and have tuition adjusted based on remaining credits	Sept 10	Nov 5
Spring Semester 2019	First Session	Second Session
Last day to cancel registration and receive 100% tuition & fee adjustment.	Jan 7	March 11
Last day a student may reduce their number of credits below full time and have tuition adjusted based on remaining credits	Jan 21	March 25

### Adjustments

Tuition will not be adjusted for students who add and drop a course(s) and remain at the full-time status 12-18 credits. Examples:

- Within the first 2 weeks, a student registered for 16 credits drops two 3 credit courses, their account will be adjusted based on the per credit rate of each credit under 12. (2 credits).
- Within the first 2 weeks, a student registered for 16 credits drops one 3 credit course, they will have no adjustments made to their account as they remain full-time status.

If a student drops a Session 1 course within the first two weeks and falls below full-time, their account will be adjusted accordingly. If the student then adds a course in Session 2 to become full-time, the adjustment will be reversed to bring their charge back to the full-time rate of \$14,850/semester.

Fayette students taking online classes will receive an online waiver for the online tuition. The course(s) will be included in

Fayette tuition costs. Students pay the Fayette rate for online courses.

#### Overload Charges

- If a student drops a course and is no longer in overload, they will be refunded the full overload fee charged.

#### Payment Plans

The convenience of paying school expenses on a monthly basis is an attractive option for many. Upper Iowa University is excited to provide an opportunity for students to pay educational expenses by setting up an interest-free monthly payment plan that is available to all students. Payment plans allow students to distribute the costs of education over a period of time rather than paying large lump sums all at once. Payments are due by the scheduled due dates as specified on the payment plan. Payments not received by the scheduled due dates will be subject to a \$25 late fee for each overdue payment. Payment plans must be in place by the Wednesday before the start of the session. For payment plans established after the first official due date of the payment plan, a student may still participate by including all back payments with their first payment. If you are interested in learning more about the payment plans or setting up a payment plan, please contact the Business Office by calling 800-553-4150 or email [businessoffice@uiu.edu](mailto:businessoffice@uiu.edu).

#### Classification of Students

You will be classified in the following ways at the beginning of each semester in each academic year.

##### A. Official Status

1. Regular: A student whose record and current standing indicate systematic pursuit of study toward a degree.
2. Non-Matriculated: A student not admitted as a candidate for a degree.
3. Auditor: A student who registers on a noncredit basis for one or more courses. An auditor may not change registration to complete the course for credit.

##### B. Class Status

1. Freshman: A student who has earned fewer than 30 semester credits.
2. Sophomore: A student who has earned 30 to 59 semester credits.
3. Junior: A student who has earned 60 to 89 semester credits.
4. Senior: A student who has earned 90 semester credits or more.

##### C. Registration Status

1. Full-time: A student registered for 12 or more credits in a semester.
2. Three-quarter-time: A student registered for 9-11 credits in a semester.
3. Half-time: A student registered for 6-8 credits in a semester.

4. Less than half-time: A student registered for 5 or less credits in a semester.

#### Course Loads

Students registering for more than 18 credits total for Fall Semester Sessions 1 and 2, or students registering for more than 18 credits total for Spring Semester Sessions 1 and 2 (May Session not included), will be charged an overload fee. See page 23 for fee.

Students in the Csomay Honors Program will not be charged an overload fee.

#### Registration

Near the end of each semester, registration for the following semester is conducted. To ensure that degree program requirements are being met in a timely manner, you will need to consult with your advisor regularly and select courses carefully. New students will register on specially designed Orientation, Advisement and Registration (OAR) Days, which are held during the summer or at the beginning of the semester in which they first enroll.

#### Repeat Policy

Undergraduate and graduate students may repeat a course to earn a higher grade; only the highest grade earned will be used in calculating the grade point average. Grades of "A" may not be repeated. Undergraduate and graduate students will not be permitted to repeat a course more than twice, excepted as permitted by this policy.

Students who need to repeat a course a second time must obtain the approval of the Dean/School Designee of their program home school and be registered with assistance. Students may request to repeat a course a third time for extenuating circumstances to the Dean of the School in which the course resides.

Exceptions are made for courses designated to be taken multiple times, general education requirements, research credits, special projects, special topics, social work training certificate courses, first aid, and CPR and internships.

A student's academic eligibility to repeat a course does not ensure that the credits associated with the repeated course will count toward his or her financial aid eligibility. Students receiving federal financial aid should remember that failed coursework is calculated in the overall Satisfactory Academic Progress (SAP) review, and a student is required to meet SAP standards to remain eligible for financial aid. For financial purposes, a student may receive federal financial aid (Title IV funds) for a repeated course only once if the course was previously passed (credit has been received).

#### Changes in Registration

You may add courses during the first three days of the eight-week session; you may drop courses at any time during the first five weeks of the eight-week session. To find out the last date to either add or drop a course, check the current academic calendar since the dates vary with the interim and summer sessions.

**Class Attendance**

As an Upper Iowa University student, you are expected to attend class regularly and promptly in order to do satisfactory work. You are responsible for all assignments, papers and examinations, even when ill or when representing the University officially off campus.

Individual class attendance requirements are set forth by individual professors, however, the instructor must be able to provide the last date of attendance. These expectations may be more stringent in some classes than in others.

When you must be absent from class because of certified illness or emergency, or because you are representing the University in an approved activity, you are expected to arrange for the completion of make-up tests or homework with the individual faculty member(s). These arrangements are to be made prior to the incurred absence, except, of course, in emergency situations.

A withdrawal calculation will be performed for any Title IV student who ceases attendance from the University during the semester. This includes those requesting a leave of absence.

**Note:** Financial aid funds will not be released until attendance for the semester has been verified. Historical attendance records are not available.

**Period of Nonattendance**

Title IV funds provide the dollars for federal financial aid. Many regulations dictate the dissemination of these student funds. In an effort to stay in compliance with these regulations, please be aware of the following:

**Non-Enrollment**

Students who attend in any session and make the decision not to enroll in either of the following two sessions (excluding summer sessions) are required to complete the withdrawal process in the Student Life Office. A Personal Information Update for Returning Students form is required prior to their next registration. This form is located on myUIU.

**Non-Attendance**

Upon completion of the first week of every session instructors will report to the Registrar the names of students who are enrolled in their course(s) but have never attended. For all intents and purposes these students will be considered as having been dropped from their courses and an "NA" (Never Attended) grade will be recorded on their transcripts.

In cases where this action reduces a student's enrollment status to less than full-time, the student's financial aid, medical insurance coverage, athletic eligibility, and other matters premised upon full-time enrollment status, will be affected.

Students reported to the Registrar as "NA" for all courses during the first session in any given semester will receive the NA grade for the entire semester and will be considered withdrawn from the University.

**Administrative Withdrawal**

When a student's consecutive absences exceed by one the number of class meetings per week, or on the third consecutive absence in the case of classes which meet once each week, and in the absence of extreme circumstances, the instructor **will**:

1. Fill out the Instructor Recommended Drop Form.
2. Forward the form to the Registrar's Office for processing.
3. The student will be advised of the withdrawal and will receive a grade of **AW** (administrative withdrawal).
4. Financial aid may be changed if enrollment status changes. Contact the Registrar's Office for information concerning the appeal process for **AW** grades.

**Drops and Administrative Withdrawals**

Students who are administratively withdrawn (AW) or voluntarily drop all of their classes in a particular session will be considered in a nonattendance status and will be withdrawn from the University. Appropriate grades of AW or W will be entered for all uncompleted courses that the student is registered in for the semester. Students will be required to complete the withdrawal process. A Personal Information Update for Returning Students form is required prior to their next registration. This form is located on myUIU. (May Session is exempt; however, students not enrolled in May Session may not be allowed to live in the residence hall during May Session.)

Remember: Consistent enrollment and attendance in classes is extremely important for the administration of Title IV funds; interruptions of enrollment and attendance can and will impact financial aid.

**Pass/Fail Registration**

Upper Iowa University believes that the college experience should be one of experiment and inquiry into diverse fields of study. In order to encourage such inquiry, Upper Iowa allows a student in good academic standing to complete up to 12 semester credits in free elective courses on a pass/fail basis. Only at the time of registration, students are allowed to designate that a course is being taken on a pass/fail basis. Pass grades awarded in courses completed on that basis are not figured into the cumulative grade point average. Failed courses will be figured into the cumulative grade point average.

## Grading System

Upper Iowa University uses a standard grading system:

Grades	Quality Points
A	4.00
A-	3.67
B+	3.33
B	3.00
B-	2.67
C+	2.33
C	2.00
C-	1.67
D+	1.33
D	1.00
D-	0.67
F	0.00

Individual instructors have the academic freedom to implement +/- grades in their courses at their discretion. The instructor's course syllabus will outline the grading scale being used.

The GPA is determined by dividing the number of quality points earned at Upper Iowa University by the total number of graded semester credits earned at Upper Iowa University. Grades transferred from other institutions are not included in the overall GPA. The GPA earned for your major will include grades transferred into your major. The GPA at the time of posting a bachelor's degree is constant. Courses completed after a bachelor's degree has been earned will not change the GPA from that point on.

A grade of I is a temporary grade assigned by the faculty member that will be changed to a letter grade of A-F by the end of the following session (center or online courses) or semester (Fayette Campus courses). An "I" may be posted to a self-paced course for as long as six months (see time limit information on page 42).

The following grades are NOT used in computing the grade point average: A grade of P is assigned for credit granted for experiential learning, special training programs, credit by examination or for other types of nontraditional learning experiences. A grade of P is also assigned for satisfactory performance in an elective course taken on a pass/fail basis. The grade W is used to denote a student-initiated drop of a course after the allowed add period of an eight-week session and before the last day to drop courses. Courses dropped after the last day to drop courses will be assigned the grade of F. (This grade will be calculated in the GPA.) Your official grade is the grade posted to myUIU at the end of the grading period. It is the student's responsibility to check myUIU grades for accuracy.

## Grade Appeal Process

The grade for any given course is based on the achievement or success of the student as defined by the individual instructor. This may be a quantitative score or a qualitative and subjective decision. The grade received for a course is final unless the instructor makes a formal grade change.

If, under unusual circumstances, a student wishes to appeal a grade and have it changed, the student must follow these procedures within one session after the grade was earned:

1. The student will notify the instructor in writing that he or she will appeal the grade received for a specific course.
2. The student will submit a written grade appeal with supporting documentation to the Dean of the school in which the course resides.
3. The Dean of the school will obtain information from the instructor and may meet with the student or additional personnel as needed.
4. The Dean of the school will render a decision in writing to the student and faculty within 60 days of receiving the grade appeal.
5. The Dean of the school will submit a grade change to the Registrar if the grade is changed.

## Academic Renewal without Course Repetition Policy

Inasmuch as past performance does not always accurately reflect a student's academic ability, Upper Iowa University has established a policy of academic renewal without course repetition.

A student who returns to Upper Iowa University to pursue an undergraduate degree after an extended absence may request permission to remove one or more of their complete academic sessions from future GPA considerations, subject to the following circumstances and conditions:

1. The student must not have enrolled at Upper Iowa University for five or more consecutive years.
2. The student must not have graduated from Upper Iowa University.
3. The student must have demonstrated academic ability by earning a GPA of 2.00 or higher upon completion of 12 semester credits after returning to Upper Iowa University.

If academic renewal is granted, the following conditions will apply:

1. All courses and credits that were taken during the chosen session or sessions will be removed from consideration for GPA calculations.
2. Semester credits earned will count toward graduation and major requirements.
3. Renewal may be applied only to academic sessions completed prior to the student's extended absence from Upper Iowa University.
4. All courses and grades for the chosen sessions will remain on the student's academic transcript, thereby ensuring a true and complete academic history.
5. The statement Academic Renewal Declared on (date) will appear on the transcript after each session affected by the renewal.
6. Academic renewal may be used only one time in a student's academic career at Upper Iowa University.
7. Once academic renewal has been declared, it is final and irreversible.

After discussing the desire to pursue academic renewal with an academic advisor, the student should submit a written request for academic renewal to the Office of the Registrar.

**Evaluations**

It is recommended that students make a declaration of their major no later than the end of their sophomore year. At the end of your sophomore year, be sure to complete an evaluation request in the Registrar's Office. The Registrar's Office will then complete an evaluation of your record, giving you up-to-date information on the progress you are making toward completing your desired program of study. If you change your proposed program, be sure to request an evaluation documenting your new major.

**Student Conduct**

The policies on Student Conduct can be found in the Student Handbook, which can be found at: [uiu.edu/support/handbooks.html](http://uiu.edu/support/handbooks.html).

**Academic Misconduct**

Please see policy at [uiu.edu/about/policies](http://uiu.edu/about/policies).

**Dean's List**

Each semester those students who are enrolled as full-time students and who have achieved at least a 3.50 GPA in at least 12 letter-graded semester credits for the semester will have their names placed on the Dean's List. Students with "I" grades in this semester will not be placed on the list. ("I" grades in field experiences, student teaching, internships, or Math seminar are exempt.) Note: Classes taken during May interim do not apply toward the Spring Dean's List.

You will be notified of this honor and sent a certificate by the respective Dean. An announcement will be sent to your local newspaper, unless you request the information be withheld.

# EXTENDED UNIVERSITY/ CENTER FOR INTERNATIONAL EDUCATION UNDERGRADUATE PROGRAM GENERAL INFORMATION

## Requirements for Admission

**Freshmen:** Students who wish to enter Upper Iowa University 1) directly from high school or 2) with less than 24 semester hours of graded transferable college credit or ACE (American Council of Education) credit will be considered for admission based on their completion of high school course requirements and college courses attempted.

**Transfer:** Transfer students with 24 or more semester hours of graded transferable college credit will be considered for admission based on their college credentials from all institutions.

Upper Iowa reserves the right to refuse admission to anyone who does not meet its standards for admission.

## Applying for Admission

Submit the following documents **directly to Upper Iowa University, PO Box 1857, Fayette, IA 52142:**

1. A completed application for admission. Apply online at [www.uiu.edu/apply](http://www.uiu.edu/apply) and the application fee will be waived.
2. Official transcripts from each college and university you previously attended. Official reports for advanced placement may also be submitted. Official transcripts must be sent directly from the granting institution. They must not pass through your hands.
3. Official transcript of your high school record for those seeking admission as a freshman (see above). This includes students who have completed Advanced Placement or college transfer credit while in high school. This requirement is fulfilled by one of the following:
  - a. An official high school transcript
  - b. Official GED certificate or score report
  - c. Evidence of a passing score on tests recognized by the state such as the High School Equivalency Test (HSET) and the Test Assessing Secondary Completion (TASC)
  - d. For International students only, official transcripts verifying completion of secondary education
4. Official or unofficial transcript of your high school record for those seeking admission as a freshman with less than 24 semester hours of graded transferable college credit or ACE (American Council of Education) credit that is earned after graduating from high school (see above). This requirement is fulfilled by one of the following:
  - a. Any item in 3a - 3d above
  - b. Official college or university transcript that lists the high school graduation date
  - c. Unofficial high school transcript or copy of high school diploma
5. Veterans – an application for veterans' benefits or change of place of training form and a copy of the DD214.
6. Active duty military and reservists – an official copy of DD295, CCAF, or JST transcript. Optional – Not required for official admission. Required for posting of credit.
7. Teachers seeking additional endorsements - copy of your current teaching license (for Iowa only).

8. To be considered for admission, international students and non-English speaking students must validate they have met Upper Iowa University's proficiency in English requirement in one of the ways listed in the following column. The student will be notified in writing of the approval or denial of admission. If you do not complete the admission process and enroll within that year, you may be required to resubmit materials.

Until a student submits all required admissions documentation, they are considered a non-degree seeking student. A non-degree seeking student is not eligible for financial aid, is limited to no more than 30 credits at UIU, and may not have a degree conferred.

Students are allowed up to 30 credit hours to complete their admission file as long as Terms of Payment are met.

Experiential Learning documentation should be submitted only after an initial evaluation is completed, upon registering for at least one course through UIU, and after discussion of your individual degree plan with your academic advisor.

## International Student Admission

### International Students - International Centers

Refer to page 42 for admission information.

### International Students – U.S. Center Programs/Distance Education

Upper Iowa University is authorized under federal law to enroll international students at certain locations. For additional information contact the Center for International Education. International student applicants must submit the following documents directly to the U.S. center or Distance Education Office in order to complete the international student admission process. Enrollment in self-paced or online courses does not qualify foreign students for a student visa because these programs can be completed from anywhere in the world. Furthermore, international students in the U.S. are prohibited by federal immigration regulations from enrolling full-time in online courses. For immigration-related inquiries, contact the Center for International Education.

1. A completed Application for Admission and application fee. Apply online at [uiu.edu/apply](http://uiu.edu/apply) to waive the application fee.
2. Official transcripts from each college and university previously attended. Official transcripts may require evaluation by a certified evaluator at the student's expense. This evaluation must be sent directly to Upper Iowa University. Contact your academic advisor to discuss the type of evaluation most useful to you.
3. Certified True Copy (CTC) of the certificate verifying credit earned through postsecondary public examination (i.e. A-Level, STPM, etc.).
4. A CTC of the credential verifying completion of secondary education if you have earned college credit, or an official secondary education transcript if you have not previously earned college credit.
5. To be considered for admission, international students and non-English speaking students must validate they have met

Upper Iowa University's proficiency in English requirement in one of the ways listed in the following column. The student will be notified in writing of the approval or denial of admission. If you do not complete the admission process and enroll within that year, you may be required to resubmit materials.

## Non-Matriculated Student Policy

Students may take classes at Upper Iowa University without being accepted in a degree-seeking program. Their official status is "non-matriculated" -- a traditional academic session meaning not enrolled in a degree program. All non-matriculated students will be required to complete an application for admission.

If a non-matriculated student decides to pursue a degree program, he/she will be required to go through the regular admissions process.

## English Proficiency Requirements

To be considered for admission, international students are required to provide evidence of a sufficient level of English proficiency. Validation of Upper Iowa University's English proficiency requirement is met in one of the following ways:

Test	Undergraduate	Graduate
TOEFL <a href="http://www.ets.org">www.ets.org</a> (institution code: 6885)		
Paper-based	500	550
Internet-based	61	79
IELTS <a href="http://www.ielts.org">www.ielts.org</a>	5.0	6.0
Required Writing score	5.0	6.0
MELAB <a href="http://www.isa.umich.edu/eli/testing/melab">www.isa.umich.edu/eli/testing/melab</a> Michigan English Language Assessment Battery	69	77
MUET <a href="http://www.mpm.edu.my/bi/main.php">www.mpm.edu.my/bi/main.php</a> Malaysian University English Test	4.0	5.0
Cambridge O Level English Language Exam D		
International General Certificate of Secondary Education (IGCSE) (English Subject) D		
ELS Language Center <a href="http://www.els.edu">www.els.edu</a>	112	N/A
SAT <a href="http://sat.collegeboard.com">http://sat.collegeboard.com</a> (institution code:6885) (Minimum critical reading sub-score)	430	N/A
ACT <a href="http://act.org">http://act.org</a> (institution code: 1360) (Minimum English sub-score)	18	N/A
HKCEE English Language (Syllabus B)	D	
HKALE English Language (AS Level)	E	
HKDSE	3	

UIU will also consider the following evidence to meet the requirement of English proficiency:

- Official transcripts validating completion of secondary education from a U.S. high school or GED equivalent.
- Official transcripts validating a minimum of two years of instruction at the secondary education level in a country where the official language is English (contact the Center for International Education or visit its website for a list of recognized countries) or an English language international school.
- Official transcripts from a two-year minimum combination of secondary and post-secondary education in a country where the official language is English.
- Official transcripts showing 24 or more successfully completed college-level semester credits\* from a regionally accredited college or university where the official language is English and English is the language of instruction. Cumulative GPA of at least 2.0 is required.
- Successful completion of an Upper Iowa University approved Intensive English Program (IEP)

\*Non-degree awarding credits (i.e. intensive English, Foundations, or deemed equivalent credits) will not be considered to meet this requirement.

Upper Iowa University reserves the right to exempt specific groups of learners from providing proof on English Proficiency approved by the Vice President of Student Life and International Education.

## Transferring Credits to UIU

### Transfer Credit

If you are a transfer student, you may expect to receive full credit for college-level courses and/or programs completed at other collegiate institutions accredited by an agency that is recognized by the U.S. Department of Education Office of Post-secondary Education (USDE-OPE) or by the Council for Higher Education Accreditation (CHEA).

Upper Iowa University will also consider acceptance of course work in transfer from:

- International institutions that are approved/registered by their country's Ministry of Education or other national educational governing body as reviewed and approved by Upper Iowa University.
- International institutions where transcripts for individual students are reviewed and evaluated by an approved foreign credential evaluators service and approved by Upper Iowa University.

Course work completed at institutions that fail to meet any of the aforementioned criteria will not be accepted in transfer to Upper Iowa University.

Course work completed with formal Upper Iowa University Articulation Partnership Advantage institutions will be transferred

following articulation guidelines. Course work from other accredited institutions will be transferred to meet particular degree requirements based on full-time faculty recommendations.

Grades earned in courses accepted for transfer will appear on your Upper Iowa University transcript, and the credits earned will count toward your total number required for graduation. However, grade points earned at another institution are not transferred and are not figured into your cumulative grade point average (GPA) maintained at Upper Iowa University, but are included in calculating the major/endorsement GPA.

Upper Iowa University may transfer up to 78 lower division college semester credits from accredited institutions.

These 78 semester credits may include:

1. No more than nine semester credits from Exercise and Sport Studies (EXSS) activity courses, including transcript-intercollegiate athletics.
2. No credits from courses identified by Upper Iowa University as remedial or developmental level (except for articulated intensive English credits from partner institutions).
3. No more than 30 semester credits from one year occupational diploma programs.

Upper Iowa University may transfer an additional 12 semester credits, identified by the transfer institution as upper division credit, to a transfer maximum of 90 semester credits.

Up to 78 lower division semester credits and 12 upper division semester credits evaluated by the American Council on Education (ACE) and semester credits earned through CLEP, DSST, Excelsior College and ACT-PEP examinations will transfer to Upper Iowa University.

Transfer grades lower than a C- will not be accepted.

Upper Iowa University will accept AA or AS degrees with a liberal arts core as fulfillment of the general education requirements for a baccalaureate program. Upper Iowa University will also accept associate degrees with a major in nursing from registered nurses (must have current license) as fulfillment of its general education requirements for the BSN program. Prerequisites are not waived.

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## Experiential Learning Credit

Upper Iowa University recognizes that students in higher education come with many experiences and from varied backgrounds. Learning experiences gained through training programs and academies may be reviewed and evaluated for academic credit.

### ACE Approved Credit

Many training programs have been approved for credit by the American Council on Education (ACE). Check with your academic advisor to see if completed training has been evaluated by ACE. There is no charge for transcribing ACE recommended credit. Credits earned through ACE do not reduce the minimum required 30 semester credits of course work through Upper Iowa



University for graduation. Credits earned through ACE do not apply to the 60 graded credits needed to graduate with *Magna* or *Summa Cum Laude* honors.

### Credit by Examination

Students may earn credit through CLEP/DSST/Excelsior College and/or ACT-PEP examinations. There is a minimal testing fee. Credit by examination is transcribed without charge when the student's score is at the level recommended by ACE for credit. These exams are accepted to fulfill requirements in very specific ways. See your academic advisor before taking any credit-bearing exams to ascertain the appropriate exam for your degree plan.

Credits earned by examination do not reduce the minimum required 30 semester credits of course work through Upper Iowa University for graduation. Credits earned by examination do not apply to the 60 graded credits needed to graduate with *Magna* or *Summa Cum Laude* honors.

### Experiential Learning Portfolio Credit

A portfolio process has been developed to determine students' achievements and demonstrated learning outcomes. Students can earn up to 30 semester credits for prior learning experience. Contact your academic advisor for information on the guidelines and procedures.

Experiential learning credit granted by another institution is accepted only if it is a part of a degree earned and transferred to UIU. Similarly, credit granted by UIU for experiential learning may not transfer to other institutions.

Because the documentation process required of you is extensive, and since the evaluation of this documentation by UIU staff demands considerable time, you must be accepted for admission and registered for at least one course through Upper Iowa University before you may apply for experiential learning credit.

Experiential learning portfolio credits do not reduce the minimum required 30 semester credits of course work through Upper Iowa University for a bachelor's degree. Experiential learning credits do not apply to the 60 graded credits needed to graduate with *Magna* or *Summa Cum Laude* honors. Experiential learning credit, awarded as upper division credit, may be used to satisfy the upper division credit requirement for graduation. Education course credits may not be earned through Experiential Learning.

Fees for experiential learning credit granted are assessed at \$60 per semester credit. See your academic advisor for more information. All fees are due within 90 days of assessment, and before credit will be recorded on your transcript. An official transcript will be issued only after you complete a course with Upper Iowa University.

### Law Enforcement and Fire Science Credit

Students who have successfully completed law enforcement or fire science training may submit documentation to Upper Iowa University for evaluation. There is a one-time evaluation fee of \$200 paid at the time of submission. The documentation will be evaluated for credit and applied to the UIU transcript. Consult your academic advisor for further information. A maximum

of 30 semester credits can be earned through a combination of portfolio and law enforcement/fire science credits.

Credits earned for law enforcement and/or fire science training do not reduce the minimum required 30 semester credits of course work through Upper Iowa University for graduation. Credits earned through law enforcement or fire science do not apply to the 60 graded credits needed to graduate with *Magna* or *Summa Cum Laude* honors.

### Military Credit

Credit for military courses, training and occupational specialties/ratings with American Council on Education (ACE) college credit recommendation guidelines will be transcribed at no charge. Training completed may be verified by an official Joint Service Transcript (JST) or Community College of the Air Force (CCAF) transcript, DD295, or copies of certificates; a portfolio is not required. Up to 78 lower division semester credits and an additional 12 upper division semester ACE-evaluated military credits may be transferred for a maximum of 90 semester credits toward the 120 semester credits required for graduation. ACE-recommended military credits do not reduce the minimum required 30 semester credits of coursework through Upper Iowa University for a bachelor's degree or 15 semester credits for an associate's degree. ACE-recommended military credits do not apply to the 60 graded credits needed to graduate with *Magna* or *Summa Cum Laude* honors.

### Support for Military Students

Upper Iowa University is a signatory of the Department of Defense Voluntary Education Partnership Memorandum of Understanding (MOU) and adheres to the Principles of Excellence for Education Institutions Serving Service Members, Veterans, Spouses and Other Family Members per Executive Order 13607. The university is also a participating institution in the Yellow Ribbon Program.

Upper Iowa University has been recognized by Military Advanced Education as a Top Military-Friendly University and by Victory Media as a Military Friendly School consecutively since 2008, and is an active participant in the Council of College and Military Educators.

**Servicemembers Opportunity Colleges (SOC):** Upper Iowa University is a core member of the Servicemembers Opportunity Colleges Consortium and the SOC Degree Network System. SOC was established in 1972 and its members subscribe to principles and criteria to ensure that quality academic programs are available to military students, their family members, civilian employees of the Department of Defense, Coast Guard, and veterans.

### SOC Degree Network System

The SOC Degree Network System (DNS) consists of degree-granting colleges and universities that have pledged to help servicemembers and their adult family members complete college degrees by adopting policies that have been outlined in the Voluntary Education Partnership Memorandum of Understanding (MOU). Many courses offered by Degree Network System institutions have two-way guaranteed transferability, making it

easier for servicemembers to complete associate and bachelor's degrees no matter where they move during their military careers. The SOC DNS Student Agreement issued by all SOC Degree Network System member institutions provides a complete evaluation of the servicemember's prior learning, including courses from other colleges and universities, military training courses, military occupational experience, and nationally-recognized tests, as well as clearly identifying requirements for completing the degree.

SOC operates a two year system for associate's degrees (DNS-2) and a four year system for bachelor's degrees (DNS-4). Upper Iowa University is a core member of both systems. Refer to the SOC Degree Network System -2 and -4 Handbooks to view associate and bachelor degree programs, location offerings, and college information ([http://www.soc.aascu.org/socdns/DNSPubs.html#2\\_handbook](http://www.soc.aascu.org/socdns/DNSPubs.html#2_handbook)).

**Army, Army National Guard, Army Reserves:** Upper Iowa University is a Letter of Instruction (LOI) Member Institution in GoArmyEd. GoArmyEd is the virtual gateway for all eligible Active Duty, National Guard and Army Reserve Soldiers to request Tuition Assistance (TA) online, anytime, anywhere for classroom and distance learning. It allows Soldiers to manage their education records including college classes, testing, on-duty classes and Army Education Counselor support. GoArmyEd is also the virtual gateway for Army Civilians to apply for their Civilian education, training, and leader development events. As a member institution, there are no up-front, out-of-pocket expenses for soldiers when enrolling in Upper Iowa University classes as long as their request for TA has been approved by the Army. Upper Iowa University has selected by the Army to offer associate and bachelor's degrees to Soldiers, their spouses, and adult children worldwide as part of the SOC DNS-2 and -4 systems

**Navy:** Upper Iowa University is a partner institution in the Navy College Program Distance Learning Partnership (NCPDLP). The Navy College Program (NCP) has developed partnerships with colleges and universities to offer rating relevant degrees via distance learning to sailors everywhere. Upper Iowa University provides associate and bachelor degree programs relevant to each rating, and makes maximum use of military professional training and experience based on the Joint Service Transcript (JST) transcript to fulfill degree requirements. The program provides opportunities to take courses through distance learning so that sailors anywhere will be able to pursue a degree. Upper Iowa University has selected by the Navy to offer associate and bachelor's degrees to Sailors, their spouses, and adult children worldwide as part of the SOC DNS-2 and -4 systems.

**Coast Guard:** Upper Iowa University has selected by the Coast Guard to offer associate and bachelor's degrees to Coast Guard personnel, their spouses, and adult children worldwide as part of the SOC DNS-2 and -4 systems.

**Air Force:** Upper Iowa University recognizes the work completed in the Community College of the Air Force and currently has an articulation agreement based on those courses. As a registered institution in the AU-ABC (Air University Associate-to-Baccalaureate Cooperative), we treat the CCAF transcript just as we would any community college transcript and will apply all appropriate

coursework toward a bachelor's degree. The AU-ABC is an initiative between the Air Force and civilian higher education institutions to offer baccalaureate degree opportunities to every Air Force enlisted member. The program directs airmen with associate in applied science degrees to a collection of accredited "military friendly" colleges and universities to consider when completing a four-year degree. Airmen enroll in classes and request tuition assistance in the Air Force's Virtual Education Center.

**Marine Corps:** As with the other services, Upper Iowa University will evaluate your military training as posted on the Joint Service Transcript (JST) and build a personalized college degree plan by consolidating earned credit from military training, college level testing programs, self-paced degree courses and other college courses. Upper Iowa University has selected by the Marine Corps to offer associate and bachelor's degrees to Marines, their spouses, and adult children worldwide as part of the SOC DNS-2 and -4 systems.

**Military Spouse Program:** The MyCAA Scholarship is a workforce development program that provides up to \$4,000 of tuition assistance to eligible military spouses. The scholarship helps military spouses pursue licenses, certificates, certifications or associate degrees necessary to gain employment in high demand, high growth portable career fields and occupations. Spouses may use their MyCAA funds at any academic institution approved for participation in the MyCAA Scholarship.

## Undergraduate Program – Tuition and Fees

Tuition per undergraduate semester credit for U.S. WI/IL/AZ on-site courses	\$454*
Tuition per undergraduate semester credit for U.S. IA on-site courses	\$454*
Tuition per undergraduate semester credit for U.S. Alexandria on-site courses	\$292*
Tuition per undergraduate semester credit for U.S. Baton Rouge on-site courses	\$292*
Tuition per undergraduate semester credit for U.S. DeRidder on-site courses	\$292*
Tuition per undergraduate semester credit for U.S. Online Program courses	\$454
Tuition per undergraduate semester credit for Self-Paced Degree Program courses	\$325
Application fee for the U.S. Center, Self-Paced Degree, and U.S. Online Programs (nonrefundable) waived for applications completed online	\$50
Application fee for the International Center Programs (nonrefundable)	Varies by Center
Audit fee, per semester credit not available in the U.S. Online Program or International Programs	\$95
Technology use fee, per semester credit enrolled	Varies by Center/Program
Experiential Learning Portfolio assessment fee (nonrefundable),	\$60

applicable toward semester credit charge if credit for experiential learning is awarded	
Experiential learning credit, per semester credit, payable within 90 days of the granting of this credit (nonrefundable)	\$60
Extra-institutional Evaluation (per evaluation) for Law Enforcement, Fire Science, Cosmetology, Massage Therapy, Emergency and Disaster Management, Health Services Administration, and Corporate Training	\$200
Internship liability insurance, one time fee for PSY 403 only	\$20
Transcribing credit as recommended by ACE guidelines, including PEP, DSST and CLEP	No Charge
DSST administrative fee (plus the cost of exam)	\$20
Transcripts, per paper copy	\$8
Transcripts, per copy faxed	\$10
Transcripts, per copy faxed and mailed (written request must be made to Registrar's Office)	\$15
Certificate Claim fee payable at time of application for certificate	\$30
Graduation fee (Domestic), payable at time of application for graduation	\$75
Graduation fee for International Centers vary. See local fee schedule.	
Self-Paced Degree Program administrative withdrawal fee	\$99
Self-Paced Degree extension fee	\$99

For additional information, see [uiu.edu/future/annual-costs.html](http://uiu.edu/future/annual-costs.html)

International Center Students contact the center for tuition rates.

A student's diploma or transcript will not be released until all financial obligations are satisfied in full.

\*Students at military installations should contact their center director for tuition rates.

Students receiving financial aid will be required to pay, at the time of registration (all programs) or by the Wednesday before the start of the semester (Center and Online Programs), any difference between total expenses and the aid.

Student refunds will be processed the 25th business day of each semester if a student has completed all requirements for registration, financial aid, and attendance validation per the course catalog.

Books or instructional materials are generally required with each course. Some courses may require additional fees. Book and supply costs are estimated at \$100-\$200 per undergraduate course.

## Payment of Tuition and Fees

### Terms of Payment

In accordance with University policy, all semester charges are due and payable the Wednesday before start of semester/session. Payment plans must be in place by Wednesday before the start of the semester if charges and fees won't be paid in full. Default of payment may result in the student's enrollment being delayed

or denied; satisfactory arrangements must be made before reinstatement.

Awarded financial aid eligibility is applied to the student's account each semester upon verification of attendance. Diplomas, certificates, or transcripts will not be released until all financial obligations are met.

### Delayed Payment Option

This option is only allowed for students who are receiving tuition reimbursement from their employer. Payment in the amount of the employer reimbursement is due and payable by the 45th day after course completion. The amount of tuition and fees not covered by employer reimbursement is due and payable by the Wednesday before the start of the session. There will be a \$25 late fee incurred for any payment not received by the due date. Students who do not make timely payments may not be allowed to utilize the deferred payment option in future sessions, at the discretion of Upper Iowa University. For any payment that has not been paid by the due date, UIU has the option of canceling current enrollment, holding transcripts and diplomas, or blocking student's ability to register for future classes.

### Payment Plans

The convenience of paying school expenses on a monthly basis is an attractive option for many. Upper Iowa University is excited to provide an opportunity for students to pay educational expenses by setting up an interest-free monthly payment plan that is available to all students. Payment plans allow students to distribute the costs of education over a period of time rather than paying large lump sums all at once. Payments are due by the scheduled due dates as specified on the payment plan. Payments not received by the scheduled due dates will be subject to a \$25 late fee for each overdue payment. Payment plans must be in place by the Wednesday before the start of the session. For payment plans established after the first official due date of the payment plan, a student may still participate by including all back payments with their first payment. If you are interested in learning more about the payment plans or setting up a payment plan, please contact the Business Office by calling 800-553-4150 or email [businessoffice@uiu.edu](mailto:businessoffice@uiu.edu).

## Classification of Students

### Official Status

1. Regular: A student whose record and current standing indicate systematic pursuit of study toward a degree.
2. Non-Matriculated: A student not admitted as a degree candidate.
3. Auditor: A student who registers on a noncredit basis for one or more courses. An auditor may not change registration to complete the course for credit.

### Registration Status

1. Full-time: A student registered for 12 or more credits in a semester.
2. Three-quarter-time: A student registered for 9-11 credits in a semester.

3. Half-time: A student registered for 6-8 credits in a semester.
4. Less than half-time: A student registered for 5 or less credits in a semester.

Status can only be obtained through Center and/or Online Program enrollment. Self-Paced Degree Program enrollment is always considered half-time or less for 3-12 credits.

### Class Status

1. Freshman: A student who has earned fewer than 30 semester credits.
2. Sophomore: A student who has earned 30 to 59 semester credits.
3. Junior: A student who has earned 60 to 89 semester credits.
4. Senior: A student who has earned 90 semester credits or more.

### Course Loads

As a full-time student with average to above average grades, you will normally enroll for six semester credits per eight-week session, which is equivalent to a full-time load. Students desiring to enroll in more than eight semester credits per session through Center, Online, and/or Self-Paced Degree Programs must:

1. Meet the minimum GPA requirement. A cumulative minimum GPA of 3.0 is required to enroll in nine semester credits, and a 3.5 is required to enroll in 12 semester credits per session.
2. Have been a full-time student with Upper Iowa University during a previous session; and,
3. Have the permission of the program/center director or academic advisor.

Students will not be allowed to register for more than 12 semester credits a session in any UIU program.

### Grading System

Upper Iowa University uses a standard grading system:

Grades	Quality Points
A	4.00
A-	3.67
B+	3.33
B	3.00
B-	2.67
C+	2.33
C	2.00
C-	1.67
D+	1.33
D	1.00
D-	0.67
F	0.00

Individual instructors have the academic freedom to implement +/- grades in their courses at their discretion. The instructor's course syllabus will outline the grading scale being used.

The GPA is determined by dividing the number of quality points earned at Upper Iowa University by the total number of graded semester credits earned at Upper Iowa University. Grades transferred from other institutions are not included in the overall GPA. The GPA earned for your major will include grades transferred into your major. The GPA at the time of posting a bachelor's degree is constant. Courses completed after a bachelor's degree has been earned will not change the GPA from that point on.

The following grades are not used in computing the grade point average:

#### I - Incomplete

A temporary grade assigned by the faculty member that will be changed to a letter grade of A-F by the end of the following session (center or online courses) or semester (Fayette Campus courses). An "I" may be posted to a self-paced course for as long as six months (see time limit information on page 39).

#### P-Passing

A grade of **P** is assigned for credit granted for experiential learning, special training programs, credit by examination or for other types of nontraditional learning experiences. A grade of **P** is also assigned for satisfactory performance in an elective course taken on a pass/fail basis. Students must request pass/fail grading in writing to their academic advisor or program/center director before the beginning of the session. A maximum of 12 credits may be earned at Upper Iowa University on a pass/fail basis as general electives.

#### W-Withdrawal

For Center or Online Program students: the grade **W** is used to denote courses dropped (student-initiated) between the first and fifth week of an eight-week session. Courses no longer attended after the fifth week of an eight-week session will be issued a letter grade (**A-F**) based on work completed in relation to total course requirements.

For Self-Paced Degree Program enrollments: if you wish to withdraw prior to the last day of the enrollment period, complete a withdrawal form found on myUIU or contact your academic advisor for assistance. A student-initiated withdrawal can occur at any time within the six-month enrollment period and a grade of **W** is applied.

#### AU-Audit

The grade **AU** is given when a student enrolls in a course without receiving college credit.

#### AW-Administrative Withdrawal

The grade **AW** is assigned to courses in which the student has been administratively withdrawn.

#### NA-Non-attendance

The grade of **NA** is assigned when a registered student fails to attend the first week (or comparable time frame) of class and fails to withdraw prior to the start of the course. Excessive **NA** grades may result in disciplinary actions.

Your official grade is the grade posted to myUIU at the end of the grading period. It is your responsibility to check myUIU grades for accuracy. You may request an evaluation of your progress toward your major program of study and degree completion at any time from your academic advisor.

### Grade Appeal Process

The grade for any given course is based on the achievement or success of the student as defined by the individual instructor. This may be a quantitative score or a qualitative and subjective decision. The grade received for a course is final unless the instructor makes a formal grade change.

If, under unusual circumstances, a student wishes to appeal a grade and have it changed, the student must follow these procedures within one session after the grade was earned:

1. The student will notify the instructor in writing that he or she will appeal the grade received for a specific course.
2. The student will submit a written grade appeal with supporting documentation to the Dean of the school in which the course resides.
3. The Dean of the school will obtain information from the instructor and may meet with the student or additional personnel as needed.
4. The Dean of the school will render a decision in writing to the student and faculty within 60 days of receiving the grade appeal.
5. The Dean of the school will submit a grade change to the Registrar if the grade is changed.

### Repeat Policy

Undergraduate and graduate students may repeat a course to earn a higher grade: only the highest grade earned will be used in calculating the grade point average. Grades of “A” may not be repeated. Undergraduate and graduate students will not be permitted to repeat a course more than twice, excepted as permitted by this policy.

Students who need to repeat a course a second time must obtain the approval of the Dean/School Designee of their program home school and be registered with assistance. Students may request to repeat a course a third time for extenuating circumstances to the Dean of the School in which the course resides.

Exceptions are made for courses designated to be taken multiple times, general education requirements, research credits, special projects, special topics, social work training certificate courses, first aid, and CPR and internships.

A student’s academic eligibility to repeat a course does not ensure that the credits associated with the repeated course will count toward his or her financial aid eligibility. Students receiving federal financial aid should remember that failed coursework

is calculated in the overall Satisfactory Academic Progress (SAP) review, and a student is required to meet SAP standards to remain eligible for financial aid. For financial purposes, a student may receive federal financial aid (Title IV funds) for a repeated course only once if the course was previously passed (credit has been received).

### Academic Renewal without Course Repetition Policy

Inasmuch as past performance does not always accurately reflect a student’s academic ability, Upper Iowa University has established a policy of academic renewal without course repetition.

A student who returns to Upper Iowa University to pursue an undergraduate degree after an extended absence may request permission to remove one or more of his or her complete academic sessions from future GPA considerations, subject to the following circumstances and conditions:

1. The student must have completed at least one academic session with Upper Iowa University and must not have enrolled at Upper Iowa University for five or more consecutive years.
2. The student must not have graduated from Upper Iowa University.
3. The student must have demonstrated academic ability by earning a GPA of 2.00 or higher upon completion of 12 credit hours at Upper Iowa University after returning to Upper Iowa University.

If academic renewal is granted, the following conditions will apply:

1. All courses and credits that were taken at Upper Iowa University during the chosen session or sessions will be removed from consideration for GPA calculations.
2. Credit hours earned will count toward graduation and major requirements.
3. Renewal may be applied only to academic sessions completed prior to the student’s extended absence from Upper Iowa University.
4. All courses and grades for the chosen sessions will remain on the student’s academic transcript, thereby ensuring a true and complete academic history.
5. The statement “Academic Renewal Declared on (date)” will appear on the transcript after each session affected by the renewal.
6. Academic renewal may be used only one time in a student’s academic career at Upper Iowa University.
7. Once academic renewal has been declared, it is final and irreversible.

After discussing the desire to pursue academic renewal with an academic advisor, the student should submit a written request for academic renewal to the Registrar’s Office.

### Dean's List

Each semester those students who are enrolled as full-time students and who have achieved at least a 3.50 GPA in at least 12 letter-graded semester credits for the semester will have their names placed on the Dean's List. Students with "I" grades in this semester will not be placed on the list. ("I" grades in field experiences, student teaching, internships, or Math seminar are exempt.)

You will be notified of this honor and sent a certificate by the respective Dean. An announcement will be sent to your local newspaper, unless you request the information be withheld.

### Student Conduct

The policies on Student Conduct can be found in the Student Handbook, which can be found at: [uiu.edu/support/handbooks.html](http://uiu.edu/support/handbooks.html).

### Academic Misconduct

Please see policy at [uiu.edu/about/policies](http://uiu.edu/about/policies).

## U.S. Center Program Information

### Programs, Majors and Courses

The programs, majors and courses available at each center are accessible on the UIU web page at [uiu.edu](http://uiu.edu) under the location and distance education section or by contacting the center.

### Center Program Registration

- New students must register at the center.
- Currently enrolled students must register through myUIU.

Registration begins approximately six weeks before the start of each semester. You are strongly encouraged to register early. Classroom capacity may limit the size of classes. If enrollments dictate and there is lead time to make the necessary arrangements, a second section of a course may be added. Without adequate lead time, courses may close when enrollment reaches classroom capacity.

All Upper Iowa University students register through myUIU, Upper Iowa University's online portal. Access to myUIU is on the University website at [uiu.edu](http://uiu.edu). Step-by-step instructions for course registration are listed on the student tab and also found under the student handouts portlet. All students are issued a username and password through their center/program after their first Upper Iowa University registration.

Tuition and any course-related fees are due at the time of registration or on Wednesday before the start of the semester. Active-duty Army, US Army Reserve, and Army National Guard personnel must register through the GoArmyEd portal. For all other military personnel receiving tuition assistance, registration must be completed in accordance with the specific military service requirements. Proof of TA must be provided at time of registration. Contact your Center Program office or the Integrated Enrollment Center for more details.

### Session Dates and Program Information

Center specific session dates, programs and majors offered are available at each center or on the UIU web page at [uiu.edu](http://uiu.edu) under the locations and distance education section.

### Auditing Center Program Courses

By advance permission of the program/center director or academic advisor, you may enroll for courses on an audit basis. As an auditor, you will not be required to take examinations, and you will earn no college credit. A special tuition fee of \$95 per semester credit is charged (see page 32). **Note: Financial aid is not available for auditors.**

### Changes in Center Program Registration

Note the following policies for changing your registration:

1. You may not add a course after the registration period has ended.
2. If you wish to withdraw from a course, you must complete a Course Withdrawal form (located on myUIU) prior to the close of business the last day classes meet of the fifth week of the session. Failure to attend class does not constitute withdrawal. Students who register for a course and fail to attend it will be assigned a grade of NA unless a withdrawal form is completed prior to the first day of the course.
3. Courses registered as audit cannot be converted to credit-bearing courses after the last date to add. Courses registered as credit-bearing cannot be converted to audit after the last date to add.

### Center Program Refund Policy and Course Withdrawal

If a student decides to withdraw from the University before the end of a semester or session, the student's charges, financial aid, tuition assistance, and/or veteran benefits could be affected. Tuition adjustments are independent from academic and financial aid deadlines. Tuition will be adjusted based on the percentages listed below for the weeks completed in the eight-week enrollment period. If the course meets on an alternative schedule, consult your center for refund schedule. Withdrawing from a course in progress may result in significant student account charges. Consult with the Business Office before withdrawing.

For students from Wisconsin, Maryland, Georgia, Oregon, or Arizona centers, state laws apply.

	Refund Percentage
Withdrawal before the first class meeting	100%
Withdrawal during week one	75%
Withdrawal during week two	50%
Withdrawal after week two	0%

Course withdrawal may impact financial aid eligibility. A financial aid counselor is available to discuss this decision with you.

Upper Iowa University is required to use a statutory schedule to determine the amount of Title IV aid that you have earned when you cease attendance based on the period of enrollment. Up through the 60 percent point in each period of enrollment,

a pro rata schedule, based on number of days in attendance divided by number of days in the payment period, will be used to determine the amount of Title IV aid you have earned at the time of withdrawal. View the financial aid refund policy for more information.

Withdrawing from a course in progress may result in significant student account charges. A withdrawal calculation will be performed for any Title IV student who ceases attendance from the University during the semester. This includes those requesting a leave of absence. Consult with your center advisor before withdrawing. For more information on financial aid implications, go to [uiu.edu/financialaid](http://uiu.edu/financialaid).

### Validation of Enrollment

Registration for each course must be validated by attending at least one of the first three class sessions. A class session equals 2.25 hours or 2.75 hours for education courses. For classes meeting twice per week, you must attend the first, second or third session. For classes meeting once per week, you must attend either the first week or the second week. Failure to validate enrollment when courses begin will result in a grade of NA (never attended) and removal from the course.

### Administrative Withdrawal

During weeks one through six of the session if your consecutive absences exceed the number of class meetings per week, three absences for classes meeting twice per week or two absences for classes meeting once per week, the center director will initiate the administrative withdrawal procedure and the staff will contact you. In the absence of extenuating circumstances, a grade of AW will be recorded and you will be removed from the class.

A student enrolled in the Senior Project who does not submit the rough draft of the project to the instructor by the end of week five will be withdrawn from the course and a grade of **AW** will be recorded.

Administrative withdrawal will affect financial aid funding.

### Additional Learning Options

A feature of our flexible, dynamic academic program is the opportunity for individualized study, with prior approval by the program/center director, for **Directed Study**, **Special Project**, and **Internship** courses.

1. Special Project: You and your instructor design a course in an area you are especially interested in exploring.
2. Internship: You may take a course that offers hands-on experience in a career setting directly related to your major area of interest. Contact your center director or academic advisor for more information.

**Note:** Internships are not available to Online and Self-Paced Degree students in New Mexico.

3. Directed Study: A Directed Study course is an individualized delivery of an existing course found in the catalog and is only offered in exceptional circumstances. Course outcomes and objectives for the DS course are the same

as if the course were being taken in a non-individualized delivery mode. Contact the School Dean's office for the approval process prior to registering for the class.

### Class Cancellations

If classes must be cancelled on a given evening it will be displayed on the [uiu.edu](http://uiu.edu) homepage and the local radio/television stations will be notified no later than 3 p.m. When classes will be held as usual, no announcement will be made. If you commute from a long distance, you are urged not to take unnecessary risks at times when road conditions are hazardous. If you must be absent for this reason, inform your instructor and your center staff.

### Class Attendance

As an Upper Iowa University student, you are expected to attend class regularly and promptly in order to do satisfactory work. While attendance will not be used in grade determination, class participation requirements are set forth by individual instructors. These expectations may be more stringent in some classes than others. When you must be absent from class because of illness or emergency, you are expected to arrange for the completion of make-up tests or homework with the individual faculty member(s). These arrangements are to be made prior to the incurred absence, except in emergency situations.

## Distance Education

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### Online and Self-Paced Degree Programs

Upper Iowa University offers two nationally recognized distance learning programs. The programs are designed to provide affordable, accessible education to students worldwide.

### Programs, Majors and Courses Offered Through Distance Education

The programs, majors, and courses available through the distance learning programs are available on the UIU website at [uiu.edu/online](http://uiu.edu/online) or by contacting the University.

Upper Iowa University  
Distance Education  
PO Box 1857  
Fayette, IA 52142-1857  
Direct phone: 563-425-5200  
Toll free phone: 800-553-4150  
Fax: 563-425-5287  
Email: [distance@uiu.edu](mailto:distance@uiu.edu)  
Website: [uiu.edu/online](http://uiu.edu/online)

## Self-Paced Degree Program Information

The UIU Self-Paced Degree Program started in 1973 and was one of the first of its kind in the nation. Self-paced courses offer a challenging and rewarding opportunity to earn credit for college courses without attending an organized class. Students may study at their own pace and at the time and place of their choosing. Self-paced programs have proven highly beneficial for those who desire to continue their educational goals for the completion of a degree or to meet requirements for certification or to fulfill lifelong learning.

Self-paced courses involve individual teaching of a student by an instructor on a one-to-one basis. Interaction and feedback between self-paced course faculty and students takes the form of written assignments, testing, evaluations, guidance, and assistance via such media as print/written word, telephone, fax, e-mail, and other electronic technologies. Computer access and/or a proctored exam will be required as determined by your self-paced instructor. A student must be self-motivated and self-disciplined to successfully complete a self-paced course.

### Enrollment

#### Flexibility and Convenience

You may enroll in a self-paced course at the beginning of each calendar month during the year. Coursework is completed entirely at a distance — no on-campus attendance required. You may be admitted to the program at any time during the year. It is recommended that you enroll in one or two courses initially. You may work with an admissions counselor to enroll in a course prior to formal admission. For international students in the U.S., no more than one, three credit hour self-paced course per semester can be used to meet the minimum full-time enrollment requirement in accordance with federal immigration regulations.

### Self-Paced Degree Program Registration

1. **Course Registration:** All Upper Iowa University students register through myUIU, Upper Iowa University's web portal. Access to myUIU is on the University website at [uiu.edu](http://uiu.edu). Step-by-step instructions for course registration are listed on the student tab and also can be found under the student handouts portlet. Note: Students who are unable to use myUIU may contact their academic advisor for assistance.
2. **Payment:** Tuition and any course-related fees are due prior to start of class.
3. **Financial Aid:** Federal Financial Aid may be available for students enrolled in the Self-Paced Degree Program.
4. **Military Tuition Assistance (TA):** Active-duty Army, Army Reserves, and Army National Guard personnel must register through the GoArmyEd portal. Select the Upper Iowa University appropriate instruction mode for the Self-Paced format of choice. The "DL - Self-Paced" option will list the courses offered through the Self-Paced Web format. The "DL - Correspondence" option will list the courses offered through the Self-Paced Paper format.

All other military personnel using military tuition assistance (MTA) will have their education officer approve the class and submit the completed TA form to their academic advisor. All military tuition assistance forms must be received before the first day of the session. If you need assistance applying for Military Tuition Assistance, please contact your respective education office.

5. **Auditing Self-Paced Degree Program Courses:** By advance permission of your academic advisor, you may enroll for courses on an audit basis. As an auditor, you will not be required to take examinations, and you will earn no college credit. A special tuition fee of \$95 per semester credit is charged (see page 32). **Note: Financial aid is not available for auditors.**

### Self-Paced Degree Program Refund Policy and Course Withdrawal

If a student decides to withdraw from a course before the end of a semester or session, the student's charges, financial aid, tuition assistance, and/or veteran benefits could be affected. Tuition adjustments are independent from academic and financial aid deadlines. Upon receiving a request for withdrawal, using the number of lessons submitted as compared to the total due, a refund of tuition is made according to the following guideline.

On or before the first day of the enrollment period*	100%
After the first lesson through 10% of the enrollment period	90%
After the first 10% through the first 25% of the enrollment period	50%
After the first 25% of the enrollment period	0%

\*Enrollment is measured by the number of assignments to be submitted during a six-month period of time, as determined by the University, during which semester credits are earned toward graduation. The refund/repayments shall be calculated using the percentages noted above as determined using the number of assignments completed and the number of assignments yet to be submitted.

Students who withdraw from a course prior to submitting the first assignment, or who are administratively withdrawn for non-submission of assignments, will be charged an administrative fee of \$99.

Course withdrawal may impact financial aid eligibility. A financial aid counselor is available to discuss this decision with you.

Upper Iowa University is required to use a statutory schedule to determine the amount of Title IV aid that you have earned when you cease attendance based on the period of enrollment. Up through the 60 percent point in each period of enrollment, a pro rata schedule, based on units completed divided by units due in the payment period, will be used to determine the amount of Title IV aid you have earned at the time of withdrawal.

Withdrawing from a course in progress may result in significant student account charges. Consult with the Business Office before withdrawing. For more information on financial aid implications, go to [uiu.edu/financialaid](http://uiu.edu/financialaid).



**Self-Paced Degree Program Administrative Withdrawal**

A grade of AW (administrative withdrawal) is recorded for any course from which a student is administratively withdrawn. At least one complete assignment/unit must be received and verified by the instructor within the first 60 days of the enrollment period or the student will be administratively withdrawn from the course.

Non-Attendance (NA): Never attended grades are not applicable to the Self-Paced Degree Program.

**Self-Paced Degree Program Delivery Options**

Self-Paced Degree courses are offered in paper and web formats. All course requirements may be completed entirely at a distance with no on-campus attendance.

**Web-based Format Option**

After enrollments are processed each month, learners will receive a link for accessing the web-based course materials, including textbook information, and detailed instructions for completing the course. As you move through the course, you will submit each assignment electronically using uiuLearn (Desire2Learn Brightspace), UIU's learning management system. The use of uiuLearn requires access to the Internet and a web browser. You will be given access to your classroom the first day of the course.

**Technical Requirements for Web-Based Format Option**

It is UIU's goal to make the student's learning experience the best it can be. One way to achieve this goal is to ensure that certain essential tools are available when the student accesses their web-based course. Information related to technical requirements for the Upper Iowa University learning management system, uiuLearn, can be found under the browser information section on the uiuLearn homepage at [uiulearn.uiu.edu](http://uiulearn.uiu.edu). The system automatically checks the user's browser to determine its compatibility. A message will appear if compatibility is not met. In the event issues arise, support information is also located at [uiulearn.uiu.edu](http://uiulearn.uiu.edu).

**Learning Management System for Web-Based Format Option**

Upper Iowa University utilizes the Desire2Learn Brightspace learning management system (LMS). UIU has branded the LMS with the name uiuLearn. All students who enroll in web-based classes are expected to complete the student orientation tutorial and have appropriate knowledge to use the system effectively. The system is supported by a 24/7 helpdesk available at [helpdesk@d2l.com](mailto:helpdesk@d2l.com) or 877-325-7778. Failure to post correctly and submit assignments/exams as required does not provide the basis for appeals of tuition and/or resubmission.

**Paper-Based Format Option**

You will receive a print or PDF version of the course guide approximately two days prior to the beginning of the session. The course guide will include textbook information and detailed instructions for completing your course. The guide provides structured lessons that contain an introduction, assigned readings, and

written assignments. Course guides for the paper-based option will be sent by U.S. mail or to your peacocks email address.

**Individual Guidance and Instruction**

Success in a Self-Paced Degree Program is largely determined by your self-discipline, motivation, and amount of time devoted to study. You should carefully consider your commitment to work, home, family, social, and community activities in deciding how much time you will have available for study.

Another key to your success is the individual guidance and instruction you will receive. Each of your lessons will be evaluated by your course instructor and returned with comments regarding your individual assignment. You may also submit comments and questions with your assignments.

**Academic Advising**

Questions about applying course credit toward degrees or majors at UIU should be directed to your program/location academic advisor. If you are taking courses to transfer to another institution, you are responsible for acceptance of credit at the institution in which you are enrolled. If you wish to transfer credit to another school from UIU, you should make specific arrangements with that institution prior to enrolling in any course.

**The Honor System**

It is expected that you submit your own work. The written answers to all lessons, tests or examinations submitted by each student for grading and/or credit in a Self-Paced Degree course must be his/her own work. While you may wish to study and discuss with others, work submitted must be your own. If it is shown you have plagiarized another's work, or if any cheating is confirmed, you will, at the instructor's discretion, receive an "F" for the work and/or course. If this occurs, there will be no refund.

**Lesson Submission**

As a general rule, allow one to three weeks for assignments/units to be graded and returned. This can vary depending on the method of submission. After the lesson has been returned, review it carefully and make any inquiry about the lesson immediately. Delays in return of assignments and examination results may be expected around scheduled holidays and breaks.

No more than three assignments/units may be submitted in a one-week period. Courses may have their own guidelines — read the syllabus carefully. The minimum time allowed to complete a course is two weeks per credit hour; a three-credit course cannot be completed in less than six weeks.

If you must complete a course in a short time, you should make sure the instructor is aware of this and is available to correct lessons. You are responsible for completing assignments and exams early enough to ensure the grade is available when needed. The final exam must be completed and received by the Distance Education Office at least two weeks before the grade is needed. This is especially important if you plan to graduate.

**Examinations**

The course materials you will receive at the beginning of the course will explain what exams are required, when to request

the exams and what material will be covered. For the web-based format option, exams will be taken through the learning management system. For the paper-based option, you will need to make arrangements to complete examinations under the supervision of a qualified proctor (someone to administer the exam).

For the paper-based option requiring a proctor, you must bring a photo I.D. with you to the exam.

Approved exam proctors are:

- school principals
- superintendents
- guidance counselors
- full-time school or public librarians
- testing centers at an accredited community college/college/university
- embassy officials
- military education officers or test control officers
- company education directors, directors of training and development or human resource directors (student must be employed by the company).
- professional testing center
- UIU Center staff

**Teachers, employers, relatives, close friends, and other UIU students cannot serve as proctors. Exams will not be sent to residential locations.**

#### **Communications Concerning Your Studies**

Upper Iowa University  
Self-Paced Degree Program  
PO Box 1857  
Fayette, IA 52142-1857

Direct phone: 563-425-5200  
Toll free phone: 800-553-4150  
Fax: 563-425-5287  
Email: selfpaced@uiu.edu

#### **Time Limits**

Students are allowed six months from the date of their enrollment to complete a self-paced course. You should begin work on the course immediately upon enrollment and begin submitting lessons for grading and evaluation on a regular basis. If no course work has been received by the instructor within the first 60 days, you will be administratively withdrawn from your course. A steady work flow will ensure your successful completion of the course in the least amount of time.

After your original six-month enrollment period has passed, you no longer have the option to withdraw from a course. You must finish the course or you will be issued a final grade based on the work submitted as compared to the total required.

#### **Incomplete**

Students will be allowed to request an extension and receive an 'I' (incomplete grade) at the end of their original six month enrollment period if:

- A minimum of one assignment has been received for grading per guidelines AND
- All course units and exams are not completed and submitted OR
- A course withdrawal has not been initiated.

Note: The fee for a self-paced extension is \$99 per course. The request for an extension must be submitted no earlier than one month before the end of the course and no later than a week before the end of the course.

#### **Incomplete grade details**

- When the extension is granted and an incomplete grade is issued, the student will receive a four-month enrollment period to complete the course.
- Students do not have the option to withdraw from a course after the initial six-month enrollment period.
- An 'I' grade posted to the student's official record will be replaced with a final letter grade; however, the incomplete will remain on the official transcript as a notation.
- If the course is not completed by the end of the incomplete period, the instructor will assign a final grade (A-F) based on work completed in relation to the total course requirements.
- If credit is not earned by the end of the extension period, students can reenroll and repeat the entire course for credit.

Note: Students are not reported as enrolled during the incomplete period and are not eligible for student loan deferment.

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## **Online Program Information**

### **Online Program Registration**

#### **Who May Enroll in UIU Online courses?**

- Individuals interested in flexible course schedules, nontraditional instruction and personal and professional enrichment.
- New, returning and currently enrolled UIU students.
- High school students in good academic standing.

Online courses are available for enrollment in any of the six sessions offered each year.

Admission to UIU is not required to enroll in online courses. Enrollment in an online course(s) does not constitute admission to UIU.

#### **Registration Process**

New students must register with their admissions counselor.

All returning Upper Iowa University students register through myUIU, Upper Iowa University's online portal. Access to myUIU is on the University website at <https://my.uiu.edu/ics>. Step-by-step instructions for course registration are listed on the Academics tab under the Student Help portlet. All students are issued an username and password during the admissions process.

Tuition and any course-related fees are due at the time of registration or by the Wednesday prior to the start of the class. Payment may be made through the myUIU portal in a secure environment.

Registration begins approximately six weeks before the start of each session. You are strongly encouraged to register early as capacity is limited in all classes.

Session start dates are published on the website at [www.uiu.edu/](http://www.uiu.edu/) online. No registrations will be accepted after the published last day to register for the session.

Auditing a course is not an available option in the Online Program.

**Military Tuition Assistance:** Active-duty Army, Army National Guard, and Army Reserve personnel must register through the GoArmyEd portal. All other military personnel using military tuition assistance (MTA) will have their education officer approve the class and submit the completed TA form to your academic advisor. All military tuition assistance forms must be received before the first day of the session. Forms may be scanned and emailed to your advisor. If you need assistance applying for Military Tuition Assistance, please contact your respective education office.

**Employee Tuition Assistance:** If you are receiving tuition assistance, a voucher approved by Upper Iowa University must accompany any portion of the payment for which you are responsible. Contact your academic advisor for more details.

### Online Delivery and Schedule

The goal of Upper Iowa University is to offer its curriculum on a schedule that allows students to take courses and continue their careers. The schedule is available online at [uiu.edu/online/schedule.html](http://uiu.edu/online/schedule.html).

### Online Program Changes in Registration (Drop Procedures)

You may drop a class at any time during the registration period and up to midnight on the last day prior to the first day of the session.

## Changes in Enrollment

### Online Refund Policy and Course Withdrawal

If a student decides to withdraw from the course before the end of a semester or session, the student's charges, financial aid, tuition assistance, and/or veteran benefits could be affected. Tuition adjustments are independent from academic and financial aid deadlines. Tuition will be adjusted based on the percentages listed below for the weeks completed in the eight-week enrollment period. If the course meets on an alternative schedule, consult your center for refund schedule. Withdrawing from a course

in progress may result in significant student account charges. Consult with the Business Office before withdrawing.

	Refund Percentage
Withdrawal before the first class meeting	100%
Withdrawal during week one	75%
Withdrawal during week two	50%
Withdrawal after week two	0%

Examples of refund calculations are available online at [www.uiu.edu/financialaid](http://www.uiu.edu/financialaid) or upon request in the Financial Aid Office.

For students from Wisconsin, Maryland, Georgia, Oregon, or Arizona, state laws apply.

Course withdrawal may impact financial aid eligibility. A financial aid counselor is available to discuss this decision with you.

Upper Iowa University is required to use a statutory schedule to determine the amount of Title IV aid that you have earned when you cease attendance based on the period of enrollment. Up through the 60 percent point in each period of enrollment, a pro rata schedule, based on number of days in attendance divided by number of days in the payment period, will be used to determine the amount of Title IV aid you have earned at the time of withdrawal.

Withdrawing from a course in progress may result in significant student account charges. Consult with your academic advisor before withdrawing. For more information on financial aid implications, go to [www.uiu.edu/financialaid](http://www.uiu.edu/financialaid).

### Validation of Enrollment/Non-Attendance

Enrollment for each online course must be validated by attending class (posting one or more times to any area of the online classroom) during the first seven days of the session. Failure to validate enrollment will result in a grade of NA (never attended) and removal from the course. An NA will be recorded on your transcript and financial aid funding may be affected.

### Withdrawal

If you wish to withdraw from an active course, you must complete a course withdrawal form available through myUIU and submit the form to [coursewithdrawals@uiu.edu](mailto:coursewithdrawals@uiu.edu) prior to the published last day to drop a class, which is the last day of the fifth week of an eight-week session. A grade of **W** will be recorded on the transcript. Informing the course faculty member is not sufficient notice for a drop or withdrawal. A withdrawal calculation will be performed for any Title IV student who ceases attendance from the University during the semester. This includes those requesting a leave of absence.

### Administrative Withdrawal

During weeks one through six, students who have not yet posted (attended) for 14 consecutive days will be administratively withdrawn from the course. A grade of **AW** will be recorded in the student's permanent record. Students who post in week 5 or after will not be administratively withdrawn.

## Online Program Guidelines

### Course Attendance and Participation

The Online Program course week begins on Monday and ends the following Sunday. You will be given access to your classroom the first day of the course.

You are expected to actively participate and contribute to the learning experience in your course at least four of each seven day academic week. Participation means providing substantive comments, questions and contributions that advance the learning process for you and other learners in the course.

Attainment of the minimum expected participation is representative of an average learner. Participation in excess of the minimum is expected of superior learners. For grading purposes, the faculty member will determine the number and quality of postings for participation. If you actively participate in the course, you should not have an attendance issue.

If you do not meet the minimum attendance requirement (post in any area of the online classroom) for 14 consecutive days, you will receive an AW for the course which may affect your financial aid funds for payment of the course. Financial aid and tuition adjustments will be calculated based on the day you last posted to the online classroom. Merely logging into the online classroom website is not considered a posting for attendance or participation purposes.

### Collaborative Learning

Online courses may incorporate one or more collaborative learning assignments that utilize “virtual teaming.” In collaborative assignments, a group of students works on and submits an assignment as a team. In general all members of the group will earn the same grade on the assignment. If the faculty member determines that one or more group members did not do a fair share of the assignment, those students may receive a lower grade. Some faculty members assign the members of groups while others allow students to self-select their group. A faculty member’s policy on this will be included in the course syllabus or online classroom.

### Technical Requirements

It is UIU’s goal to make the student’s learning experience the best it can be. One way to achieve this goal is to ensure that certain essential tools are available when the student accesses their web-based course. Information related to technical requirements for the Upper Iowa University learning management system, uiuLearn, can be found under the browser information section on the uiuLearn homepage at [uiuLearn.uiu.edu](http://uiuLearn.uiu.edu). The system automatically checks the user’s browser to determine its compatibility. A message will appear if compatibility is not met. In the event issues arise, support information is also located at [uiuLearn.uiu.edu](http://uiuLearn.uiu.edu).

### Learning Management System

The UIU Online Program utilizes Desire2Learn Brightspace learning management system (LMS). UIU has branded the LMS with the name uiuLearn. All students who enroll in online

classes are expected to complete the student orientation tutorial and have appropriate knowledge to use the system effectively. The system is supported by a 24/7 helpdesk available at [helpdesk@d2l.com](mailto:helpdesk@d2l.com) or 877-325-7778. Failure to post correctly and submit assignments/exams as required does not provide the basis for appeals of tuition and/or resubmission.

## International Center Information

The following information is for undergraduate students who are studying at one of Upper Iowa University’s international centers. Applicants to international programs must submit the following documents in order to complete the international student admission process:

1. Your completed Application for Admission form and application fee (fees vary by location).
2. Official transcripts from each college and university previously attended.
3. Certified True Copy (CTC) of the certificate verifying credit earned through postsecondary public examination (i.e. A-Level, STPM, etc). If applicable.
4. Proof of English language proficiency requirements (see page 29).

## International Center Program Registration

Registration information is available at each international center office prior to the start of each session/semester.

### Tuition and Fees

Please contact the International Center for tuition rates.

### International Center Course Delivery and Schedule

Course delivery and schedule vary by center. Check with your UIU center staff to determine the course schedule, center-specific session/semester dates, degree programs, and majors offered at each center. For UIU Hong Kong email [info@uiu.edu.hk](mailto:info@uiu.edu.hk) and for UIU Malaysia email [malaysia@uiu.edu](mailto:malaysia@uiu.edu).

### Registration Change, Refund Policy, and Course Withdrawal

To make registration changes, inquire about refund policy or withdraw from a course, please contact the international center staff at your location.

### Refund Policy

For information on refunds, contact the local international center.

### Administrative Withdrawal

Regular class attendance is required. UIU center staff will initiate the administrative withdrawal procedure when absences have exceeded the international center’s attendance policy. A grade of AW will be recorded and the student will be removed from the class.

### Excused Absences/Leaves of Absence

In accordance with #34CFR668.22 Department of Education Regulation, a student may request a Leave of Absence using the

criteria below. All requests will be reviewed and either approved or denied by the Provost in consultation with the appropriate stakeholders.

1. Student must submit a written request explaining the circumstances in detail and attach supporting documentation.
2. Included in the request, student must state his/her intention to return to Upper Iowa University and state intention not to enroll at other colleges during the leave of absence.
3. Student must sign and date request.
4. The maximum leave of absence is 180 days in a 12-month period.
5. Student who returns within the 180 days will retain his/her eligibility for admission and eligibility for institutional aid.
6. Student granted a Leave of Absence will receive a "W" grade for all current courses.
7. Student must complete an information update form upon returning to UIU (located on myUIU).

### **Transcript Requests**

Transcript requests may be ordered at [www.getmytranscript.org](http://www.getmytranscript.org) using any major credit card. Your card will only be charged after your order has been completed. You can track your order online on the Transcript Ordering website. You may also print a transcript request form from the [uiu.edu](http://uiu.edu) website. Complete the information and fax (563-425-5287), email ([transcripts@uiu.edu](mailto:transcripts@uiu.edu)), or mail (SEC Transcript Processing, PO Box 1857, Fayette, IA 52142) the request form to us. Your signature is required. Transcripts cannot be issued if there is an unpaid UIU account balance. Transcripts sent to you will be stamped "Issued to Student".

### **Class Cancellations**

Contact UIU center staff for policies regarding class cancellations.

### **Class Participation and Attendance**

As an Upper Iowa University student, you are expected to attend class regularly and promptly in order to do satisfactory work. Class participation requirements are set forth by individual instructors. These expectations may be more stringent in some classes than others. When you must be absent from class because of illness or emergency, you are expected to arrange for the completion of make-up tests or homework with the individual faculty member(s). These arrangements are to be made prior to the incurred absence, except in emergency situations. When a registered student makes the decision not to attend before a session begins or decides to withdraw from a course during the session, it is the student's responsibility to immediately notify the center.

### **Interacting with University Personnel**

Students enrolling in a program at Upper Iowa University assume the responsibility of conducting themselves in a manner compatible with the University's function as an educational institution. Obstruction or disruption of teaching, research, administration, disciplinary

procedures or other University activities, or of other authorized activities on University premises will not be tolerated.

### **Transferring to Fayette Campus or Other Locations**

As an Upper Iowa University student, you may transfer to the Fayette Campus. International Student scholarships may be available for those who qualify. International student employment may be available on the Fayette Campus. Contact the UIU center staff at your location for requirements and to begin planning. A change of location form must be submitted.

### **Distance Education**

With Center Director approval, students at international centers may have the opportunity to enroll Online. Tuition for these courses is separate from tuition paid at your local center. More information about each program can be found in this catalog or at [uiu.edu/cde](http://uiu.edu/cde). Contact the UIU international center staff for assistance.

### **Non-Matriculated Student Policy**

Students may take classes at Upper Iowa University without being accepted in a degree-seeking program. Their official status is "non-matriculated" -- a traditional academic session meaning not enrolled in a degree program. All non-matriculated students will be required to complete an information update form.

If a non-matriculated student decides to pursue a degree program, he/she will be required to go through the regular admissions process.

International students cannot be non-degree seeking students at Fayette Campus.





# UPPER IOWA UNIVERSITY

## Associate of Arts Certificate Program

### Certificate Programs

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Upper Iowa University offers a variety of certificate programs designed to provide students an additional method to learn new skills in a specific area. These certificate programs provide an opportunity for students to gain experience in a specific area by successfully completing a cluster of college credit courses. You may also choose to use the courses as part of a degree program.

Certificate courses for credit: To pursue a certificate you must complete an application for admission as a non-degree seeking student.

Acceptance into a UIU Certificate Program:

- Students with no college experience must submit an Official High School Transcript or GED.
- Students with previous college experience must submit a copy of their Official High School Transcript/Diploma or GED, and copies of any previous college transcripts.

Students accepted into a UIU Certificate Program do not qualify for Federal/State/Institutional Aid. Acceptance into a UIU Certificate Program does not guarantee admission into an Associate's, Bachelor's, or Master's Degree Program.

Current degree-seeking UIU students may seek a certificate while working on their degree program. Your academic advisor can assist in coordinating certificate courses as part of your degree program. No additional application or paperwork is necessary to begin working on your certificate.

Upon successful completion of all required courses in the certificate, a Certificate Claim Form must be completed. There is a certificate claim fee of \$30. Certificates are awarded on the same dates as the established graduation dates published by the Registrar's Office (see page 16). Certificate completion will not be posted on the transcript.

Financial aid is only available to students who are degree-seeking with UIU and have gone through the standard application and award process. Financial aid is not available to non-degree seeking students pursuing certificates. Certificate courses must also apply to degree requirements to be eligible towards financial aid hours.

As with other course preparation, prerequisite courses represent foundational knowledge the student needs to be most successful. Your academic advisor can assist in the selection of the most appropriate sequence of courses to match your academic preparation.

Upper Iowa University will accept transfer credit towards the certificate, including courses taken at other accredited colleges/universities (see page 20), experiential learning portfolio credit through UIU, and CLEP (see policies listed on page 21). The amount transferred and applied to the certificate will not exceed nine of the 15 credits required. A minimum of six semester credits through Upper Iowa University must be completed to earn an Upper Iowa University certificate. If transfer credit is being used for the certificate, an official transcript must be provided.



The Certificate Programs available at the undergraduate level are listed here. The Certificate Programs available at the graduate level are listed in the graduate section of this catalog. See pages 143-175.

### Communication Studies Certificate

COMM 105	Public Speaking	3
COMM 203	Communication Theory	3
COMM 307	Business & Professional Communication	3
COMM 415	Communication and Media Ethics	3

One of the following: 3

COMM 107	Human Communication
COMM 220	Principles of Interviewing
COMM 221	Intercultural Communication
COMM 276	TV Production
COMM 305	Organizational Communication
COMM 310	Feature Writing
COMM 320	News Editing
COMM 332	Writing for Media

15

### Emergency and Disaster Management Certificate

PA 306	Principles of Emergency Management	3
PA 320	Political and Policy Basis of Emergency Management	3
PA 332	Emergency Preparedness and Planning	3
PA 346	Disaster Response and Recovery	3

One of the following: 3

PA 404	Integrated Emergency Management
PSY 409	Psychology of Disaster
PA 414	Principles and Practice of Hazards Mitigation
BA 449	Business and Industrial Crisis Management

15

### Geographic Information Systems (GIS) Certificate

GEOG 100	Physical Geography OR	
GEOG 200	World Regional Geography	3
GEOG 311	Cartography	3
GEOG 356	Introduction to Geographic Information Systems	3
GEOG 386	GIS Applications	3
GEOG 426	Principles of Remote Sensing OR	
GEOG 456	GIS Automation and Customization	3

15

### Human Resources Management Certificate

BA 210	Management Principles	3
BA 361	Human Resources Management	3

Three of the following: 9

BA 371	Training and Development
BA 383	Compensation and Benefits Management
BA 393	Personnel Selection and Evaluation
BA 411	Labor Relations and Negotiation

15

### Management Certificate

BA 210	Management Principles	3
BA 225	Business Ethics	3
BA 317	International Management	3
BA 361	Human Resources Management	3
BA 362	Supervision OR	
BA 365	Leadership Theory	3

15

### Marketing Certificate

BA 208	Marketing Principles	3
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Four of the following: 12

BA 227	Services Marketing
BA 315	Sales Management
BA 355	Retailing
BA 358	Consumer Behavior
BA 363	Advertising and Integrated Marketing Communications
BA 380	Marketing Management

15

### Sales Certificate

BA 337	Personal Selling	3
BA 358	Consumer Behavior	3
BA 415	Cross-Cultural Negotiation	3

One of the following: 3

BA 365	Leadership Theory
BA 225	Business Ethics

One of the following: 3

BA 315	Sales Management
BA 352	Risk Management
BA 355	Retailing

15

### Organizational Communication Certificate

COMM 200	Interpersonal Communication	3
PSY/SOC 232	Group Dynamics	3
PSY 240	Conflict Resolution	3
COMM 305	Organizational Communication	3
BA 374	Business Communications	3

15

### Organizational Leadership Certificate

BA 210	Management Principles	3
BA 362	Supervision	3
BA 365	Leadership Theory	3
BA 390	Complex Organizations	3

One of the following: 3

BA 225	Business Ethics
BA 370	Entrepreneurship and Small Business Management

15

**Psychology Certificate**

PSY 190	General Psychology	3
PSY 355	Skills and Strategies in the Helping Professions	3
PSY 360	Abnormal Psychology	3
PSY 454	Issues and Ethics in the Helping Professions	3
Select one of the following:		3
PSY 142	Human Growth, Development, and Guidance	
PSY 212	Developmental Psychology: Birth to Adolescence	
PSY 222	Developmental Psychology: Young Adulthood to Late Adulthood	
PSY 397	Social Gerontology	

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**Arts Administration Certificate**

Choose five of the following:		15
PA 305	Grant Writing	
COMM 332	Writing for Media	
BA 358	Consumer Behavior	
PA 364	Public Administration	
COMM 415	Communication and Media Ethics	
PA 440	Public Budgeting Process	
BA/PSY 474	Organizational Behavior	

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**Sustainability Certificate**

ES 161	Environmental Science	3
ES 321	Building an Eco-Economy	3
ES 330	Global Warming and Climate Change	3
ES 410	Regional Sustainability	3
One of the following:		3
PHIL 150	Introduction to Philosophy	
PHIL 202	Contemporary Ethics	

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**Associate of Arts Degree**

To receive an associate of arts degree, a candidate must meet the following requirements:

1. Complete a minimum of 60 semester credits. (UIU courses numbered below 100 will not count toward the 60 credits)
2. Meet the general education requirements listed on page 95.
3. Achieve a cumulative grade point average of at least 2.00.
4. Complete a minimum of 15 semester credits from Upper Iowa University.
5. Complete 12 of the last 15 semester credits required for graduation from Upper Iowa University.

**Graduation Requirements**

You will normally have seven years after initial enrollment to complete the associate or baccalaureate program under the requirements in effect at the time of your enrollment. If the

program is not completed within seven years, the requirements in effect at the time of the next enrollment will be used to determine graduation requirements. The University reserves the right to make changes in its academic regulations and requirements when, in its judgment, the best interests of the institution are served. In addition, changes in licensure requirements of the Iowa Department of Education may affect requirements for students seeking licensure to teach. Financial aid guidelines may vary.

Please see page 95 for General Education requirements.

A student may earn only one Associate of Arts degree from Upper Iowa University.

**Associate of Arts - Criminal Justice Emphasis****Credits**

Complete general education requirements. 36

General education coursework must include MATH 220 - Statistics and SOC 110 - Principles of Sociology.

CJ 224	Introduction to Criminal Justice	3
CJ 237	Criminal Law	3
CJ 362	Criminal Investigations	3
CJ 367	Ethics in Criminal Justice	3
CJ 380	Introduction to Corrections	3

Two of the following: 6

CJ 315	Juvenile Justice	
CJ 321	Juvenile Delinquency	
CJ 333	Criminology	
SOC 347	Deviance and Social Control	
BA 362	Supervision	
CJ 365	Introduction to Policing	
CJ 398	Justice Administration	

General Elective (as CJ 224 also satisfies general education requirement)

6  

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60

**Associate of Arts - General Business Emphasis**

The General Business Associate of Arts degree prepares the student to meet the challenges of entry level positions in a rapidly evolving and increasingly computer-dependent business environment. It provides the student with a broad-based preparation for business applications as well as for continued study towards a baccalaureate degree in business or other disciplines.

**Credits**

Complete general education requirements.		36
ECON 160	Principles of Microeconomics	3
BA 201	Accounting Principles I	3
BA 208	Marketing Principles	3
BA 210	Management Principles	3
BA 222	Management Information Systems	3
BA 302	Business Law and Ethics	3

General Elective (as ECON 160 also satisfies general education requirement)	9
	<u>60</u>

### Associate of Arts - Liberal Arts Emphasis

The purpose of the Liberal Arts Associate of Arts degree is to prepare the student with a broad general education foundation coupled with courses of specific interest for personal, professional or educational growth. It prepares the student for continued study towards a baccalaureate degree.

	<b>Credits</b>
Complete general education requirements.	36
General Electives	24
	<u>60</u>

### Associate of Arts - Psychology Emphasis

	<b>Credits</b>
Complete general education requirements.	36
General education coursework must include PSY 190 - General Psychology.	
Learning and Cognition (choose one of the following):	3
PSY 323      Cognition	
PSY 445      Learning and Memory	
Individual Differences (choose one of the following):	3
PSY 310      Social Psychology	
PSY 360      Abnormal Psychology	
PSY 332      Personality	
Biological Bases and Behavior (choose one of the following):	3
PSY 335      Biological Psychology	
PSY 338      Motivation	
Developmental Changes in Behavior (choose one of the following):	3
EDU/PSY 142   Human Growth, Development, and Guidance	
PSY 212      Developmental Psychology: Birth to Adolescence	
PSY 222      Developmental Psychology: Young Adulthood to Late Adulthood	
PSY 397      Social Gerontology	
Elective in Psychology (see full list of psychology offerings)	3
General Electives	9
	<u>60</u>

# Upper Iowa University

Bachelor of Arts

Bachelor of Science

**Note:** All majors are not available at all locations. Check with your advisor for availability.

## Requirements for a Baccalaureate Degree

To receive a baccalaureate degree, a candidate must meet the following conditions:

1. Complete a minimum of 120 semester credits. (UIU courses numbered below 100 will not count toward the 120 credits). Of those credits, a minimum of 30 credits must be upper division credits. Credits evaluated by the American Council of Education as being upper division will meet this requirement as will Experiential Learning Portfolios based on 300-400 level course requirements.
2. Meet the general education requirements listed on page 95.
3. Achieve a cumulative grade point average of at least 2.00.
4. Complete the requirements for a major as stated on pages 51-94. A minimum of six semester credits in the major must be completed through Upper Iowa University. Extended university students select a major upon acceptance to the university. Fayette campus students must declare a major by the end of the fourth semester (a stipulation that is consistent with NCAA requirements).
5. Achieve a minimum of a 2.0 average in the major, and in the minor, if any. Transfer credits in the major or minor will contribute to these averages.

6. Complete a minimum of 30 semester credits from Upper Iowa University.
7. Complete 24 of the last 30 semester credits required for graduation from Upper Iowa University.

The same course may not be used in more than one major unless the course is a required course in both majors. If a course is required in one major and an option from a “select one or more of the following” area, the course is used only in the major in which it is required. Similarly, if a minor is chosen, the same course may not be used in a major and a minor unless the course is a required course (not part of a “select” area) in both the major and the minor. A student may not earn two Bachelor of Science or two Bachelor of Arts degrees at Upper Iowa University.

**NOTE:** A student may qualify for a second major (double major) if the student completes a minimum of 30 separate identifiable semester credits in the second major.

### Graduation Requirements

You will normally have seven years after initial enrollment to complete the baccalaureate program under the requirements in effect at the time of your enrollment. If the program is not completed within seven years, the requirements in effect at the time of the next enrollment will be used to determine graduation requirements. The University reserves the right to make changes in its academic regulations and requirements when, in its judgment, the best interests of the institution are served. In addition, changes in certification requirements of the Iowa Department of

Education may affect requirements for students seeking certification to teach. Financial aid guidelines may vary.

Please see page 95 for General Education requirements.

### Educational Programs

In keeping with our policy of flexibility, the Fayette campus offers an exciting concept in curriculum planning: Design Your Own Major. This allows you to develop your own major course of study with a professor in your area of interest and provides an alternative to the required courses for majors and minors listed in the catalog. A self-created major will involve a minimum of 30 semester credits from the approved courses listed for each school. Once your individual plan is designed, it is sent to the school dean for approval, then filed in the Registrar's Office.

Another feature of our curriculum that offers maximum flexibility is the May Session. Special charges may be added for specific classes. (See special May Session schedule.) Students will register for the interim at the same time they register for the spring semester.

Upper Iowa University offers an Education Abroad program through the Center for International Education. Studying abroad is a wonderful opportunity to earn credits toward your degree, gain cross-cultural knowledge, develop intercultural communication skills and become a global citizen while exploring destinations around the globe. If you are interested in studying abroad, please speak with your academic advisor to discuss how this experience will fit into your timeline toward graduation. The application process may take some time and must be completed many months before you leave. To find out more about the various programs offered visit the website at [uiu.abroadoffice.net](http://uiu.abroadoffice.net).

Yet another feature of our flexible, dynamic academic program is the opportunity for study through our Directed Study, Special Project, Special Topics and Internship programs. Through Directed Study, the student and his or her professor work out a specialized study plan for an existing course. Directed Studies are offered in only certain circumstances and have specific guidelines. Special Project is a course designed by a student and his or her professor in an area the student is especially interested in exploring. Special Topics courses are those in-depth concentrations taught occasionally by a professor in response to student needs. An internship offers hands-on experience in a career setting directly related to the student's major area of interest. As you glance through the majors listed in this catalog, you will see course numbers listed for Directed Study, Special Topics, Special Project, and Internships.

## School of Business

The School of Business offers baccalaureate majors in accounting, agricultural business, business administration, financial management, health services administration, human resources management, management, and marketing. Career flexibility is important with the shift toward business orientation in most professions. The School offers minors in several areas of business.

An Associate of Arts degree in General Business and certificates in Emergency/Disaster Management, Human Resources Management, Management, Marketing, Organizational Leadership, and Sales are also available. See page 47.

Students in the School of Business have the opportunity to enroll in up to 6 credit hours of MBA course work during their senior year.

A major in general business is for students pursuing teacher licensure.

Students completing degree requirements with a business major will earn a Bachelor of Science degree.

### Business

Students majoring in accounting, agricultural business, business administration, financial management, human resources management, management, or marketing must complete the 36-credit business core and the required credits in the major. Health Services Administration majors do not complete the core.

Business Core		Credits
ECON 160	Principles of Microeconomics	3
ECON 161	Principles of Macroeconomics	3
BA 201	Accounting Principles I	3
BA 202	Accounting Principles II	3
BA 208	Marketing Principles	3
BA 210	Management Principles	3
BA 222	Management Information Systems	3
BA 256	Quantitative Analysis for Business I	3
BA 302	Business Law and Ethics	3
BA 341	Corporate Financial Management	3
MATH 220	Elementary Statistics	3
BA 356	Quantitative Analysis for Business II	3
BA 374	Business Communication	3
BA 460	Strategic Management	3
		<b>42</b>

### Major in Accounting

The major in accounting gives students exposure to areas of accounting, in preparation for public, private or governmental accounting careers.

		Credits
BA 321	Intermediate Financial Accounting I	3
BA 322	Intermediate Financial Accounting II	3
BA 323	Federal Taxation I	3
BA 324	Federal Taxation II	3
BA 422	Cost Accounting	3
BA 425	Auditing	3

BA 431	Advanced Financial Accounting OR	
BA 432	Accounting for Not-For-Profit Organizations	3
BA 533	Advanced Accounting	
	Information Systems	<u>3</u>
		24

The Upper Iowa accounting major is designed to meet the current course requirements to sit for the Uniform Certified Public Accountant examination in Iowa. Since these requirements are subject to change at any time, contact the Iowa Accountancy Examining Board to ensure compliance.

For the CPA examination requirements in other states, contact the Board of Accountancy in that state.

Transfer students are required to complete a minimum of nine semester credits of upper division accounting course work with Upper Iowa University or another four-year institution.

Minor in Accounting		Credits
BA 202	Accounting Principles II	3
BA 422	Cost Accounting	3

Four of the following: 12

BA 321	Intermediate Financial Accounting I
BA 322	Intermediate Financial Accounting II
BA 323	Federal Taxation I
BA 324	Federal Taxation II
BA 425	Auditing
BA 431*	Advanced Financial Accounting
BA 432*	Accounting for Not-For-Profit Organizations

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\* Must be completed at UIU or another four-year institution.

### Major in Agricultural Business

This major takes advantage of cross-divisional opportunities and a cooperative relationship with Northeast Iowa Community College (NICC) in Calmar. This major is offered only on the Fayette Campus.

NICC courses:		Credits
AGA 114	Principles of Agronomy	3
AGS 101	Working with Animals	2
AGS 114	Survey of the Animal Industry	2
AGB 235	Introduction to Ag Markets	3

UIU courses:		
ES 220	Soil and Water Conservation	3
BA 310	Money and Capital Markets	3
ES 326	Soil Genesis, Classification & Morphology	4
BA 370	Entrepreneurship and Small Business Management <b>OR</b>	
AGB 330	Farm Business Management (NICC course)	3
BA 403	Internship	3
One of the following:		3/4
(courses have prerequisite requirements)		
GEOG 356	Introduction to GIS	

BIO 323	Plant Nutrition	
BIO 428	Plant Pathology	
BIO 490	Entomology	
		<u>29/30</u>

### Minor in Agricultural Sales

NICC courses:		Credits
AGB:336	Agricultural Selling	3
AGM:361	Commercial Grain Handling	1
AGB:436	Grain Merchandising	2

### UIU courses:

BA 358	Consumer Behavior	3
BA 315	Sales Management <b>OR</b>	
BA 337	Personal Selling	3
BA 355	Retailing <b>OR</b>	
BA 363	Advertising & Integrated Marketing Communication	3

Marketing Elective	<u>3</u>
	<u>18</u>

### Minor in Agricultural Lending

NICC courses:		Credits
FIN 101	Principles of Banking	3
AGB 330	Farm Business Management	3
AGB 333	Applied Farm Financial Management	2
AGB 466	Agricultural Finance	3

### UIU courses:

BA 288	Personal Financial Management	3
BA 337	Personal Selling <b>OR</b>	
AGB 336	Agricultural Selling (NICC Course)	3
BA 352	Risk Management <b>OR</b>	
AGB 036	Agricultural Risk Management (NICC Course)	3
		<u>20</u>

### Major in Business Administration

The business administration major is designed for students to gain a broad-based understanding of business. May not be taken with any major or minor that would duplicate an emphasis or with the management major.

		Credits
BA 325	New Venture Creation	3
BA 361	Human Resource Management	3
BA 423	Production and Operations Management	3

Complete one of the following emphases 15  
(Only one emphasis area may be completed.)

### Entrepreneurship

Choose five of the following; two must be at the 400-level

BA 334	Social Entrepreneurship
BA 414	New Product Development
BA 444	New Venture Finance
BA 337	Personal Selling

BA 411	Labor Relations and Negotiation
BA 370	Entrepreneurship and Small Business Management
BA 403	Internship

**Finance**

Choose five of the following; two must be at the 400-level

BA/ECON 310	Money and Capital Markets
BA 343	Investments
BA 442	Intermediate Financial Management
BA 463	International Finance
BA 352	Risk Management
ECON 493	Managerial Economics
BA 403	Internship

**General Business**

With academic advisor, choose five 300-400 level Business courses, at least two at the 400-level.

**Global**

Choose five of the following; two must be at the 400-level

BA 317	International Management
BA 424	Global Marketing
BA 463	International Finance
ECON 488	International Trade
BA 411	Labor Relations and Negotiation
BA 365	Leadership
BA 403	Internship

**Health Services Administration**

Complete the following five courses

HSA 205	Introduction to the American Health System
HSA 241	Healthcare Informatics
HSA 440	Health Services Administration
HSA 460	Health Services Policy and Regulation
HSA 490	Health Program Planning and Evaluation

**Human Resource Management**

Choose five of the following; one must be at the 400-level

BA 371	Training and Development
BA 383	Compensation and Benefits Management
BA 393	Personnel Selection and Evaluation
BA 411	Labor Relations and Negotiation
BA 474	Organizational Behavior
BA 403	Internship

**Marketing**

Choose five of the following; two must be at the 400-level

BA 337	Personal Selling
BA 355	Retailing
BA 358	Consumer Behavior
BA 363	Advertising and Integrated Marketing Communication
BA 403	Internship
BA 414	New Product Development
BA 424	Global Marketing

**Major in Financial Management**

This major prepares students to make effective financial decisions in the contemporary business world. May not be completed with a business administration major with a finance emphasis.

**Credits**

BA/ECON 310	Money and Capital Markets	3
BA 343	Investments	3
BA 442	Intermediate Financial Management	3
One of the following:		3
BA 463	International Finance	
ECON 488	International Trade	
Two of the following:		6
BA 288	Personal Financial Management	
BA 321	Intermediate Financial Accounting I	
BA 370	Entrepreneurship and Small Business Management	
BA 403	Internship	
BA 422	Cost Accounting	
BA 463	International Finance	
ECON 488	International Trade	
BA 499	Special Project	
ECON 477	Public Finance	
		<u>18</u>

**Minor in Financial Management****Credits**

BA/ECON 310	Money and Capital Markets	3
BA 343	Investments	3
Four of the following:		12
BA 288	Personal Financial Management	
BA 321	Intermediate Financial Accounting I	
BA 322	Intermediate Financial Accounting II	
BA 370	Entrepreneurship and Small Business Management	
BA/HIST 281	Western Economic History: 1600-Present	
BA 403	Internship	
BA 422	Cost Accounting	
BA 424	Global Marketing	
BA 442	Intermediate Financial Management	
BA 450	Special Topics (approved)	
ECON 488	International Trade	
BA 499	Special Project	
ECON 477	Public Finance	
		<u>18</u>

**Health Services Administration**

The health services administration major prepares students to understand the health system, manage diverse groups and identify new markets. Health Services Administration majors do not complete the business core. May not be completed with a business administration major with a health services administration emphasis.

Health services administration courses are available online and at some center locations. Contact your advisor for availability.

		Credits			
Specific General Education Requirement:			BA 383	Compensation and Benefits Management	3
ECON 160	Microeconomic Principles	3	BA 393	Personnel Selection and Evaluation	3
			BA 411	Labor Relations and Negotiation	3
<b>Business Courses:</b>			Two of the following:		6
BA 201	Accounting Principles I	3	PSY/SOC 232	Group Dynamics	
BA 210	Management Principles	3	SOC 240	Diversity in the United States	
BA 361	Human Resources Management	3	BA 362	Supervision	
BA 460	Strategic Management	3	BA 365	Leadership Theory	
			BA 367	Cross-Cultural Leadership	
<b>HSA Courses:</b>			BA 415	Cross-Cultural Negotiations	
HSA 205	Introduction to the American Health System	3	PSY 440	Industrial Psychology	
HSA 241	Healthcare Informatics	3	BA/PSY 474	Organizational Behavior	
HSA 360	Healthcare Law & Ethics	3	ECON 466	Labor Economics	
HSA 344	Population Health Management	3			24
HSA 362	Financial Management of Health Care Organizations	3	<b>Minor in Human Resources Management</b>		<b>Credits</b>
HSA 440	Health Services Administration	3	BA 361	Human Resources Management	3
HSA 460	Health Services Policy & Regulation	3	BA 362	Supervision	3
HSA 490	Health Program Planning & Evaluation	3	BA 411	Labor Relations and Negotiation	3
Emphasis Courses: Select one of the emphases below		9	Three of the following:		9
		45	BA 303	Business Law II	
<b>General Leadership Emphasis:</b>			BA 358	Consumer Behavior	
HSA 306	Long Term Care Administration	3	BA 390	Complex Organizations	
HSA 312	Community & Public Health	3	BA 403	Internship <b>OR</b>	
ECON 455	Economics of Health and Healthcare	3	BA 499	Special Project	
<b>Dental Hygiene Emphasis:</b>			BA 423	Production and Operations Management	
HSA 240	Interdisciplinary Service Learning	3	BA 424	Global Marketing	
HSA 330	Teaching Methodology	3	BA 454	Management Cases	
HSA 475	Teaching Methodology Practicum	3	ECON 488	International Trade	
Note: Must be licensed dental hygienist to select Dental Hygiene Emphasis.			ECON 466	Labor Economics	
<b>Health Services Administration Minor</b>			SOC 220	Social Problems	
HSA 205	Introduction to the American Health System	3	PSY/SOC 232	Group Dynamics	
HSA 241	Healthcare Informatics	3	SOC 240	Diversity in the United States	
HSA 360	Health Care Law & Ethics	3			18
HSA 440	Health Services Administration	3	<b>Major in Management</b>		
HSA 460	Health Services Policy and Regulation	3	The major in management provides students the knowledge and skills managers use to marshal the human, material and financial resources of organizations to achieve objectives. May not be taken with a business administration major.		
		15			
<b>Major in Human Resources Management</b>			<b>Credits</b>		
The human resources management major builds on the foundation of the business core providing students the skills, knowledge and ethical standards for strategic planning, staffing, training and development, compensation and employee relations. May not be completed with a business administration major with a human resources management emphasis.			BA 317	International Management	3
The major is recognized by SHRM (Society of Human Resource Management).			BA 361	Human Resources Management	3
			BA 403	Internship <b>OR</b>	
			BA 499	Special Project <b>OR</b>	
			BA 454	Management Cases	3
			BA 423	Production and Operations Management	3
			Two of the following		6
			BA 362	Supervision	
			BA 365	Leadership Theory	
			BA 367	Cross-Cultural Leadership	
			BA 370	Entrepreneurship and Small Business Management	
			BA 411	Labor Relations and Negotiation	
			BA 415	Cross-Cultural Negotiations	
BA 317	International Management	3			
BA 361	Human Resources Management	3			
BA 371	Training and Development	3			





BA 370	Entrepreneurship & Small Business Management	3	<b>Economics</b>		<b>Credits</b>
			160	Principles of Microeconomics	3
			161	Principles of Macroeconomics	3
One of the following:		3	212	Agricultural Economics	3
BA 225	Business Ethics		281	Western Economic History: 1600-Present	3
PHIL 202	Contemporary Ethics		310	Money and Capital Markets	3
		<u>39</u>	433	Environmental Economics	3
			455	Economics of Health and Health Care	3
			466	Labor Economics	3
			477	Public Finance	3
			488	International Trade	3
			493	Managerial Economics	3

Students must also complete the Professional Education Core requirements (see page 60).

### Minors for Non-Business Majors

The following minors are designed for students in the School of Liberal Arts or the School of Science and Mathematics.

#### Minor in General Business

		<b>Credits</b>
ECON 160	Principles of Microeconomics	3
BA 201	Accounting Principles I	3
BA 208	Marketing Principles	3
BA 210	Management Principles	3
BA 222	Management Information Systems	3
BA 302	Business Law I	3
MATH 220	Elementary Statistics	3
		<u>21</u>

#### Minor in Management II

		<b>Credits</b>
ECON 160	Principles of Microeconomics	3
BA 201	Accounting Principles I	3
BA 210	Management Principles	3
BA 222	Management Information Systems	3
Upper Division Electives in Management		9
		<u>21</u>

#### Minor in Marketing II

		<b>Credits</b>
ECON 160	Principles of Microeconomics	3
BA 201	Accounting Principles I	3
BA 208	Marketing Principles	3
BA 222	Management Information Systems	3
Electives in Marketing		9
		<u>21</u>

### School of Business - Index

#### Accounting

		<b>Credits</b>
201	Accounting Principles I	3
202	Accounting Principles II	3
321	Intermediate Financial Accounting I	3
322	Intermediate Financial Accounting II	3
323	Federal Taxation I	3
324	Federal Taxation II	3
422	Product Cost Accounting	3
425	Auditing	3
431	Advanced Financial Accounting	3
432	Accounting For Not-For-Profit Organizations	3

#### Finance

288	Personal Financial Management	3
310	Money and Capital Markets	3
341	Corporate Financial Management	3
343	Investments	3
442	Intermediate Financial Management	3
463	International Finance	3
488	International Trade	3
480	Seminar in Finance	3

#### General Business

250	Special Topics	3
299	Special Project	3
302	Business Law and Ethics	3
303	Business Law II	3
365	Leadership Theory	3
390	Complex Organizations	3
403	Internship	3
440	Business Study Travel	3
450	Special Topics	3
474	Organizational Behavior	3
499	Special Project	1-3
493	Managerial Economics	3

#### Health Services Administration

205	Introduction to the American Health System	3
240	Interdisciplinary Service Learning	3
241	Healthcare Informatics	3
306	Long-Term Care Administration	3
312	Community and Public Health	3
330	Teaching Methodology	3
344	Population Health Management	3
360	Healthcare Law and Ethics	3
362	Financial Management of Health Services Organizations	3
440	Health Services Administration	3
460	Health Services Policy and Regulation	3
475	Teaching Methodology Practicum	3
490	Health Program Planning and Evaluation	3

#### Management

210	Management Principles	3
222	Management Information Systems	3
256	Quantitative Analysis for Business I	3

317	International Management	3
356	Quantitative Analysis for Business II	3
361	Human Resources Management	3
362	Supervision	3
367	Cross-Cultural Leadership	3
370	Entrepreneurship and Small Business Management	3
411	Labor Relations and Negotiation	3
415	Cross-Cultural Negotiation	3
423	Production and Operations Management	3
445	Contemporary Topics in Management	3
454	Management Cases	3
460	Strategic Management	3
<b>Marketing</b>		<b>Credits</b>
208	Marketing Principles	3
315	Sales Management	3
337	Personal Selling	3
355	Retailing	3
358	Consumer Behavior	3
363	Advertising & Integrated Marketing Communication	3
380	Marketing Management	3
424	Global Marketing	3
451	Marketing Research	3
456	Marketing Cases (Strategic Marketing)	3

## Andres School of Education

The Andres School of Education offers programs in early childhood, elementary, middle level and secondary education, instructional strategist, English as a Second Language (ESL), physical education, health, athletic training, coaching, and exercise and sport studies with emphases in sport administration, fitness and wellness, and exercise science.

Through cooperation with the School of Liberal Arts, teaching licensure is available in the social sciences, art, English/language arts, and Spanish. Through cooperation with the School of Business and the School of Science and Mathematics, licensure is offered in business, Earth science, economics, biology, chemistry, general science, and mathematics. Through a unique partnership with Northeast Iowa Community College, Upper Iowa offers a program which can lead to a teaching career in secondary industrial technology.

## Department of Teacher Education

### Teacher Education

*Upper Iowa University's Teacher Education Program is committed to preparing teachers who are well-informed, reflective, professional, competent and sensitive to the diverse needs of their pupils. Each teacher education student is provided current, practical, applied knowledge and a variety of classroom experiences. The teacher education program is dedicated to the development of teachers with personal education philosophies and systems of beliefs that encourage a lifelong commitment to inquiry and excellence.*

Teacher preparation at Upper Iowa University includes performance-based assessment and practical teaching experience. The education curriculum has been designed to meet changing educational demands of curriculum including literacy development, integrated instruction, higher order thinking skills and practical skills (flexible management, technology and early teaching experiences). Practicum is provided in the Foundations of Education course so students can serve as observers and participants in the regular classroom to help determine if they wish to continue in teacher education. Each student then follows a sequenced series of courses to acquire the theoretical background, instructional techniques, management strategies, and practical skills needed to be a competent educator.

To obtain desired endorsements and licensure, students will need to plan their program early in their college experience and work closely with the academic advisors to insure that course work and performance requirements leading to state licensure are being met in a timely manner. Students must also successfully pass a basic academic skills exam (writing, reading/literature, and mathematics) and maintain an adequate grade point in their major, in all education courses, and cumulatively.

A Department of Criminal Investigation (DCI) background check is required before students are allowed to participate in experiences in the field. Upper Iowa University does not discriminate in acceptance or in placement for field experience and student teaching on the basis of sex, age, race, color, creed, disability or national/ ethnic origin.

Students seeking initial licensure are strongly advised to retake education methods courses if these courses were completed prior to ten years from initial enrollment at Upper Iowa. Students must complete their program requirements within seven years of initial enrollment or be subject to current program requirements. In addition, changes in licensure requirements of the Iowa Department of Education may affect requirements for students.

Upper Iowa University's Teacher Education Program is approved by the Iowa State Board of Education. Individuals seeking teacher licensure must complete the approved requirements of the Teacher Education Program to be recommended for teacher licensure.

Note: To obtain licensure from the State of Iowa, individuals need to be at least 21 years of age.

### Endorsements

Students may prepare for a teaching license with an elementary classroom endorsement (grades K-6) by completing an elementary education major and a specific K-8 or prekindergarten endorsement. Students may prepare for secondary classroom licensure (grades 5-12) in a specific content area by completing the professional education requirements (the professional education core, see page 60) and required content area courses in the content major as listed in Upper Iowa's approved programs on file with the Iowa Department of Education. Those who hold a license to teach may add an additional endorsement or endorsements at the PreK, K-8 and 5-12 levels. Contact the Teacher Education Program office, Andres Center for Business and

Education for specific requirements of the PreK, K-8 and 5-12 endorsements and to learn the requirements for obtaining licensure to teach additional grade levels or subject matter. Students must have a grade point average (GPA) of 2.70 or above for each endorsement.

The endorsement areas and grade levels in which a student may be prepared at Upper Iowa University are as follows:

#### Endorsement Number

100	Teacher—Birth - Grade 3: Inclusive Settings	Prek-3
101	Athletic Coach	K-12
102	Teacher—Elementary Classroom	K-6
103	Teacher—Prekindergarten-Kindergarten	Prek-K
104	ESL	K-12
107	Talented and Gifted	PreK-12
113/114	Art	K-8 5-12
1171	Business - All	5-12
119/120	English/Language Arts	K-8 5-12
133/134	Foreign Language—Spanish	K-8 5-12
137/138	Health	K-8 5-12
140	Industrial Technology	5-12
141	Journalism	5-12
142/143	Mathematics	K-8 5-12
146/147	Physical Education	K-8 5-12
148/149	Reading	K-8 5-12
150	Basic Science	K-8
151	Biological Science	5-12
152	Chemistry	5-12
153	Earth Science	5-12
1541	Basic Science	5-12
157	American Government	5-12
158	American History	5-12
160	Economics	5-12
163	Psychology	5-12
164	Social Studies	K-8
165	Sociology	5-12
176	Reading Specialist	K-12
1821	Middle School Language Arts	5-8
1822	Middle School Math	5-8
1823	Middle School Science	5-8
1824	Middle School Social Studies	5-8
185	Science: All Science	5-12
186	All Social Science	5-12
234	Work Experience Coordinator	5-12
260/261	Instructional Strategist I: Mild/Moderate	K-8 5-12
263	Instructional Strategist II: Behavior Disorders/Learning Disabilities	K-12
264	Instructional Strategist II: Intellectual Disabilities	K-12

### Overview of Teacher Education Program

The assessment of the Teacher Education Program (TEP) system has four major “checkpoints:” (1) admission to the Teacher

Education Program, (2) completion of Field Experience, (3) admission to student teaching, and (4) completion of student teaching. At each checkpoint, information relevant to the student’s performance in the Teacher Education Program (TEP) will be collected and evaluated. Although the assessment system will focus on student performance at four “checkpoints,” the student will continue to provide evidence of knowledge and skills in the other aspects of the TEP by completing all EDU courses with a grade of “C” or higher and by demonstrating acceptable levels of performance on all essential elements of courses as indicated by course syllabi.

Completion of the UIU Teacher Education Program requires successful passage through four checkpoints:

#### Checkpoint 1 - Admission to the Teacher Education Program

All students who are seeking initial licensure to teach must be admitted to the Upper Iowa University Teacher Education Program.

Requirements for admission into the Teacher Education Program:

1. Students must successfully complete EDU 110 Foundations of American Education with a grade of “C” or above and successfully complete the Foundations practicum (completed 20 hours, was prompt, scored “Fair” or better on personal attributes).
2. Student must earn an Upper Iowa University cumulative grade point average (GPA) of 2.70 or above.
3. From two student-selected instructional staff members, student must have acceptable ratings on the Assessment of Dispositional Professional Qualities in Teacher Education Program Pre-service Educator: Admittance to Teacher Education Program.
4. Student must successfully pass the College Basic Academic Skills Exam (C-BASE) in Reading and Literature, Writing and Mathematics with the following minimum scores:

Reading and Literature — 235

Writing — 235

Mathematics — 235

Each section of the exam may be taken a maximum of three times. (Praxis Core scores of Reading 156, Writing 162, Mathematics 150 are also accepted.)

**Students need to be admitted into the Teacher Education Program to register for Field Experience and to register for many of the EDU, ECE, and SPED courses required in their programs.**

#### Checkpoint 2 - Field Experience

A student admitted to the Teacher Education Program will complete 40 hours of field experience at the same time he/she takes the appropriate methods course and will complete a second 40-hour field experience when he/she takes an appropriate advanced methods class.

In addition to helping the student to “see into the daily life of the classroom teacher” through the activities completed at the field experience site, the student will engage in classroom activi-

ties and will complete various assignments to understand more deeply the Iowa Teaching Standards and Criteria. At the end of each 40-hour placement the student will be assessed on his/her knowledge of these standards and criteria.

### Checkpoint 3 - Admission to Student Teaching

Student teaching, the teacher education capstone experience, takes place at the end of the student's program. Application for student teaching must be filed according to the deadlines established by the Teacher Education Program. Failure to adhere to deadlines may delay student teaching placement. Placements are made by the teacher education coordinator, the field placement coordinator, or their designees. Students will not be allowed to register for any courses during the sessions in which their student teaching will take place.

Teachers who are already licensed at a particular level (i.e., K-8) and seeking an endorsement at a new level (i.e., 5-12) will need to complete student teaching at the new level. Other requirements may also apply.

#### Requirements for Student Teaching:

1. Student must be admitted to the Teacher Education Program.
2. Student must successfully complete appropriate field experience(s) with a grade of "C" or better.
3. Student must have met all competencies required within standards set by the University and Iowa Department of Education.
4. From two student-selected instructional staff members, student must have acceptable ratings on the Assessment of Dispositional Professional Qualities in Teacher Education Program Pre-service Educator: Admittance to Student Teaching.
5. Student must complete the general education requirements listed on page 95 with these specific qualifications:
  - a. The following courses must be completed with a grade of "C" or better:
 

Basic Composition or an approved composition course

English Composition II or an approved composition course

Note: If a student possesses a BA or BS degree for which only one composition course was required and the student earned a "C" or better in the composition course or if the student possesses a BA or BS degree and had a composition course requirement waived because of high test scores, no additional composition course will be required. If a student who has not yet earned a degree tests into a second writing course and completes it with a "C" or better, no additional composition course will be required.

Public Speaking or an approved speech course
  - b. Physical science or biological science courses may be used to meet the natural science requirement.
  - c. EDU 162 Diversity for Teachers may be used to meet the culture requirement.
  - d. EDU/PSY 142 Human Growth, Development and Guidance may be used to meet a psychology requirement.
  - e. EDU 252 Computers and Instructional Technology may be used to meet the computer skills requirements.
6. Student must complete each required education course (prefix EDU, ECE, SPED) with a grade of "C" or better.
7. If an elementary education major, a student must complete all requirements for the major and all requirements for at least one specific endorsement area (as required to be eligible for an Iowa teaching license).
8. Student must attain a GPA of 2.70 Upper Iowa University cumulative, 2.70 in the major to include transfer courses applied to the major and 2.70 in each PreK, K-8 or 5-12 endorsement area to include transfer courses in which the student is seeking licensure.
9. Student must complete and submit application materials to student teach to the Teacher Education Department Chair or Teacher Education Coordinator.

**Note:** A student may have no more than six general education semester credits of total coursework remaining prior to the start of the student teaching experience. The remaining coursework may not be in the student's major, in the professional education core, in the first specific endorsement area, or in the general education requirements of Composition I, Composition II, and speech.

#### Praxis II Test Requirement

State regulation requires students wishing to be recommended for initial Iowa licensure to take two tests, one in pedagogy and one in content and attain qualifying scores on each.

### Checkpoint 4 - Completion of Student Teaching

Student teaching is the culminating experience in the Teacher Education Program. As a part of the student teaching experience, the student will develop and teach instructional units. The student will also complete a Teacher Work Sample based on teaching an instructional unit. Overall, student teaching will be assessed through the cooperating teacher's evaluation, the supervisor's evaluation, and the student's scores on the Teacher Work Sample, and submission of required student teaching documents.

#### Teacher Work Sample

Successful teacher candidates will support learning by designing a Teacher Work Sample that employs a range of strategies and builds on each student's strengths, needs, and prior experiences. Through this performance assessment, the student will provide credible evidence to facilitate learning and display dispositions aligned with the Interstate Teacher Assessment and Support Consortium (InTASC) by meeting the following Teacher Education Program standards:

- **Considers Contextual Factors:** The teacher uses information about the learning-teaching context and individual student differences to set learning outcomes and plan instruction and assessment.
- **Identifies Learning Outcomes:** The teacher sets significant, challenging, varied and appropriate learning outcomes.
- **Establishes Assessment Plan:** The teacher uses multiple assessment modes and approaches, aligned with learning outcomes, to assess student learning before, during, and after instruction.
- **Creates Design for Instruction:** The teacher designs instruction for student characteristics and needs, and learning outcomes.
- **Makes Instructional Decisions:** The teacher uses ongoing analysis of student learning to make instructional decisions.
- **Analyzes Student Learning:** The teacher uses assessment data to profile student learning, and communicate information about student progress and achievement.
- **Reflects and Evaluates Professional Practices:** The teacher analyzes the relationship between his or her instruction and student learning in order to improve teaching practices.

The Teacher Work Sample will be assessed by two readers using standardized rubrics. The Teacher Education Program will collect and evaluate the following information at this checkpoint:

- Rating on Work Sample Rubric for Contextual Factors
- Rating on Work Sample Rubric for Learning Outcomes
- Rating on Work Sample Rubric for Design for Instruction
- Rating on Work Sample Rubric for Instructional Decision Making
- Rating on Work Sample Rubric for Assessment Plan
- Rating on Work Sample Rubric for Analysis of Student Learning
- Rating on Work Sample Rubric for Reflection and Self Evaluation
- Rating on Work Sample Rubric for Written Communication (This will not be in overall score.)

### Professional Education Core Requirements

Candidates for an initial teaching license must complete a major in Birth-Grade 3: Inclusive Settings, a major in Elementary Education or a major in a secondary teaching subject area. Candidates must complete the following approved professional education courses:

Core Requirements for All Majors		Credits
EDU 110	Foundations of American Education	3
EDU/PSY 142	Human Growth, Development and Guidance	3
EDU 152	Assessment and Psychology	3
EDU 162	Diversity for Teachers	3
EDU 252	Computers and Instructional Technology	3
SPED 304	Exceptional Persons	3

SPED 462	Individual Behavior and Classroom Management	3
EDU 49_	A Student Teaching experience	16
<b>or</b>		
	Experience at the level (8) and student teaching in a specific endorsement area (8)	

### Plus

#### Elementary Education Major

EDU 306	Field Experience I: Elementary*	2
EDU 321	Field Experience II: Elementary*	2

### OR

#### Birth–Grade 3: Inclusive Settings

ECE 334	Field Experience: Infant-Toddler	1
ECE 335	Field Experience: Prekindergarten	2
EDU 306	Field Experience I: Elementary	2

### OR

#### Secondary Education Majors

EDU 307	Field Experience I: Secondary*	2
EDU 322	Field Experience II: Secondary*	2
EDU 319	Methods: Secondary	3
EDU 300	Secondary majors must have methods course in each area of endorsement	3
EDU 425	Content Area Literacy	3

### OR

#### K-12 Art Majors

EDU 308	Field Experience I: Elem/Sec	2*
EDU 323	Field Experience II: Elem/Sec	2*
EDU 319	Methods: Secondary	3
EDU 338	Teaching Art K-12	3
EDU 425	Content Area Literacy	3

### OR

#### K-12 Physical Education, Health, and Coaching Majors

EDU 308	Field Experience I: Elem/Sec	2*
EDU 323	Field Experience II: Elem/Sec	2*
EDU 319	Methods: Secondary	3
EDU 336	Teaching K-12 Physical Education	3
EDU 337	Teaching K-12 Health	3
EDU 425	Content Area Literacy	3

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\*Professional Education Core Field Experiences must be taken concurrently with methods courses. For Elementary Education, Birth-Grade 3: Inclusive Settings majors, EDU 306 Field Experience I: Elementary must be taken concurrently with EDU 315 Teaching Elementary Social Studies. EDU 321 Field Experience II: Elementary, ECE 334 Field Experience: Infant/Toddler and/or ECE 335 Field Experience: Prekindergarten is to be taken concurrently with EDU 305 Teaching Elementary Science, EDU 325 Teaching Elementary Math, or EDU 335 Teaching Elementary Language Arts. Secondary majors complete EDU 307 Field Experience I: Secondary concurrently with EDU 319. EDU 322 Field Experience II: Secondary is to be taken concurrently with EDU 300. K-12 Art majors must complete EDU 308 Field Experience I: Elementary/Secondary concurrently with EDU 319. EDU 323 Field Experience II: Elementary/Secondary is to be taken concurrently with EDU 338. K-12 Physical Education, Health, Coaching majors complete EDU 308 Field Experience I: Elementary/Secondary concurrently with EDU 319. EDU 323 Field Experience

II: Elementary/Secondary is to be taken concurrently with EDU 336 or EDU 337.

### Major in Elementary Education

This major consists of 85 semester credits (including professional education core requirements). In addition, to qualify for licensure, students must also meet the requirements of a prekindergarten, middle level or K-8 endorsement in a specific area. The courses in the major are as follows:

		Credits
EDU 110	Foundations of American Education	3
EDU/PSY 142	Human Growth, Development and Guidance	3
EDU 152	Assessment and Psychology	3
EDU 162	Diversity for Teachers	3
EDU 306	Field Experience I: Elementary School	2
EDU 321	Field Experience II: Elementary School	2
EDU 252	Computers and Instructional Technology	3
SPED 304	Exceptional Persons	3
EDU 305	Teaching Elementary Science	3
EDU 309	Teaching Elementary Movement and Wellness	1
EDU 310	Teaching Elementary Visual Arts	1
EDU 315	Teaching Elementary Social Studies	3
EDU 325	Teaching Elementary Math	3
EDU 326	Developmental Reading and Language Arts	3
EDU 333	Literature: Birth-Adolescence	3
EDU 335	Teaching Elementary Language Arts	3
SPED 462	Individual Behavior and Classroom Management	3
EDU 492	Student Teaching in Elementary School	16
	<b>or</b>	
	Student Teaching in Elementary School (8) and student teaching in a specific endorsement area (8)	
One of the following:		3
HIST 100	World History to 1500	
HIST 101	World History since 1500	
HIST 110	American History to 1877	
HIST 111	American History since 1877	
An approved history course		
One of the following:		3
PS 100	U.S. Government	
PS 230	State and Local Government	
An approved political science course		
One of the following:		3
ES 100	Introduction to Geology	
PHY 110	Introduction to Astronomy	
ES 114	Conservation of Natural Resources	
ES 117	Natural Disasters	
ES 220	Soil and Water Conservation	
An approved earth/space science course		

One of the following: 3  
 BIO 100 General Biology  
 ES 161 Environmental Science  
 BIO 215 Local Field Science  
 An approved life science course

One of the following: 3  
 MATH 105 College Mathematics with Applications  
 An approved mathematics course

EDU 253 Math for Elementary and Middle School Teachers 3

One of the following: 3  
 COMM 105 Public Speaking  
 An approved oral communications course

One of the following: 3  
 ENG 102 English Composition II  
 An approved written communication course

85

### Major in Birth-Grade 3: Inclusive Settings (Unified Endorsement 100)

This major consists of 92 semester credits and authorizes the holder of this endorsement to teach children from birth through grade three.

		Credits
	Current certification in CPR	
EDU 110	Foundations of American Education	3
EDU 142	Human Growth, Development, and Guidance	3
EDU 152	Assessment and Psychology	3
EDU 162	Diversity for Teachers	3
EDU 306	Field Experience I: Elementary	2
ECE 223	Health, Safety and Nutrition: EC	3
ECE 334	Field Experience: Infant/Toddler	1
ECE 335	Field Experience: Prekindergarten	2
ECE 451	Introduction to Early Childhood	3
ECE 452	Observation and Assessment in Early Childhood	3
ECE 455	Methods and Curriculum in Early Childhood	3
ECE 456	Administration and Supervision in Early Childhood	3
EDU 252	Computers and Instructional Technology	3
EDU 305	Teaching Elementary Science	3
EDU 309	Teaching Elementary Movement and Wellness	1
EDU 310	Teaching Elementary Visual Arts	1
EDU 315	Teaching Elementary Social Studies	3
EDU 325	Teaching Elementary Math	3
EDU 326	Developmental Reading/Language Arts	3
EDU 333	Literature: Birth-Adolescence	3
EDU 335	Teaching Elementary Language Arts	3
EDU 407	Diagnostic and Corrective Reading and Language Arts	3

SPED 304	Exceptional Persons	
SPED 459	Home, School and Community Relations	3
SPED 462	Individual Behavior and Classroom Management Prek-12	3
SPED 465	Methods/Curriculum: Behavior Disorders Prek-12	3
SPED 467	Characteristics of Individuals with Disabilities Prek-12	3
SPED 478	Methods/Curriculum: Mild/Moderate Disabilities Prek-8	3
SPED 484	Student Teaching - Prekindergarten, including Special Education (8 weeks)	8
ECE 498	Student Teaching - Kindergarten-Grade 3 (8 weeks)	8
		<u>92</u>

**Major in Instructional Strategist BD/LD/ID**

Current certification in CPR

		<b>Credits</b>
EDU 110	Foundations of American Education	3
EDU 142	Human Growth Dev/Guidance	3
EDU 152	Assessment & Psychology	3
EDU 162	Diversity for Teachers	3
EDU 252	Computers & Instructional Technology	3
EDU 308	Field Experience I: Elem/Sec	2
EDU 315	Teaching Elementary Social Studies	3
EDU 323	Field Experience II: Elem/Sec	2
EDU 325	Teaching Elementary Math	3
EDU 326	Developmental Reading/LA	3
EDU 407	Diagnostic/Corrective Reading	3
EDU 425	Content Area Literacy	3
SPED 304	Exceptional Persons	3
SPED 459	Home/School/Community Relations	3
SPED 462	Individual Behavior/Classroom Mgmt	3
SPED 465	Meth/Curr: Behavior Disabilities PK-12	3
SPED 467	Characteristics of Individuals with Disabilities PK-12	3
SPED 469	Meth/Curr: Learning Disabilities K-12	3
SPED 473	Meth/Curr Intellectual Disabilities	3
SPED 477	Career & Vocational Programming	3
EDU 494	Student Teaching Elem/Sec	16
		<u>74</u>

**All Science Major (for Teacher Licensure)**

This major is designed for students wishing to teach all sciences in grades 5-12.

		<b>Credits</b>
<b>Biology</b>		
BIO 135	Principles of Biology I	4
BIO 140	Principles of Biology II	4
Elective in Biology (300 or above)		4
<b>Chemistry</b>		
CHEM 151	General Chemistry I	4
CHEM 152	General Chemistry II	4
Elective in Chemistry (200 or above)		3-4

**Physics**

PHY 111/112	Introductory Physics I and Lab	4
PHY 113/114	Introductory Physics II and Lab	4

**Earth Science**

PHY 109/110	Astronomy and Lab	4
ES 100	Introduction to Geology	3
ES 161	Environmental Science	3
BIO 496	Senior Project	2
		<u>43-44</u>

**Major in Art (for Teacher Licensure)**

The art education emphasis prepares students for K-12 licensure.

		<b>Credits</b>
ART 101	Digital Tools	3
ART 109	2-D Foundations	3
ART 110	Drawing	3
ART 120	3-D Foundations	3
ART 202	Painting	3
ART 204	Printmaking	3
ART 225	Sculpture	3
Two of the following:		6
ART 211	Art History I	
ART 212	Art History II	
ART 272	Non-Western Art Survey	
ART 313	20th Century Art	
ART 372	Survey of American Art	
One of the following:		3
ART 222	Ceramics/Hand Building	
ART 223	Ceramics/Wheel Throwing	
Electives in Art Studio:		6
ART 210	Intermediate Drawing	
ART 218	Digital Photography	
ART 300	Human Figure Drawing I	
ART 301	Human Figure Drawing II	
ART 304	Printmaking: Screen Printing	
ART 305	Environmental Art	
ART 319	Digital Video	
ART 325	Intermediate Sculpture	
ART 330	Watercolor / Water Media	
ART 404	Advanced Printmaking	
ART 410	Advanced Drawing	
ART 412	Advanced Painting	
ART 423	Advanced Ceramics	
ART 425	Advanced Sculpture	
ART 430	Advanced Watercolor	
ART 490	Senior Thesis (Portfolio)	1
		<u>37</u>



### Major in All Business (for Teacher Licensure)

This major corresponds to endorsement 1171 Business All 5-12.

		Credits
ECON 160	Principles of Microeconomics	3
ECON 161	Principles of Macroeconomics	3
BA 201	Accounting Principles I	3
BA 202	Accounting Principles II	3
BA 208	Marketing Principles	3
BA 210	Management Principles	3
BA 222	Management Information Systems	3
BA 288	Personal Financial Management	3
BA 302	Business Law and Ethics	3
BA 358	Consumer Behavior	3
BA 370	Entrepreneurship & Small Business Management	3
COMM 307	Business and Professional Communication	3
One of the following:		3
BA 225	Business Ethics	
PHIL 202	Contemporary Ethics	
		<u>39</u>

Students must also complete EDU 300-1 Teaching Secondary Business.

This major corresponds to endorsement 1171 Business-All 5-12.

### Major in English (for Teacher Licensure)

		Credits
ENG 125	Introduction to Literature	3
ENG 209	American Literature I	3
ENG 210	American Literature II	3
ENG 211	British Literature I	3
ENG 212	British Literature II	3
EDU 326	Developmental Reading and Language Arts	3
ENG 330	Shakespeare	3
EDU 333	Literature Birth-Adolescence	3
Electives in English		15
		<u>39</u>

Note: A Senior Thesis will be required in the major. This thesis may be developed out of one or more of the courses in the major or produced through a special topics course at the 450 level.

### Major in Life Science (for Teacher Licensure)

This major is designed for students seeking a career teaching high school biology.

		Credits
BIO 135	Principles of Biology I	4
BIO 140	Principles of Biology II	4
BIO 201	Scientific Literature Skills	1
BIO 270	Human Anatomy and Physiology I	4

BIO 275	Human Anatomy and Physiology II	4
BIO 283	General Genetics	4
BIO 340	Evolution	3
BIO 381	Cell and Molecular Biology	3
BIO 496	Senior Project	2
CHEM 151	General Chemistry I	4

Electives in Biology (300 or above)	8
	<u>41</u>

### Major in Mathematics Education (for Teacher Licensure)

		Credits
MATH 115	Trigonometry and Analytic Geometry	3
MATH 120	Calculus I	3
MATH 200	Calculus II	3
MATH 210	Calculus Series and Analysis	3
MATH 215	Multivariable Calculus	3
MATH 220	Elementary Statistics	3
MATH 300	Differential Equations	3
MATH 301	Linear Algebra	3
MATH 310	Introduction to Advanced Math	3
MATH 333	Concepts of Geometry	3
MATH 451	Seminar	1
Elective in Computer Programing		3
		<u>34</u>

### Major in Reading

		Credits
SPED 304	Exceptional Persons	3
EDU 326	Developmental Reading/Language Arts	3
EDU 333	Literature: Birth-Adolescence	3
EDU 407	Diagnostic & Corrective Reading	3
EDU 410	Practicum: Secondary Reading	3
EDU 425	Content Area Literacy	3
EDU 445	Language Acquisition	3
EDU 485	Advanced Problems in Reading	3
Electives in Reading, English, Communication, and/or Language Arts (300-400 level)		6
One of the following:		3
ENG 102	English Composition II	
ENG 201	Expository Writing	
An equivalent composition course		
		<u>33</u>

### Major in Social Science 5-12 (for Teacher Licensure)

Students preparing to teach Social Science areas in the secondary school will meet the requirements for a Social Science major to include requirements in specific endorsement areas. Students must complete a minimum of 39 major credits including at least one of the following endorsement areas: American History, American Government, or Economics, Sociology\*, or Psychology\*. The student must complete 15 semester credits in each area in which he/she seeks licensure. See your academic advisor for

clarification of these requirements. \*Must be done in conjunction with another endorsement. A minimum of 30 upper division credits required; 15 credits in the major.

### American Government Credits

PS 100	U.S. Government	3
PS 230	State and Local Government	3

At least one of the following: 3

PS 212	Comparative Politics	
PS 222	Introduction to Political Society	
PS 362	The Legislative Process	
PS 368	Political Parties and Interest Groups	
PS 411	American Constitutional Law I	
PS 412	American Constitutional Law II	

Electives in American Government 6

### American History Credits

HIST 110	American History to 1877	3
HIST 111	American History since 1877	3

One of the following: 3

HIST 214	World at War, 1914-1945	
HIST 371	New Nation, 1787-1848	
HIST 372	Civil War and Reconstruction, 1848-1877	
HIST 373	Industrialization and Reform, 1877-1914	
HIST 374	Modern America, 1945-present	

Electives in American History 6

### Economics Credits

ECON 160	Principles of Microeconomics	3
ECON 161	Principles of Macroeconomics	3

Select two of the following 6

ECON/HIST 281	Western Economic History 1600-Present	
BA/ECON 310	Money and Capital Markets	
ECON 466	Labor Economics	
ECON 477	Public Finance	
ECON 488	International Trade	
ECON 433	Environmental Economics	

Elective in Economics 3

### Psychology Credits

EDU 142	Human Growth, Development and Guidance	3
PSY 190	General Psychology	3
PSY 310	Social Psychology	3

At least one of the following: 3

PSY 323	Cognition	
PSY 338	Motivation	

Elective in Psychology 3

**Note:** Those seeking secondary teacher certification in the State of Iowa in Psychology must already be certified at the secondary

level or concurrently seeking endorsement in American History, American Government, or Economics.

### Sociology Credits

SOC 110	Principles of Sociology	3
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Two of the following: 6

SOC 220	Social Problems	
SOC 240	Diversity in the United States	
PSY/SOC 232	Group Dynamics	
SOC 363	Social Stratification	

Electives in Sociology 6

**Note:** Those seeking secondary teacher certification in the State of Iowa in Sociology must already be certified at the secondary level or concurrently seeking endorsement in American History, American Government, or Economics.

### Major in All Social Science (for 5-12 Teacher Licensure)

The All Social Science 5-12 major is designed for students who wish to be licensed to teach all social science courses at the 5-12 grade level in the state of Iowa: American History, World History, American Government, Psychology, Sociology, Geography, and/or Economics.

### Economics Credits

ECON 160	Principles of Microeconomics	3
ECON 161	Principles of Macroeconomics	3

### Government

PS 100	U.S. Government	3
PS 230	State and Local Government	3

One of the following: 3

PS 362	The Legislative Process	
PS 411	American Constitutional Law I	
PS 412	American Constitutional Law II	

### Psychology

PSY 190	General Psychology	3
PSY 310	Social Psychology	3

### World History

HIST 100	World History to 1500	3
HIST 101	World History since 1500	3

One of the following: 3

HIST 214	World at War, 1914-1945	
HIST 245	Global Women's Activism	
HIST 342	The Development of American Foreign Policy	
HIST 355	Modern World History	
HIST 367	Atlantic Revolutions	

### American History

HIST 110	American History to 1877	3
HIST 111	American History since 1877	3

One of the following:	3
HIST 214	World at War, 1914-1945
HIST 367	Atlantic Revolutions
HIST 371	New Nation, 1787-1848
HIST 372	Civil War and Reconstruction, 1848-1877
HIST 373	Industrialization and Reform, 1877-1914
HIST 374	Modern America, 1945-present

<b>Sociology</b>		
SOC 110	Principles of Sociology	3

One of the following:	3
SOC 220	Social Problems
PSY/SOC 232	Group Dynamics
SOC 240	Diversity in the United States
SOC 363	Social Stratification

<b>Geography</b>		
GEOG 100	Introduction to Physical Geography	3
GEOG 200	World Regional Geography	3
		<u>51</u>

**Other Secondary Endorsements****5-12 Earth Science Endorsement #153 (27 credits)**

EDU 300-05	Teaching Secondary Science	3
ES 100	Introduction to Geology	3
ES 175	Earth Systems Laboratory	1
ES 161	Environmental Science	3
ES 220	Soil and Water Conservation	3
ES 326	Soil Genesis, Classification & Morphology	4
ES 330	Global Warming & Climate Change	3
Electives in Earth Science (200-400 level)		7

**5-12 Economics Endorsement #160**

ECON 160	Microeconomics	3
ECON 161	Macroeconomics	3

Select two of the following	6
ECON/HIST 281	Western Economic History 1600-Present
BA/ECON 310	Money and Capital Markets
ECON 466	Labor Economics
ECON 477	Public Finance
ECON 488	International Trade
ECON 433	Environmental Economics

Electives in Economics	12
EDU 300-6 Teaching Secondary Social Science	3

**5-12 Spanish Endorsement (no major offered) (27 credits)**

SPN 125	Introduction to Hispanic Cultures	3
SPN 201	Intermediate Spanish I	3
SPN 202	Intermediate Spanish II	3
SPN 301	Advanced Spanish I	3
SPN 302	Advanced Spanish II	3
SPN 306	Culture and Society of Spain	3
SPN 401	Professional Spanish	3
EDU 300-03	Teaching Secondary School Foreign Language	3

One of the following:	3
SPN 101	Beginning Spanish I
SPN 102	Beginning Spanish II

**Major in Industrial Technology**

This major consists of 36.5-37.5 semester credits. An innovative 2+2 program is available through a partnership between Upper Iowa University and Northeast Iowa Community College. Students can earn an associate of science degree from NICC and a bachelor of arts degree with major in industrial technology from Upper Iowa. In addition to the major requirements, the professional education core must be completed.

<b>Manufacturing</b>		<b>Credits</b>
AGM 504	John Deere Welding	1
<b>Construction</b>		
CON 113	Construction Print Reading	2
CON 388	Basic Construction Skills	1.5
CON 391	Construction II	3
CON 393	Construction III	3

**Energy and Power**

ELE 117	DC Theory	5
ELE 118	AC Theory	5

**Graphic Communications**

One of the following:	2-3
CIS 197	Fundamentals of Web Design (3)
NET 266	Routing & Switching: Introduction To Networks (3)
CAD 172	Introduction to CAD: Auto CAD (2)

**Transportation**

AUT 102	Intro. To Automotive Technology	1
AUT 405	Auto Suspension and Steering	5
AUT 505	Auto Brake Systems	5

**Other**

Minimum of 3 semester hours in one of the following areas: manufacturing, Energy/ Power, Graphic Comm., Construction, Transportation	3
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36.5-37.5

**Endorsement Areas**

At least one specific endorsement is required with an elementary education major. The courses listed for at least one of the endorsements below are needed in addition to the courses required for the Elementary Education major and the professional education core. A 2.70 minimum GPA is required in the endorsement. In addition, each education course (prefix EDU, ECE, SPED) must be completed with a grade of "C" or better.

**Birth-Grade 3: Inclusive Settings #100 (50 credits) Credits**

Current certification in CPR.		
EDU 306	Field Experience I: Elementary	2
ECE 223	Health, Safety and Nutrition: EC	3
ECE 334	Field Exp: Infant/Toddler	1
ECE 335	Field Exp: Prekindergarten	2
ECE 451	Introduction to Early Childhood	3

ECE 452	Observation and Assessment in Early Childhood	3
ECE 455	Methods and Curriculum of Early Childhood	3
ECE 456	Administration and Supervision of Early Childhood	3
EDU 309	Teaching Elementary Movement and Wellness	1
EDU 407	Diagnostic & Corrective Reading	3
SPED 304	Exceptional Persons	3
SPED 459	Home, School, and Community Relations	3
SPED 462	Individual Behavior and Classroom Management	3
SPED 465	Methods/Curriculum: Behavior Disorders PreK-12	3
SPED 467	Characteristics of Individuals with Disabilities	3
SPED 478	Methods/Curriculum: Mild/Moderate PreK-8	3
SPED 484	Student Teaching: PreK including Special Education	8

Note: If not endorsed in elementary education or prekindergarten - grade 3, please contact your advisor for additional requirements.

#### Prekindergarten-Kindergarten

Endorsement #103 (34 credits)		Credits
ECE 223	Health, Safety and Nutrition: EC	3
ECE 335	Field Experience Prekindergarten	2
ECE 451	Introduction to Early Childhood	3
ECE 452	Observation and Assessment in Early Childhood	3
ECE 455	Methods and Curriculum of Early Childhood	3
ECE 456	Administration and Supervision of Early Childhood	3
ECE 496	Student Teaching: PreKindergarten - Kindergarten	8
EDU 142	Human Growth and Development	3
EDU 326	Developmental Reading	3
SPED 459	Home, School and Community Relations	3

Note: If not endorsed in elementary education or prekindergarten - grade 3, please contact your advisor for additional requirements.

#### K-12 English as a Second Language (ESL) Endorsement #104 (19 credits)

		Credits
EDU 443	Concepts of English	3
EDU 444	Curriculum and Methods of ESL	3
EDU 445	Second Language Acquisition	3
EDU 446	Practicum in ESL	3
EDU 447	Problems in English Grammar	3
EDU 448	Cultural and Linguistic Diversity	3
EDU 449	Student Teaching in ESL	1

#### Prek-12 Talented and Gifted Education TAG Endorsement #107

		Credits
EDU 439	Introduction to Gifted Education	3
EDU 440	Methods and Curriculum: Gifted Education PreK-12	3
EDU 441	Administration and Supervision of Gifted Programs	3
EDU 442	Practicum: Gifted Programs	3

#### K-8 Art Endorsement #113 (25 credits)

		Credits
ART 110	Drawing	3
ART 202	Painting	3
ART 204	Printmaking	3
EDU 310	Elementary Visual Arts	1
One of the following:		3
ART 222	Ceramics/Hand Building	
ART 223	Ceramics/Wheel Throwing	

One of the following:		3
ART 100	Introduction to Art	
ART 211	Art History I	
ART 212	Art History II	
ART 252	Art and Architecture of Italy	
Electives in Studio Art from the following:		9
ART 210	Intermediate Drawing	
ART 300	Human Figure Drawing I	
ART 304	Printmaking: Screen Printing	
ART 305	Environmental Art	
ART 323	Ceramics Mold Making	
ART 325	Intermediate Sculpture	
ART 330	Watercolor/Water Media	
ART 404	Advanced Printmaking	
ART 410	Advanced Drawing	
ART 412	Advanced Painting	
ART 423	Advanced Ceramics	
ART 425	Advanced Sculpture	
ART 430	Advanced Watercolor	

#### K-8 English/Language Arts

Endorsement #119 (28 credits)		Credits
EDU 326	Developmental Reading and Language Arts	3
EDU 333	Literature: Birth-Adolescence	3
EDU 335	Teaching Elementary Language Arts	3
EDU 232	Grammar Content for Teachers	1

One of the following:		3
ENG 209	American Literature I	
ENG 210	American Literature II	

One of the following:		3
COMM 105	Public Speaking	
An approved oral communication course		

One of the following:		3
ENG 102	English Composition II	
An approved composition course		

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Note: Must also hold a special education endorsement in grades 5-12.

### **K-8 Special Education Instructional**

#### **Strategist I #260 (25-29 credits)**

	Credits
SPED 304 Exceptional Persons	3
EDU 407 Diagnostic and Corrective Reading and Language Arts	3
SPED 459 Home, School and Community Relations	3
SPED 462 Individual Behavior and Classroom Management K-12	3
SPED 465 Methods/Curriculum: Behavior Disorders Prek-12	3
SPED 467 Characteristics of Individuals with Disabilities Prek-12	3
SPED 478 Methods/Curriculum: Mild/Moderate Disabilities Prek-8	3

One of the following:

SPED 479 Student Teaching: Instructional Strategist	4
SPED 482 Student Teaching: Instructional Strategist	8

#### **Instructional Strategist I 5-12 #261**

This endorsement consists of 28-32 semester credits. A person seeking this endorsement must already be the holder of a valid Iowa teaching license to teach students without disabilities or be concurrently seeking licensure to teach students without disabilities.

	Credits
SPED 304 Exceptional Persons	3
EDU 407 Diagnostic and Corrective Reading and Language Arts	3
SPED 459 Home, School and Community Relations	3
SPED 462 Individual Behavior and Classroom Management Prek-12	3
SPED 465 Methods/Curriculum: Behavior Disorders Prek-12	3
SPED 467 Characteristics of Individuals with Disabilities Prek-12	3
SPED 475 Methods/Curriculum: Mild/Moderate Disabilities 5-12	3
SPED 477 Career and Vocational Programming	3

One of the following:

SPED 479 Student Teaching: Instructional Strategist	4
SPED 482 Student Teaching: Instructional Strategist	8
	28-32

#### **Instructional Strategist II: Behavior Disorders/Learning Disabilities K-12 # 263**

This endorsement consists of 28-32 semester credits. A person seeking this endorsement must already be the holder of a valid Iowa teaching license to teach students without disabilities or be concurrently seeking licensure to teach students without disabilities.

Credits

SPED 304 Exceptional Persons	3
EDU 407 Diagnostic & Corrective Reading & Language Arts	3
SPED 459 Home, School & Community Relations	3
SPED 462 Individual Behavior and Classroom Management	3
SPED 465 Methods/Curriculum: Behavior Disorders Prek-12	3
SPED 467 Characteristics of Individuals with Disabilities Prek-12	3
SPED 469 Methods/Curriculum: Learning Disabilities K-12	3
SPED 477 Career and Vocational Programming	3

One of the following:

SPED 479 Student Teaching: Instructional Strategist	4
SPED 482 Student Teaching: Instructional Strategist	8
	28-32

#### **Instructional Strategist II: Intellectual Disabilities K-12 # 264**

This endorsement consists of 25-29 semester credits. A person seeking this endorsement must already be the holder of a valid Iowa teaching license to teach students without disabilities or be concurrently seeking licensure to teach students without disabilities.

	Credits
SPED 304 Exceptional Persons	3
EDU 407 Diagnostic & Corrective Reading	3
SPED 459 Home, School & Community Relations	3
SPED 462 Individual Behavior and Classroom Management Prek-12	3
SPED 467 Characteristics of Individuals with Disabilities Prek-12	3
SPED 473 Methods/Curriculum: Intellectual Disabilities	3
SPED 477 Career and Vocational Programming	3

Current certification in CPR

One of the following:

SPED 479 Student Teaching Instructional Strategist	4
SPED 482 Student Teaching Instructional Strategist	8
	25-29

#### **Middle School Endorsement, 5-8 #1821, #1822, #1823, #1824 (no major offered)**

	Credits
EDU 425 Content Area Literacy	3
EDU 428 Middle School Curriculum, Design and Strategies	3
EDU 435 Middle School Students' Growth, Development and Management	3

Completion of coursework in TWO of the following content areas:

#### **#1821 Middle School Language Arts (13 credits)**

EDU 232 Grammar Content for Teachers	1
EDU 333 Literature: Birth-Adolescence	3

One of the following: 3  
 ENG 101 Basic Composition  
 An equivalent composition course

One of the following: 3  
 COMM 105 Public Speaking  
 COMM 107 Human Communication  
 An approved oral communication course

One of the following: 3  
 ENG 265 African American Literature  
 ENG 365 Women and Literature  
 An approved literature across cultures course

#### #1822 Middle School Math (12 credits)

MATH 107 College Algebra 3  
 EDU 253 Mathematics for Elementary and  
 Middle School Teachers 3

Two of the following: 6  
 MATH 109 Quantitative Methods  
 MATH 115 Trigonometry and Analytic Geometry  
 MATH 120 Calculus I  
 (if MATH 115 prerequisite is met)  
 MATH 220 Elementary Statistics  
 An approved math course

#### #1823 Middle School Science (12 credits)

One of the following: 4  
 BIO 135 Principles of Biology I  
 An approved biology course

One of the following: 4  
 ES 100 Introduction to Geology  
 ES 175 Earth Systems Lab I  
 An approved earth science course

One of the following: 4  
 CHEM 151 General Chemistry I  
 PHY 111/112 Introduction to Physics and Lab  
 An approved physical science course

#### #1824 Middle School Social Studies (12 credits)

One of the following: 3  
 HIST 110 American History to 1877  
 HIST 111 American History since 1877  
 An approved American history course

One of the following: 3  
 HIST 100 World History to 1500  
 HIST 101 World History since 1500  
 An approved world history course

One of the following: 3  
 PS 100 U.S. Government  
 PS 230 State and Local Government  
 An approved political science course

One of the following: 3  
 GEOG 100 Introduction to Physical Geography  
 GEOG 200 World Regional Geography  
 An approved geography course

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## Exercise and Sport Studies (EXSS)

The major and minor programs in exercise and sport studies (EXSS) prepare students for a variety of career opportunities in the arena of sport and physical activity. These careers include physical education and health teacher, personal trainer, fitness wellness director, sports administrator. Students who pursue any of the emphases of the Exercise and Sport Studies major will be prepared to pursue graduate study in a variety of areas related to physical activity and sport, as well as post-graduate programs for physical therapy, chiropractic, and occupational therapy. In addition, all students are given the opportunity to take courses designed to enhance their understanding and enjoyment of sports.

Students interested in majoring in Exercise and Sport Studies along with their specific emphasis area (Sport Administration, Fitness and Wellness or Exercise Science) must:

1. Complete EXSS 101 Introduction to EXSS and BIO 135 Principles of Biology I or another biology course with a lab which is accepted as a substitute for BIO 135 with a C or better grade.
  2. Have two (2) recommendation forms completed by faculty who can speak to the skills and abilities of the students.
  3. Have a 2.7 GPA or higher at the time of application.
  4. Provide a current resume.
- Students will be permitted to take five lower level courses at the discretion of their academic advisor within the EXSS core before being formally admitted to the EXSS major.
  - All information will be provided to the Chair of EXSS. It will then be reviewed by all EXSS faculty to determine admission to the program.
  - In order to remain in the major, the students must maintain a 2.7 GPA or higher.

## Major in Physical Education & Health with Coaching (Teaching)

For teacher licensure, students must complete the major requirements, the professional education core requirements, and assessment requirements. Successful completion of the Physical Education and Health with Coaching major and professional core requirements qualifies an individual for the following Iowa teaching endorsements:

- K-8 Physical Education
- K-8 Health
- 5-12 Physical Education
- 5-12 Health
- K-12 Athletic Coach

## Major in Physical Education & Health with Coaching (K-12)

		Credits
AT 166	Care and Prevention of Athletic Injuries	2
BIO 268	Introduction to Human Anatomy and Physiology*	4
EDU 104	Mental Health First Aid	1
EDU 142	Human Growth and Development	3
EDU 336	Teaching Physical Education K-12	3
EDU 337	Teaching Health K-12	3
EXSS 102	First Aid/CPR/AED Program	1
EXSS 290	Introduction to Personal Training	3
EXSS 130	Teaching Team and Individual Sports	2
EXSS 226	Foundations of Physical Fitness	2
EXSS 236	Coaching of Sports	2
EXSS 240	Adapted Physical Education	2
EXSS 283	Sport Nutrition	3
EXSS 280	Personal, School & Community Health	3
EXSS 288	Ethics and Legal Responsibilities of Coaches	1
EXSS 302	Exercise Physiology	3
EXSS 305	Kinesiology	3
EXSS 354	Methods of Teaching Strength and Conditioning	3
EXSS 360	Motor Learning	3
EXSS 370	Administration, Assessment and Curriculum in EXSS	2
PSY 302	Substance Abuse	3
SOC 361	Marriage and Family	3
		<u>55</u>

\* BIO 135 Principles of Biology is a prerequisite for BIO 268.

\*\*SOC 110 Principles of Sociology is a prerequisite for SOC361 and PSY302.

Certificate of Concussion Training is required for licensure.

## Coaching Endorsement/Authorization

		Credits
EXSS 102	First Aid/CPR/AED Programs	1
EDU/PSY 142	Human Growth and Development	3
AT 166	Care and Prevention of Athletic Injuries	2
EXSS 226	Foundations of Physical Fitness	2
EXSS 236	Coaching of Sports	2
EXSS 288	Ethics and Legal Responsibilities of Coaches	1
		<u>11</u>

Certificate of Concussion Training

For more information on obtaining the coaching authorization, visit the Iowa Board of Educational Examiner's website at [www.state.ia.us/boee](http://www.state.ia.us/boee).

## Health Endorsement (K-8 and 5-12)

Upper Iowa offers the health endorsement for a student who has an original endorsement in another subject area.

		Credits
EDU 104	Mental Health First Aid	1
EXSS 102	First Aid/CPR/AED Programs	1
AT 166	Care and Prevention of Athletic Injuries	2
EXSS 226	Foundations of Physical Fitness	2
EXSS 280	Personal, School & Community Health	3
EXSS 283	Sport Nutrition	3
PSY 302	Substance Abuse	3
SOC 361	Marriage and Family	3
	Electives in health-related areas of EXSS, PSY or SOC with consent of advisor	6
		<u>24</u>

**Note:** Students are required to take EDU 337 Teaching Health K-12 to complete required components.

## Major in Exercise and Sport Studies

This major in exercise and sport studies is designed for students who want to prepare for a career related to physical activity.

The core classes give students a solid foundation in exercise and sport studies, while the emphases allow students to focus on an area of interest. All the emphases are designed to prepare students to continue studies at the graduate level.

		Credits
<b>Exercise and Sport Studies Core</b>		
EXSS 101	Introduction to EXSS	2
EXSS 102	First Aid/CPR/AED	1
PSY/EDU 142	Human Growth and Development	3
AT 166	Care and Prevention of Athletic Injuries	2
EXSS 226	Foundations of Physical Fitness	2
EXSS 283	Sports Nutrition	3
EXSS 302	Exercise Physiology	3
EXSS 305	Kinesiology	3
EXSS 318	Psychology of Exercise and Sport	3
EXSS 334	Sport Law and Legal Issues	3
EXSS 346	Diversity in Sport Organizations	3
EXSS 360	Motor Learning	3
		<u>31</u>

## Sport Administration Emphasis

The emphasis in sport administration is designed for those students who would like to pursue careers such as athletic director or sports management.

		Credits
ECON 160	Principles of Microeconomics	3
ECON 161	Principles of Macroeconomics	3
BA 201	Accounting Principles I	3
BA 208	Marketing Principles	3
BA 210	Management Principles	3
EXSS 363	Sport Marketing	3
MATH 220	Elementary Statistics	3
BA 361	Human Resources Management	3
BIO 268	Intro to Human Anatomy and Physiology	4
EXSS 348	Sports Administration	3



EXSS 371	Planning Facilities for Physical Activity	3
EXSS 403	Internship in EXSS	6
EXSS 435	Governance and Policy	3
		<u>43</u>

### Fitness and Wellness Emphasis

The emphasis in fitness and wellness is designed for those students who want to pursue a career in the fitness industry. Students who complete the fitness and wellness emphasis will be prepared to seek certification as a personal trainer or take the Certified Strength and Conditioning Specialist exam.

		Credits
EXSS 100	Water Aerobics	1
EXSS 100	Weight Training	1
EXSS 125	Recreational Sport Programming	3
EXSS 130	Teaching Team & Individual Sports	2
EXSS 240	Adapted Physical Education	2
EXSS 290	Introduction to Personal Training	3
BIO 268	Intro to Human Anatomy and Physiology	4
EXSS 280	Personal, School and Community Health	3
PSY 338	Motivation	3
EXSS 354	Methods of Teaching Strength and Conditioning	3

Choose one of the following: 3

PSY 310	Social Psychology
PSY 232	Group Dynamics
PSY 270	Human Sexuality

EXSS 403	Internship in EXSS	6
		<u>34</u>

### Exercise Science Emphasis

The emphasis in exercise science is designed for those students who want to pursue a career in exercise physiology, kinesiology, or other fields related to physical activity. The exercise science emphasis also prepares students to attend graduate school in physical therapy, chiropractic, or occupational therapy.

		Credits
BIO 270	Human Anatomy and Physiology I	4
BIO 275	Human Anatomy and Physiology II	4
CHEM 151	General Chemistry I	4
CHEM 152	General Chemistry II	4
PHY 111	Introductory Physics I*	3
PHY 112	Introductory Physics I Lab	1
PHY 113	Introductory Physics II	3
PHY 114	Introductory Physics II Lab	1
MATH 220	Elementary Statistics	3
EXSS 170	Medical Terminology	3

Choose one of the following: 3

PSY 302	Substance Abuse
PSY 310	Social Psychology
PSY 335	Biological Psychology
PSY 360	Abnormal Psychology
PSY 373	Research Methods
PSY 394	Psychology of Aging

Choose one of the following: 3-4

BIO 210	Microbiology (4)
BIO 370	Pathophysiology (3) <b>and</b>
BIO 371	Pathophysiology (1) Lab
BIO 381	Cell & Molecular Biology (3)

EXSS 403	Internship in EXSS	6
		<u>42-43</u>

\*MATH 115 Trigonometry and Analytic Geometry is a pre-requisite for this course.

Minor in Exercise and Sport Studies	Credits
BIO 268	Introduction to Human Anatomy and Physiology** 4
AT 166	Care and Prevention of Athletic Injuries 2
EXSS 226	Foundations of Physical Fitness 2
EXSS 302	Exercise Physiology 3
EXSS 305	Kinesiology 3
Electives in EXSS numbered 300 or above	9
<b>Total</b>	<u>23</u>

\*\*BIO 135 Principles of Biology I is a prerequisite for BIO 268 and BIO 270.

## Department of Athletic Training

### Athletic Training Major

The Upper Iowa Athletic Training Program (ATP) is a limited admissions program designed to prepare students to become a competent healthcare professional as an athletic trainer. Upon admission into the program, students are educated in the management of healthcare problems associated with the physically active population including: prevention and health promotion, emergency and acute care, clinical evaluation and diagnosis, therapeutic intervention, healthcare administration, and professional development and responsibility. Students completing the athletic training program must be enrolled for a minimum of two academic years following formal admittance to the program. Students who successfully complete the requirements of the athletic training major will be eligible to take the athletic training profession's Board of Certification (BOC) Examination.

Upper Iowa's Bachelor of Science in Athletic Training is accredited by the Commission on Accreditation of Athletic Training Education (CAATE) and is housed in the Andres School of Education. Graduates from our program have established successful careers as athletic trainers in secondary schools, colleges and universities, professional sports, sports medicine clinics, physician clinics, and other athletic health care settings. Many graduates of the athletic training education program choose to pursue graduate degrees in athletic training or other related fields.

### Mission

The mission of the Upper Iowa University Athletic Training Education Program is to provide our students with a comprehensive education and the clinical skills necessary to become a highly qualified healthcare professional.

## Vision

The vision of the Upper Iowa University Athletic Training Program is to be recognized and respected as an exceptional provider of entry-level athletic training education, while preparing students to be lifelong learners and leaders in a global society.

The Athletic Training Program is no longer accepting applications to its bachelor of science program. All students formerly accepted into the professional undergraduate program must complete the requirements of the major by July 15, 2021, to be eligible for sit for the BOC examination.

## Technical Standards for Admission and Retention

The Athletic Training Program at Upper Iowa University is a rigorous and intense program that places specific requirements and demands on the students enrolled in the program. An objective of this program is to prepare graduates to enter a variety of employment settings and to render care to a wide spectrum of the individuals engaged in physical activity. The technical standards set forth by the Athletic Training Program establish essential qualities considered necessary for students enrolled in this program to achieve the knowledge, skills, and competencies of an athletic trainer, as well as meet the expectations of the program's accrediting agency (Commission on Accreditation of Athletic Training Education [CAATE]). Applicants and enrolled students must be capable of meeting the technical standards for the academic and clinical components of the athletic training program. In the event a student is unable to fulfill these technical standards, with or without reasonable accommodation, the student will not be admitted or remain enrolled in the program.

Compliance with the program's technical standards does not guarantee a student's eligibility for the Board of Certification (BOC) examination.

Students enrolled in the Athletic Training Program must demonstrate:

1. The mental capacity to assimilate, analyze, synthesize, integrate concepts and problem solve to formulate assessment 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 and 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 a level consistent with competent professional practice.
4. The ability to record the physical examination results and 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 education program as outlined and sequenced.
7. Flexibility and the ability to adjust to changing situations and uncertainty in clinical situations.

Affective skills and appropriate demeanor and rapport that relate to professional education and quality patient care.

Applicants for selection to the Athletic Training Program will be required to verify they understand and meet these technical standards or that they believe that, with certain accommodations, they can meet the standards.

If a student states he/she can meet the technical standards with accommodation, then Upper Iowa University will determine whether it agrees that the student can meet the technical standards with reasonable accommodation: this includes a review of whether accommodation would jeopardize the clinician/patient safety, or the educational process of the student or the institution, including all course work, clinical experiences and internships deemed essential to graduation.

## Immunization Requirements

Upper Iowa values the health and safety of its students. Following vaccination recommendations from the Center for Disease Control (CDC) for healthcare providers, students accepted into the ATP are required to provide documentation of the following vaccinations by August 1 of the year they begin clinical experiences: Hepatitis B vaccination series; Measles, Mumps and Rubella (MMR) vaccination; Varicella vaccination or proof of disease; Tetanus, Diphtheria and Pertussis (DTap) vaccination; and meningococcal vaccination.

All students in the ATP will be required to show documentation of the influenza vaccination prior to November 1 of each year.

## Program Fees

There are additional costs associated with enrollment into the Athletic Training Program. These include, but are not limited to: course fees, immunization maintenance, apparel to adhere to dress codes, CPR/AED certification, and travel to and from off-campus clinical assignments.

## Major in Athletic Training

		Credits
AT 110	Emergency Care in Athletic Training	3
AT 144	Foundations of Athletic Training	3
PSY 190	General Psychology	3
AT 221	Prevention and Health Promotion in Athletic Training	3
AT 232	Clinical Practice in Applied Anatomy	1
BIO 270	Human Anatomy & Physiology I	4
BIO 275	Human Anatomy & Physiology II	4
EXSS 283	Sports Nutrition	3

EXSS 302	Exercise Physiology	3
EXSS 305	Kinesiology	3
EXSS 318	Psychology of Exercise and Sport	3
AT 319	General Medical Conditions in the Physically Active	4
AT 332	Clinical Evaluation – Lower Extremity	4
AT 333	Clinical Evaluation – Upper Extremity	4
AT 360	Clinical Practice in Psychosocial Strategies and Referral	1
AT 408	Therapeutic Modalities	4
AT 430	Healthcare Administration in Athletic Training	4
AT 455	Therapeutic Rehabilitation	4
AT 472	Evidence-Based Practice in Athletic Training	4
AT 480	Professional Development in Athletic Training	3
AT 483	Clinical Practice in Exercise Prescription	1
<b>Total Credits</b>		<b>66</b>

## School of Liberal Arts

The School of Liberal Arts offers majors in art, communication studies, criminal justice, English, English with a creative writing emphasis, graphic design, history, human services, liberal arts, psychology, public administration, social science and sociology. Minors are offered in art, art history, graphic design, English, creative writing, communication studies, criminal justice, history, journalism, political science, pre-law, psychology, public administration and Spanish. For students interested in pursuing teacher licensure, the School of Liberal Arts works closely with the Andres School of Education in areas such as American government, American history, art, English/language arts, journalism, psychology, social studies, sociology, Spanish, and speech communication.

Teaching licensure is available in most of the liberal arts areas; check the listings under School of Education.

Associate of Arts degrees are available with emphasis areas of criminal justice, liberal arts or psychology. Certificates are available in communication studies, organizational communication, psychology and arts administration. See pages 47-48 for details.

Students have the opportunity to enroll in up to 12 credit hours of MPA coursework during their senior year. Contact your advisor for additional information regarding the application process and courses available.

### Liberal Arts

The Bachelor of Arts in Liberal Arts degree program offers students an educational experience that is both flexible and dynamic while remaining firmly rooted in the liberal arts tradition. This program serves both the adult learner who has amassed a variety of credits over an extended period of time and the more traditional student whose academic interests are not rigidly defined.

For the nontraditional student with wider college exposure, the major permits the constructive utilization of more transfer credit than can usually be accommodated given the specific requirements of Upper Iowa's more traditional majors.

For the traditional student, the curriculum provides a deeper immersion in the various liberal arts than does the common general education, and it can be expected to direct him or her toward a defined curriculum in one or more of the identified emphasis areas.

### Learning Outcomes

1. Students will understand the relationship between an area of interest and its historical context and development.
2. Students will use critical and creative thinking strategies to approach problems posed within an area of interest.
3. Students will understand artistic and literary traditions both in their historical contexts and across cultures.
4. Students will understand political processes and their historical contexts.
5. Students will be able to construct, organize and deliver a message, and adapt it to an identified audience and situation.

### Major in Liberal Arts:

The learning outcomes will be achieved in part through the successful completion of the following common core of courses:

	<b>Credits</b>
Two courses in art	6
Two courses in English (excluding courses in composition)	6
Two courses in History	6
Two courses in Political Science	6
Two courses from each of two of the following disciplines:	12
Psychology	
Communication	
Sociology/Criminal Justice	
Foreign Language	

Note: Some courses a student completes as part of the General Education may also serve as components of the common core.

A student's area or areas of interest will be addressed through the successful completion of four courses at the 300- and 400-levels within a single Liberal Arts Discipline or two courses at the 300- and 400-levels within each of two Liberal Arts Disciplines.

12  
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## Department of Fine Arts

### Art

The art program at Upper Iowa University challenges students to develop a personal approach to the arts while they strengthen their artistic skills and explore career opportunities. Creativity and independence are cornerstones of a program where faculty members actively lead, motivate, and support students in their education, personal lives, and careers. The natural beauty of

Northeastern Iowa forms a backdrop that inspires students to better understand themselves and what it means to be human. This combination of personal expression, professional guidance, and stimulating natural environment contribute to a unique atmosphere of interaction and collaboration where students and their ideas can flourish.

### Major in Art

	Credits
Studio Core Requirements	
ART 101 Digital Tools	3
ART 109 2-D Foundations	3
ART 110 Drawing	3
ART 120 3-D Foundations	3
Art History Requirement	
Two of the following:	6
ART 211 Art History I	
ART 212 Art History II	
ART 252 Art and Architecture of Italy	
ART 272 Non-Western Art Survey	
ART 313 20th Century Art	
ART 372 Survey of American Art	
Two of the following:	6
ART 202 Painting	
ART 204 Printmaking	
ART 210 Intermediate Drawing	
ART 218 Digital Photography	
ART 222 Ceramics/Hand Building	
ART 223 Ceramics/Wheel Throwing	
ART 225 Sculpture	
Three of the following:	9
ART 300 Human Figure Drawing I	
ART 301 Human Figure Drawing II	
ART 304 Printmaking: Screen Printing	
ART 305 Environmental Art	
ART 319 Digital Video	
ART 325 Intermediate Sculpture	
ART 330 Watercolor/Water Media	
ART 403 Internship	
ART 404 Advanced Printmaking	
ART 410 Advanced Drawing	
ART 412 Advanced Painting	
ART 423 Advanced Ceramics	
ART 425 Advanced Sculpture	
ART 430 Advanced Watercolor	
ART 450 Special Topic	
ART 499 Special Project	
Art Studio 400 level course	3
Senior Capstone	4
ART 470 Senior Seminar (3)	
ART 490 Senior Thesis (1)	
	<u>40</u>

### Major in Art (Teacher Education)

The art education emphasis prepares students to enter public school teaching. After completing course work in art and educa-

tion, students receive licensure to teach art in grades K-8 or 5-12, or both grade levels.

	Credits
ART 101 Digital Tools	3
ART 109 2-D Foundations	3
ART 110 Drawing	3
ART 120 3-D Foundations	3
ART 202 Painting	3
ART 204 Printmaking	3
ART 225 Sculpture	3
Two of the following:	6
ART 211 Art History I	
ART 212 Art History II	
ART 272 Non-Western Art Survey	
ART 313 20th Century Art	
ART 372 Survey of American Art	
One of the following:	3
ART 222 Ceramics/Hand Building	
ART 223 Ceramics/Wheel Throwing	
Electives in Art Studio:	6
ART 210 Intermediate Drawing	
ART 218 Digital Photography	
ART 300 Human Figure Drawing I	
ART 301 Human Figure Drawing II	
ART 304 Printmaking: Screen Printing	
ART 305 Environmental Art	
ART 319 Digital Video	
ART 325 Intermediate Sculpture	
ART 330 Watercolor/Water Media	
ART 404 Advanced Printmaking	
ART 410 Advanced Drawing	
ART 412 Advanced Painting	
ART 423 Advanced Ceramics	
ART 425 Advanced Sculpture	
ART 430 Advanced Watercolor	
ART 490 Senior Thesis (Portfolio)	1
	<u>37</u>

Students must also complete the professional education program to achieve licensure. See School of Education for details. Students desiring to receive licensure at both the elementary and secondary levels must take both levels of field experience, general methods and art methods, as well as student teach at both levels.

### Minor in Art

	Credits
Core Requirements	
ART 101 Digital Tools	3
ART 109 2-D Foundations	3
ART 110 Drawing	3
ART 120 3-D Foundations	3
Two of the following:	6
ART 202 Painting	

ART 204	Printmaking
ART 210	Intermediate Drawing
ART 218	Digital Photography
ART 222	Ceramics/Hand Building
ART 223	Ceramics/Wheel Throwing
ART 225	Sculpture

Two of the following:

ART 210	Intermediate Drawing
ART 218	Digital Photography
ART 300	Human Figure Drawing I
ART 304	Printmaking: Screen Printing
ART 319	Digital Video
ART 325	Intermediate Sculpture
ART 330	Watercolor/Water Media
ART 404	Advanced Printmaking
ART 410	Advanced Drawing
ART 412	Advanced Painting
ART 423	Advanced Ceramics
ART 425	Advanced Sculpture
ART 430	Advanced Watercolor

6

24

**Minor in Art History****Credits**

ART 211	Art History I	3
ART 212	Art History II	3
ART 313	20th Century Art	3
ART 372	Survey of American Art	3
ART 375	Art and Material Culture	3

One of the following:

ART 100	Introduction to Art
ART 109	2D Design Foundations
ART 120	3D Design Foundations

3

One of the following:

ART 272	World Art
ART 252	Art and Architecture of Italy
ART 334	History of Graphic Design
ART 355	Typography

3

One of the following:

HIST 100	World History to 1500
HIST 101	World History Since 1500

3

24

**Graphic Design****Major in Graphic Design**

A major in graphic design prepares students to be successful in a competitive and fast-paced occupation, where they will use technical skills and creative problem solving to produce traditional print publications, advertisements, and web designs using the latest digital technologies. The graphic design major is a portfolio-driven program. Students formulate unique responses to design problems and create original work in every course.

Online and self-paced students who are residents of Minnesota may be required to complete an additional general education course to meet Minnesota BA requirements.

**Required Studio Courses****Credits**

ART 112	Introduction to Graphic Design	3
ART 218	Digital Photography	3
ART 235	Advertising Design	3
ART 280	Web Publishing and Social Media	3
ART 332	Digital Imaging	3
ART 335	Publication Design	3
ART 355	Typography	3
ART 432	Digital Illustration	3
ART 480	Senior Portfolio/Graphic Design	3

Electives (Choose one):

ART 272	Non Western Art Survey
ART 319	Digital Video
ART 334	Graphic Design History
ART 372	Survey of American Art
ART 442	Digital Animation

3

Electives (Choose three):

COMM 200	Interpersonal Communication
COMM 305	Organizational Communication
COMM 307	Business and Professional Communication
BA 208	Marketing Principles
BA 337	Personal Selling
BA 358	Consumer Behavior
BA 363	Advertising & Integrated Marketing Communication
BA 374	Business Communication
ART 403	Internship
ART 499	Special Project
Art History or travel courses	

9

39

**Minor in Graphic Design****Required Studio Courses****Credits**

ART 112	Introduction to Graphic Design	3
ART 332	Digital Imaging	3
ART 335	Publication Design	3
ART 355	Typography	3
ART 432	Digital Illustration	3
ART 480	Senior Portfolio/Graphic Design	3

Electives (Choose two):

ART 218	Digital Photography
ART 235	Advertising Design
ART 280	Web Publishing and Social Media

6

24

**Department of Humanities  
Communication Studies**

The Communication Studies major provides students with the opportunity to learn about the central role communication has in our lives. Students learn to identify, analyze, and evaluate various communication goals and successfully adapt messages to the demands of complex situations. As a global citizen, students learn to understand, value, and manage diverse communication behaviors associated with people from other groups, organizations, and cultures. As communication professionals, students

gain competence in the theoretical and ethical foundations that inform research, organizational, and professional practices. A major in communication studies prepares students for a professional career in government, industry, academia, or graduate school. Students majoring in Communication Studies must complete the 12-credit communication studies core and the additional 33 hours in a specific area of emphasis.

<b>Communication Studies Core</b>		<b>Credits</b>
COMM 102	Introduction to Mass Media	3
COMM 105	Public Speaking	3
COMM 203	Communication Theory	3
COMM 415	Communication Ethics	3

**Communication Studies Emphasis (33 credit hours)**

COMM 107	Human Communication	3
COMM 200	Interpersonal Communication	3
COMM 221	Intercultural Communication	3
COMM 326	New and Experiential Media	3
COMM 352	Rhetoric & Public Culture	3
COMM 390	Research Methods in Communication	3

One of the following: 3

THE 240	Oral Interpretation
THE 260	Storytelling

Three of the following: 9

BA/PSY 474	Organizational Behavior
PSY/SOC 232	Group Dynamics
PSY/SOC 260	Gender Roles
PSY/SOC 310	Social Psychology
COMM 276	TV Production
COMM 286	Radio Production
COMM 295	Public Relations
COMM 305	Organizational Communication
COMM 307	Business and Professional Communication
COMM 310	Feature Writing
COMM 332	Writing for Media

One of the following: 3

COMM 403	Internship
COMM 498	Senior Seminar
COMM 499	Special Project

45

Note: Student must complete at least 18 credits in upper division courses.

**Mass Media Emphasis (33 credit hours)**

ART 218	Digital Photography and Editing	3
COMM 220	Principles of Interviewing	3
COMM 295	Public Relations	3
COMM 320	News Editing	3
COMM 326	New and Experimental Media	3
COMM 332	Writing for Media	3
ART 335	Publication Design	3

One of the following: 3

COMM 276	TV Production
COMM 286	Radio Production

Two of the following: 6\*

COMM 141-444	Journalism Workshop (1/1/1)
COMM 161-464	Radio Workshop (1/1/1)
COMM 171-474	TV Workshop (1/1/1)
COMM 305	Organizational Communication
COMM 307	Business & Professional Communication
COMM 308	Sports Writing and Reporting
COMM 310	Feature Writing
ART 235	Advertising Design
ART 280	Web Publishing and Social Media
ART 319	Digital Video and Editing
ART 332	Digital Imaging

\*Only 3 total workshop credits may count toward satisfying this requirement.

One of the following: 3

COMM 403	Internship
COMM 498	Senior Seminar
COMM 499	Special Project

45

Note: Student must complete at least 18 credits in upper division courses.

**Sports Communication Emphasis (33 credit hours)**

COMM 220	Principles of Interviewing	3
COMM 276	TV Production	3
COMM 286	Radio Production	3
COMM 308	Sports Writing and Reporting	3
COMM 310	Feature Writing	3
COMM 320	News Editing	3
COMM 332	Writing for Media	3
BA 208	Principles of Marketing	3
EXSS 363	Sport Marketing	3

One of the following: 3\*

COMM 141-444	Journalism Workshop (1/1/1)
COMM 161-464	Radio Workshop (1/1/1)
COMM 171-474	TV Workshop (1/1/1)
COMM 295	Public Relations
COMM 305	Organizational Communication
COMM 307	Business and Professional Communication
COMM 326	New and Experimental Media
ART 218	Digital Photography and Editing
ART 235	Advertising Design
ART 280	Web Publishing and Social Media
EXSS 334	Sport Law & Legal Issues

\*Students may use credits from any of the three workshops.

One of the following: 3

COMM 403	Internship
COMM 498	Senior Seminar
COMM 499	Special Project

45

Note: Students must complete no less than 18 credit hours in upper division courses.

<b>Minor in Communication Studies</b>		<b>Credits</b>
COMM 105	Public Speaking	3
COMM 107	Human Communication	3
COMM 200	Interpersonal Communication	3
COMM 203	Communication Theory	3
COMM 221	Intercultural Communication	3
COMM 352	Rhetoric and Public Culture	3
COMM 415	Communication Ethics	3
One of the following:		3
THE 240	Oral Interpretation	
THE 260	Storytelling	
COMM 305	Organizational Communication	
COMM 307	Business and Professional Communication	
COMM 326	New and Experimental Media	
		<u>24</u>

<b>Minor in Mass Media</b>		<b>Credits</b>
Minor Core		
COMM 102	Introduction to Mass Media	3
COMM 105	Public Speaking	3
COMM 203	Communication Theory	3
COMM 415	Communication Ethics	3
Two of the following:		6
COMM 220	Principles of Interviewing	
COMM 310	Feature Writing	
COMM 320	News Editing	
COMM 326	New and Experimental Media	
COMM 332	Writing for Media	
Two of the following:		6
COMM 276	TV Production	
COMM 286	Radio Production	
COMM 295	Public Relations	
COMM 305	Organizational Communication	
COMM 307	Business and Professional Communication	
COMM 308	Sport Writing and Reporting	
ART 218	Digital Photography and Editing	
ART 280	Web Publishing and Social Media	
ART 319	Digital Video	
BA 358	Consumer Behavior	
BA 363	Advertising and Integrated Marketing Communication	
		<u>24</u>

Note: Students must choose either the minor in Communication Studies or the minor in Mass Media. A Communication Studies certificate is also available (see page 47).

## English

The English program develops sound technical and creative writing skills. The English major prepares students for teaching English in the elementary and secondary schools or for graduate study. In addition, the English major provides the skills necessary for careers in print media or broadcasting as well as professional disciplines such as law or medicine.

Good written communication skills are vitally important for any profession. Literature is also foundational for an understanding of culture. Many students who contemplate professional careers seek an English major or minor.

A Senior Thesis will be required in the major. The thesis may be developed out of one or more courses in the major or produced through a Special Topics course at the 450 level.

<b>Major in English (traditional option)</b>		<b>Credits</b>
ENG 125	Introduction to Literature	3
ENG 209	American Literature I	3
ENG 210	American Literature II	3
ENG 211	British Literature I	3
ENG 212	British Literature II	3
ENG 330	Shakespeare	3
Electives in English		15
		<u>33</u>

<b>Major in English (creative writing option)</b>		<b>Credits</b>
ENG 170	Introduction to Creative Writing	3
ENG 270	Craft and Technique of Creative Writing	3
ENG 422	Critical Theory	3
Two of the following three course sequences:		12
ENG 209-210	American Literature I and II	
ENG 211-212	British Literature I and II	
ENG 214-216	World Literature Survey and Mythology	
Three of the following:		9
ENG 330	Shakespeare	
ENG 331	Modern and Contemporary Literature	
ENG 332	Adolescent Literature	
ENG 342	Medieval Literature	
ENG 344	Restoration and 18th Century Literature	
ENG 355	Harlem Renaissance	
ENG 365	Women and Literature	
ENG 375	Midwest Literature	
ENG 383	American Renaissance	
Two of the three advanced workshops listed and the thesis:		9
ENG 370	Non-Fiction Workshop	
ENG 371	Fiction Workshop	
ENG 372	Poetry Workshop	
ENG 450/499	Thesis	
		<u>39</u>

<b>Major in English (for Teacher Licensure)</b>		<b>Credits</b>
ENG 125	Introduction to Literature	3
ENG 209	American Literature I	3
ENG 210	American Literature II	3
ENG 211	British Literature I	3
ENG 212	British Literature II	3
EDU 326	Developmental Reading and Language Arts	3
ENG 330	Shakespeare	3
EDU 333	Literature: Birth-Adolescence	3

Electives in English	15
	<u>39</u>

Note: A Senior Thesis will be required for the major. This thesis may be developed out of one or more of the courses in the major or produced through a special topics course at the 450 level.

Minor in English		Credits
ENG 209	American Literature I	3
ENG 210	American Literature II	3
ENG 211	British Literature I	3
ENG 212	British Literature II	3
Electives in English		9
		<u>21</u>

Minor in Creative Writing		Credits
ENG 125	Introduction to Literature	3
ENG 170	Introduction to Creative Writing	3
ENG 270	Craft and Technique of Creative Writing	3
One of the following three course sequences:		6
ENG 209-210	American Literature I and II	
ENG 211-212	British Literature I and II	
ENG 214-216	World Literature Survey and Mythology	
Two of the following workshops:		6
ENG 370	Non-Fiction Workshop	
ENG 371	Fiction Workshop	
ENG 372	Poetry Workshop	
		<u>21</u>

## Intensive English Program

The Intensive English Program (IEP) provides English language and cultural preparation for successful integration into Upper Iowa University's undergraduate majors, campus life, and surrounding communities. The institute is a comprehensive program which includes the following courses: reading, grammar, writing, listening/speaking, and American culture. For the fall and spring semesters (16 weeks each). These five courses are equivalent to 20 hours of in-class studying per week. The 9-week summer semester is equivalent to 30 hours of in-class studying per week and covers the same material as the regular semesters. Upon arrival to Upper Iowa, students have a placement exam that assesses which IEP courses they are required to take based on their English proficiency level.

### Structure of the Intensive English Program

If placed in the beginner level, a student needs at least three semesters to complete the IEP program. If placed in the intermediate level, a student needs at least two semesters to complete the IEP program. If placed in the advanced level, a student needs at least one semester to complete the IEP program.

#### Beginner Level

ESL 011	Reading I
ESL 012	Grammar I
ESL 013	Writing I

ESL 014	Listening/Speaking I
ESL 015	American Culture I

#### Intermediate Level

ESL 021	Reading II
ESL 022	Grammar II
ESL 023	Writing II
ESL 024	Listening/Speaking II
ESL 025	American Culture II

#### Advanced Level

ESL 031	Reading III
ESL 032	Grammar III
ESL 033	Writing III
ESL 034	Listening/Speaking III
ESL 035	American Culture III

### Matriculation into Undergraduate Studies

To be considered for completion of the Intensive English Program and matriculation into undergraduate or graduate studies at Upper Iowa University, a student must meet the following conditions:

1. Each level must be completed within two semesters. If a student is unable to complete a level in two semesters, he/she will not be allowed to continue enrollment at Upper Iowa University and will not complete the Intensive English Program.
2. Students must complete all required courses with a grade of 'C' or better to advance.
3. Students' writing samples must demonstrate undergraduate writing ability.

## Spanish

A Spanish minor offers many career opportunities with social agencies dealing with Spanish-speaking Americans, with companies serving Hispanic populations, teaching in secondary schools (when combined with a teaching major) and volunteering with VISTA or the Peace Corps.

Spanish courses at Upper Iowa University concentrate on building vocabulary, understanding grammatical structure and developing reading and writing skills. English-language and society of the Hispanic world (in both the Americas and Europe) are also provided. The special project, on a topic to be agreed upon by instructor and student, will be written and presented in Spanish.

Minor in Spanish		Credits
SPN 125	Introduction to Hispanic Culture and Society	3
SPN 201	Intermediate Spanish I	3
SPN 202	Intermediate Spanish II	3
SPN 301	Advanced Spanish I	3
SPN 302	Advanced Spanish II	3
SPN 306	Culture and Society of Spain	3
SPN 499	Special Project in Spanish	3
		<u>21</u>



For a teaching endorsement, 24 credits in Spanish are required, along with EDU 314 Teaching Elementary Foreign Language or EDU 300-3 Teaching Secondary School Foreign Language. See School of Education, page 57, for details.

## Theatre

The theatre courses are designed to enable students to develop personal and professional skills in communication and theatre.

## Department of Criminal Justice Criminal Justice

The purpose of the criminal justice major is to prepare the student to understand the application of research-based theory, legal guidelines, and ethical principles to the practical functioning of the criminal justice system.

Major in Criminal Justice		Credits
CJ 224	Introduction to Criminal Justice	3
CJ 333	Criminology	3
CJ 365	Introduction to Policing	3
CJ 367	Ethics in Criminal Justice	3
CJ 380	Introduction to Corrections	3
CJ 388	Comparative Justice	3
SOC 334	Sociological Research Methods	3
One of the following:		3
SOC 220	Social Problems	
SOC 240	Diversity in the United States	
One of the following – Law Enforcement		3
CJ 237	Criminal Law	
CJ 291	Community Policing	
CJ 362	Criminal Investigations	
One of the following – Law Adjudication		3
CJ 315	Juvenile Justice	
CJ 353	Sociology of Law	
CJ 398	Justice Administration	
One of the following – Corrections		3
CJ 396	Community Corrections	
CJ 426	Institutional Corrections	
CJ 428	Offender Treatment	
Criminal Justice or Sociology Electives		6
One of the following:		3
CJ 403	Internship	
CJ 499	Special Project	
		<u>42</u>

At least 18 credits in the major must be earned in courses numbered 300 or above.

### Criminal Justice Minor

CJ 224	Introduction to Criminal Justice	3
CJ 237	Criminal Law	3
CJ 367	Ethics in Criminal Justice	3

One of the following:	3
SOC 220 Social Problems	
SOC 240 Diversity in the United States	

Two courses from any Criminal Justice or Sociology courses 300 level or higher	<u>6</u>
	18

## Department of Psychology and Human Services Human Services

An interdisciplinary major in human services is offered to those students who intend to pursue careers in the human services area after graduation. The major also provides excellent preparation for those wishing to continue their education in graduate school. At least 18 credits in this major must be earned in courses numbered 300 or above.

### Specific General Education Requirements:

#### Mathematics

MATH 220	Elementary Statistics	3
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### Major in Human Services

		Credits
SOC 110	Principles of Sociology	3
PSY 190	General Psychology	3
SOC 220	Social Problems	3
SOC 240	Diversity in the United States	3
SOC 361	Marriage and Family	3
PSY/SOC 375	Methods in Human Services	3
SOC 384	Social Welfare Programs and Policies	3
PSY 454	Issues and Ethics in the Helping Professions	3

One of the following:		3
BA 210	Management Principles	
PS 230	State and Local Government	
PS 362	The Legislative Process	
PA 364	Public Administration	
PS 412	American Constitutional Law II	
PA 445	Administrative Law	

Two upper division electives selected from any psychology or sociology courses.	6
One of the following:	3
PSY/SOC 403    Internship	
PSY/SOC 499    Special Project	
PSY 49802      Senior Project	
	<hr/> 36

### Human Services Major for Social Work Training Certification:

(Available only at Wisconsin Centers)		Credits
SOC 220	Social Problems	3
PSY 221	Introduction to Human Services	3
PSY 373	Research Methods	3

PSY/SOC 383	Human Behavior in the Social Environment	3
SOC 384	Social Welfare Programs and Policies	3
PSY 391	Social Work Practice I: Individuals	3
PSY 392	Social Work Practice II: Families and Groups	3
PSY 393	Social Work Practice III: Social Institutions	3
PSY 454	Issues and Ethics in the Helping Professions	3
PSY 403	Internship	9

One of the following:		3
BA 210	Management Principles	
PS 230	State and Local Government	
PS 362	The Legislative Process	
PA 364	Public Administration	
PS 412	American Constitutional Law II	
PA 445	Administrative Law	

One upper division elective selected from any psychology or sociology courses.		3
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Senior Project:		
PSY 49802	Senior Project	3
		45

**Specific General Education Requirements:****Mathematics**

MATH 220	Elementary Statistics	3
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**Social Science**

PSY 190	General Psychology	3
SOC 110	Principles of Sociology	3

**Cultures**

SOC 240	Diversity in the United States	3
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**Note:** To apply for a social work training certificate, the State of Wisconsin requires students to have grades of C or above in all social work equivalency courses (PSY/SOC 383, PSY 391, PSY 392, PSY 393, and SOC 384) and at least a 2.5 GPA in the major. Students must meet specific standards and demonstrate identified competencies through an assessment process before they will be approved for an internship. This degree plan has been approved by the Wisconsin Department of Safety and Professional Services (DSPS). The social work equivalency courses may also be incorporated into UIU's Psychology or Criminal Justice majors per DSPS rules. Completion of the major does not guarantee social work certification. For clarification of these and other state requirements, please contact the DSPS.

**Psychology**

The study of psychology offers the opportunity to learn about the origins and development of human behavior and mental processes and the factors that influence change. Psychology provides a valuable foundation of knowledge important in a wide variety of

fields, including human services, business, law, education, communication and health. The program in psychology may also lead to graduate preparation for professional psychology.

At least half of the credit toward a major or minor in psychology must be earned in courses numbered 300 or above.

**Major in Psychology**

		Credits
PSY 190	General Psychology	3
PSY 373	Research Methods	3
MATH 220	Elementary Statistics	3

Learning and Cognition (choose one of the following):	3
PSY 323      Cognition	
PSY 445      Learning and Memory	

Individual Differences (choose two of the following):		6
PSY 310	Social Psychology	
PSY 360	Abnormal Psychology	
PSY 332	Personality	

Biological Bases of Behavior		
(choose one of the following):		3
PSY 335	Biological Psychology	
PSY 338	Motivation	

Developmental Changes in Behavior (choose two of the following):		6
PSY 212	Developmental Psychology: Birth to Adolescence	
PSY 222	Developmental Psychology: Young Adulthood to Late Adulthood	
PSY 321	Death and Dying	
PSY 397	Social Gerontology	

Capstone Experience (choose one of the following):	3
PSY 403      Internship	
PSY 49801    Senior Project	
PSY 499      Special Project	

Electives in Psychology (see full list of psychology offerings)	9
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At least 18 semester credits must be earned in courses numbered 300 or above.

**Minor in Psychology**

PSY 190	General Psychology	3
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Learning and Cognition (choose one of the following):	3
PSY 323      Cognition	
PSY 445      Learning and Memory	

Individual Differences (choose one of the following):		3
PSY 310	Social Psychology	
PSY 360	Abnormal Psychology	
PSY 432	Personality	

Biological Bases and Behavior (choose one of the following):	3	BA 210	Management Principles	3
PSY 335 Biological Psychology		PS 230	State and Local Government	3
PSY 338 Motivation		PA 306	Principles of Emergency Management	3
		PA 320	Political and Policy Basis of Emergency Management	3
Developmental Changes in Behavior (choose one of the following):	3	PA 332	Emergency Preparedness & Planning	3
PSY 212 Developmental Psychology: Birth to Adolescence		PA 346	Disaster Response and Recovery	3
PSY 222 Developmental Psychology: Young Adulthood to Late Adulthood		BA 362	Supervision	3
PSY 321 Death and Dying		PA 371	Urban Management	3
PSY 397 Social Gerontology		PSY 373	Research Methods	3
		PA 404	Integrated Emergency Management	3
		PSY 409	Psychology of Disaster	3
		PA 414	Principles and Practice of Hazards Mitigation	3
Electives in Psychology (see full list of psychology offerings)	3 18	PA 430	Cases in Public Administration <b>OR</b>	
		BA 454	Management Cases	3
		PA 440	Public Budgeting Process	3
		PA 445	Administrative Law	3
		BA 449	Business and Industrial Crisis Management	3
		Senior Project:		
		PA 498	Senior Project	3
				54

**Note:** PSY 190 General Psychology is prerequisite to other courses in psychology with these exceptions: PSY 201 Adjustment may be taken with no prerequisite; courses cross-listed with sociology may be taken without PSY 190 if the student has completed SOC 110 Principles of Sociology; or by permission of the instructor.

## Department of Social Science Anthropology

Broadly conceived, anthropology is the study of humans. Cultural anthropology examines the variety of human cultures in the past and, especially, the present. Individual courses in anthropology may be taken to satisfy general education requirements in either cultures or social science. They may also be taken for elective credit.

## Emergency and Disaster Management

The purpose of the emergency and disaster management major is to integrate theory with practice and prepare the student to understand, manage, and mitigate the physical and human consequences of natural, technological, civil, and human-caused hazards.

The emergency and disaster management major consists of 54 semester credits. In addition, students must complete the general education core outlined on page 95, along with additional elective credits to complete the 120 semester credits required for the Bachelor of Science degree (see specific general education requirements listed below). At least 18 credits in this major must be earned in upper division coursework. A minimum 2.0 GPA in the major is required for graduation.

### Specific General Education Requirements:

#### Mathematics

MATH 220	Elementary Statistics	3
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#### Social Science

PSY 190	General Psychology <b>OR</b>	
SOC 110	Principles of Sociology	3

<b>Emergency and Disaster Management Major</b>	<b>Credits</b>
PS 100 U.S. Government	3

## Emergency and Disaster Management Minor

This minor is available to all majors except the emergency and disaster management major.

	<b>Credits</b>
PA 306 Principles of Emergency Management	3
PA 320 Political and Policy Basis of Emergency Management	3
PA 332 Emergency Preparedness and Planning	3
PA 346 Disaster Response and Recovery	3
Choose two of the following:	6
PA 404 Integrated Emergency Management	
PSY 409 Psychology of Disaster	
PA 414 Principles of Practice of Hazards Mitigation	
BA 449 Business and Industrial Crisis Management	
	18

## Geography

Courses in geography are taught by faculty in the School of Science and Mathematics. Geography courses can be used to fulfill requirements for certain teaching endorsements in the Social Sciences, as well as to satisfy certain general education requirements.

## History

The history major offers the necessary background for those wishing to teach history in primary or secondary schools or to pursue graduate studies.

<b>Major in History Required Courses:</b>	<b>Credits</b>
HIST 100 World History to 1500	3
HIST 101 World History since 1500	3

HIST 110	American History to 1877	3
HIST 111	American History since 1877	3
HIST 270	Historical Methods and Historiography	3
HIST 496	Senior Thesis	3

**History Electives**

(24 credits: 6 credits from each of the following categories; At least 18 credits at the 300 level)

<b>U.S. History</b>		6
HIST 371	New Nation, 1787-1848	
HIST 372	Civil War and Reconstruction, 1848-1877	
HIST 373	Industrialization and Reform, 1877-1914	
HIST 374	Modern America, 1945-present	

<b>World History</b>		6
HIST 214	World at War, 1914-1945	
HIST 302	Modern East Asia	
HIST 355	Modern World	
HIST 367	Atlantic Revolutions	

<b>Social Justice</b>		6
HIST 245	Global Women's Activism	
HIST 330	African American History	
HIST 343	U.S. Women's History	

<b>Interdisciplinary Courses</b>		6
(two courses from two different disciplines; some courses may have prerequisites)		
ANTH 310	Political Anthropology	
SOC 304	Globalization	
ENG 365	Women and Literature	
SOC 381	Political Sociology	
PS 342	Development of American Foreign Policy	
SPN 306	Culture and Society of Spain	
PS 368	Political Parties and Interest Groups	
ART 372	Survey of American Art	
PSY/SOC 310	Social Psychology	
SOC 363	Social Stratification	
SOC 384	Social Welfare Programs and Policies	

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<b>Minor in History</b>		<b>Credits</b>
HIST 100	World History to 1500	3
HIST 101	World History since 1500	3
HIST 110	American History to 1877	3
HIST 111	American History since 1877	3
Electives in History		9
		21

**Public Administration**

The purpose of a public administration major is to prepare a student to understand public organizations and to utilize that knowledge to manage, plan and administer public policy.

<b>Major in Public Administration</b>		<b>Credits</b>
<b>Specific General Education Requirements</b>		
PS 100	U.S. Government	3

COMM 105	Public Speaking	3
MATH 220	Elementary Statistics	3

**Core Courses**

PS 230	State and Local Government	3
PA 364	Public Administration	3
PA 430	Cases in Public Administration	3
PA 498	Senior Project	3

**Policy/Politics Emphasis**

PS 211	International Politics OR	
PS 212	Comparative Politics	3
PS 222	Introduction to Political Society	3
PS 368	Political Parties and Interest Groups	3
PS 380	Congress and the President	3
PS 342	Development of Foreign Policy OR	
SOC 384	Social Programs and Policy	3
	Electives*	9

**General Emphasis**

BA 210	Management Principles	3
PA 305	Grant Writing	3
PA 371	Urban Management	3
PA 440	Public Budgeting	3
	Electives*	12

**Emergency Management Emphasis**

PA 306	Principles of Emergency Management	3
PA 320	Political and Policy Basis of Emergency Management	3
PA 332	Emergency Preparedness and Planning	3
PA 346	Disaster Response and Recovery	3
	Electives*	12

\* At least 6 must be in Public Administration or Political Science. Other acceptable electives, as approved by the Department of Social Sciences, from Business, Communication, Criminal Justice, History, and Sociology can be chosen in consultation with adviser.

**Law Enforcement or Fire Science Emphasis:**

The public administration core of 27 credits and emphasis of nine credits must be completed for a total of 36 semester credits.

These areas of emphasis are designed to build on relevant prior learning in law enforcement and fire science by adding management and social science perspectives to prepare a student to understand public organizations and to utilize that knowledge to manage, plan and administer public policy in the areas of police and fire science.

The public administration major with an emphasis in law enforcement or fire science is a unique program that is only available to those individuals who have completed related college courses, training in law enforcement or fire science, and/or who have extensive work experience in law enforcement or fire science. Eligibility for this emphasis is dependent upon documentation of completion of: an associate degree in a field related to law enforcement or fire science, a basic police recruit or fire science academy, or transfer or completion of 15 semester credits of related coursework. Eligibility may also be determined based on a combination of experiential learning and college credit. The

minimum 15 semester credits of related credit count toward the 120 semester credits for degree completion as electives.

#### Required Courses

		Credits
PS 100	U.S. Government	3
BA 210	Management Principles	3
PS 230	State & Local Government	3
PA 364	Public Administration	3
SOC 384	Social Welfare Prog/Pol	3
PA 440	Public Budgeting Process	3
PA 445	Administrative Law	3
PA 498	Senior Project	3

Select one of the following:

PA 430	Cases in Public Administration	3
BA 454	Management Cases	

Three of the following:

ECON 160	Principles of Microeconomics	9
MATH 220	Elementary Statistics	
SOC 220	Social Problems	
PSY 240	Conflict Resolution	
SOC 240	Diversity in the United States	
BA 302	Business Law I	
PSY 302	Substance Abuse	
CJ 333	Criminology	
BA 361	Human Resources Management	
SOC 361	Marriage and the Family	
BA 362	Supervision	
PS 362	The Legislative Process	
BA 390	Complex Organizations	
PS 403	Internship	
PS 411	American Constitutional Law I	

Credits

9

#### Public Administration Minor

This minor is available to all majors except the public administration and emergency and disaster management major.

		Credits
BA 210	Management Principles	3
PA 364	Public Administration	3
PA 440	Public Budgeting Process	3
PA 445	Administrative Law	3
One of the following:		3
PS 100	U.S. Government	
PS 230	State and Local Government	

One of the following:

BA 302	Business Law I	3
BA 361	Human Resources Management	
BA 362	Supervision	
SOC 384	Social Welfare Programs and Policies	
BA 390	Complex Organizations	
PS 411	American Constitutional Law I	
PA 430	Cases in Public Administration	

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At least nine credits in this minor must be earned in upper division coursework.

#### Minor in Political Science

This minor consists of 18 semester credits. Courses in political science and public administration are chosen in consultation with the academic advisor.

#### Minor in Pre-Law

##### Context and Development of American Law

Two of the following:

PS 100	U.S. Government	6
HIST 110	American History to 1877	
HIST 111	American History Since 1877	
PS 230	State and Local Government	
PS 362	The Legislative Process	

Credits

6

#### Develop Skills Useful for Law School

Two of the following:

PHIL 150	Introduction to Philosophy	6
PHIL 202	Contemporary Ethics	
ENG 270	Craft/Creative Writing	
ENG 301	Writing Strategies	
COMM 352	Rhetoric and Public Culture	
ENG 370	Creative Non-Fiction	

#### Substantive Areas of Law and Legal Reasoning

Two of the following:

BA 302	Business Law I	6
BA 303	Business Law II	
PS 411	American Constitutional Law I	
PS 412	American Constitutional Law II	
PA 445	Administrative Law	

Electives from the above categories, communication, and/or business

6

(In consultation with the pre-law advisor)

24

#### Social Science (For Teacher Licensure Only)

The Social Science major is designed for students who wish to teach American History, American Government, Psychology, Sociology, or Economics at the secondary level. Students must also complete the professional education program to meet requirements for licensure. See School of Education for details (page 57).

#### Social Science

The purpose of a social science major is to prepare a student to understand the broad implications of the various social science disciplines and to utilize that knowledge as a foundation for personal, professional, and educational growth. The social science major with an emphasis in History, Political Science, Psychology, or Sociology prepares students for professional or graduate study in the social sciences or law, as well as an extensive variety of professions.

The social science major consists of 42 semester credits. A minimum of 18 semester credits must be selected from upper division coursework. In addition, student must complete the general education core outline on page 30, along with additional elective credits to complete the 120 semester credits required for

the Bachelor of Science degree. A minimum 2.00 GPA in the major is required for graduation.

Students may select only one emphasis area with this major. Students may not double major in the area associated with the emphasis.

Social Science Core Courses (15 credits)	Credits
ANTH 110 Introduction to Cultural Anthropology*	3
PS 100 American Government*	3
SOC 110 Principles of Sociology*	3
PSY 190 General Psychology	3
At least one of the following:	3
HIST 100 World History to 1500	
HIST 101 World History since 1500	
HIST 110 American History to 1877	
HIST 111 American History since 1877	

Select one Emphasis Area (27 credits)

Emphasis in History	
Courses in addition to at least one of the following in the core	9
HIST 100 World History to 1500	
HIST 101 World History since 1500	
HIST 110 American History to 1877	
HIST 111 American History since 1877	

Note: one of these will count toward the social science core and the others toward the emphasis area

U.S. History (select two of the following)	6
HIST 371 New Nation, 1787-1848	
HIST 372 Civil War and Reconstruction, 1848-1877	
HIST 373 Industrialization and Reform, 1877-1914	
HIST 374 Modern America, 1945-present	

World History (select two of the following)	6
HIST 214 World at War, 1914-1945	
HIST 302 Modern East Asia	
HIST 355 Modern World	
HIST 367 Atlantic Revolutions	

Social Justice (select one of the following)	3
HIST 245 Global Women's Activism	
HIST 330 African American History	
HIST 343 U.S. Women's History	

Capstone	
HIST 496 Senior Thesis	<u>3</u>
	27

Emphasis in Political Science	
PS 211 International Relations	3
PS 212 Comparative Politics	3
PS 222 Introduction to Political Society	3
PS 230 State and Local Government	3
PS 368 Political Parties and Interest Groups	3

Legislation (select one of the following)	3
PS 362 The Legislative Process	
PS 380 Congress and the Presidency	

Constitutional Law Area or Elective Area	6
Select both PS 411 and PS 412 or select two electives	
PS 411 American Constitutional Law I and	
PS 412 American Constitution Law II	
OR	
Select two of the following electives	
ANTH 310 Political Anthropology	
GEOG 200 World Regional Geography	
PA 305 Grant Writing	
PA 364 Public Administration	
PA 488 Politics and Public Administration	
PS 342 Development of American Foreign Policy	
SOC 381 Political Sociology	
SOC 384 Social Welfare Programs and Policies	
ECON 455 Economics of Health and Health Care	
ECON 466 Labor Economics	
ECON 477 Public Finance	

Capstone	
PS 499 Special Project	<u>3</u>
	27

Emphasis in Sociology	
SOC 220 Social Problems	3
MATH 220 Elementary Statistics *	3
SOC 304 Globalization	3
SOC 334 Introduction to Sociological Research Methods	3
SOC 392 Sociological Theory	3

Select three of the following	9
SOC 232 Group Dynamics	
SOC 240 Diversity in the United States	
SOC 260 Gender Roles	
SOC 310 Social Psychology	
SOC 347 Deviance and Social Control	
SOC 361 Marriage and the Family	
SOC 363 Social Stratification	
SOC 381 Political Sociology	
SOC 384 Social Welfare Programs and Policies	

Capstone	
SOC 418 Applied Research Methods	<u>3</u>
	27

Emphasis in Psychology	
MATH 220 Elementary Statistics*	3
PSY 373 Research Methods	3

Learning and Cognition (select one of the following)	3
PSY 323 Cognition	
PSY 445 Learning and Memory	

Individual Differences (select one of the following)	3
PSY 310 Social Psychology	
PSY 360 Abnormal Psychology	
PSY 432 Personality	

Biological Bases of Behavior (select one of the following)	3
PSY 335 Biological Psychology	
PSY 338 Motivation	

Developmental Changes in Behavior (select one of the following)	3
EDU 142 Human Growth, Development, and Guidance	
PSY 212 Developmental Psychology: Birth to Adolescence	
PSY 222 Developmental Psychology: Young Adulthood to Late Adulthood	
PSY 397 Social Gerontology	
Elective in Psychology (select any PSY course not already taken)	3
Capstone (select one of the following)	3
PSY 403 Internship	
PSY 49803 Senior Project	
PSY 499 Special Project	
	<hr/>
	24
Emphasis in General Social Science Select eight courses from the following social science areas	24
(at least 15 semester credits must be at the 300 level or above)	
Anthropology (ANTH)	
Economics (ECON)	
Geography (GEOG)	
History (HIST)	
Political Science (PS)	
Psychology (PSY)	
Public Administration (PA)	
Sociology (SOC)	
Capstone (select one of the following)	3
HIST 496 Senior Thesis	
PS 499 Special Project	
SOC 418 Applied Research Methods	
PSY 498 Senior Project	
	<hr/>
	27

\*Courses marked with an asterisk will also satisfy requirements in the general education area of the degree plan.

## Sociology

The purpose of the study of sociology is to develop an understanding of human relationships, and to acquire the ability to apply this knowledge in future career settings, as well as in any other situation in everyday life. Course work focuses on two levels of analysis to give a balanced perspective on social action: first, from the perspective of the individual who must interact with others within the social structures of modern society; second, from the perspective of the social system with its institutionalized properties and elements. Further consideration is given to the social factors and groups which contribute to the creation, as well as the resolution, of current social problems.

Major in Sociology		Credits
SOC 110	Principles of Sociology	3
SOC 220	Social Problems	3
MATH 220	Elementary Statistics	3
SOC 240	Diversity in the United States	3

SOC 304	Globalization	3
SOC 334	Introduction to Sociological Research Methods	3
SOC 392	Sociological Theory	3
At least four of the following:		12
PSY/SOC 260	Gender Roles	
SOC 361	Marriage and the Family	
CJ 321	Juvenile Delinquency	
SOC 347	Deviance and Social Control	
SOC 363	Social Stratification	
SOC 381	Political Sociology	
Capstone Experience:		
SOC 418	Applied Research Methods	3
Electives in Sociology and Criminal Justice		<hr/>
		6
		<hr/>
		42

The major in Sociology is not available for online or self-paced students who are residents of the state of Minnesota.

Minor in Sociology		Credits
SOC 110	Principles of Sociology	3
SOC 220	Social Problems	3
MATH 220	Elementary Statistics	3
SOC 304	Globalization	3
SOC 334	Introduction to Sociological Research Methods	3
SOC 392	Sociological Theory	3
At least two of the following:		6
SOC 240	Diversity in the United States	
SOC 347	Deviance and Social Control	
SOC 361	Marriage and Family	
SOC 363	Social Stratification	
SOC 381	Political Sociology	
		<hr/>
		24

At least nine of the credits applied toward a minor in sociology must be earned in courses numbered 300 or above.

## School of Science and Mathematics

The School of Science and Mathematics includes programs and courses in biology, chemistry, earth science, forensic science, information systems, information technology, mathematics, nursing, physics, and software engineering. Each of these provides you with experiences that develop your powers of observation, logical reasoning, problem solving and application to everyday living. The curriculum encourages an atmosphere of understanding, providing you with a strong foundation in analytical scientific methods and creating a setting that encourages investigation and experimentation.

Certificates are available in geographic information systems or sustainability. See page 47.

## Department of Biology and Chemistry

### Biology

The biology major offers “Core Quality” structured around core classes that provide the foundation of the biological studies. From there, the biology major has four emphases: General Biology, Preprofessional/Health Science, Medical Laboratory Science, or Pre-Chiropractic Articulation. These emphases allow you to tailor your studies to your individual career goals and provide you with “Choice Content.”

Students majoring in Biology must complete the 45-credit biological science core and the additional 14-25 credits in a specific area of emphasis.

Biology Core		Credits
BIO 135	Principles of Biology I	4
BIO 140	Principles of Biology II	4
BIO 201	Scientific Literature Skills	1
BIO 283	General Genetics	4
BIO 340	Evolution	3
BIO 381	Cell and Molecular Biology	3
BIO 398	Thesis Research I	2
BIO 498	Thesis Research II	2
CHEM 151	General Chemistry I	4
CHEM 152	General Chemistry II	4
MATH 220	Elementary Statistics	3
One of the following		3
MATH 115	Trigonometry and Analytic Geometry	
MATH 120	Calculus I	
MATH 200	Calculus II	
Two of the following:		8
CHEM 251	Organic Chemistry I (4)	
CHEM 252	Organic Chemistry II (4)	
PHY 111/112	Introductory Physics I and Lab (4)	
PHY 113/114	Introductory Physics II and Lab (4)	
		<u>45</u>

### Medical Laboratory Science Emphasis

Clinical or medical laboratory scientists collect and analyze samples to aid in the diagnosis and appropriate treatment of patients with disease. This emphasis prepares you for entrance into programs certified by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS). For example, UIU graduates have furthered their careers through the Medical Laboratory Science Program at the Mayo Clinic.

		Credits
BIO 210	Microbiology	4
BIO 268	Intro to Human Anatomy and Physiology	4
CHEM 330	Biochemistry I	3
One of the following:		3-4
BIO 330	Vertebrate Histology (4)	
BIO 370/371	Pathophysiology and Lab (4)	
BIO 375	Immunology (3)	
BIO 396	Molecular Tools I (3)	

BIO 397	Molecular Tools II (3)
BIO 420	Cancer Biology (3)

14-15

Note: Students must complete CHEM 251 and CHEM 252 in the biology core.

### General Biology Emphasis

The possibilities are wide and varied for an individual with a general biology emphasis. This emphasis prepares you for a career in the biological sciences, plant or animal care and research, for positions in biological industry, and for entrance into graduate programs in biology. Skills in biology can also be combined with skills in art (medical illustration, molecular modeling), math (biostatistics, epidemiology), law (biotechnology patents), and public health (food safety, drug testing, and quality control) for even wider career paths.

Functional/Applied Biology Electives:		Credits
BIO 223	Plant Propagation (3)	12
BIO 268	Intro to Human Anatomy and Physiology (4)	
BIO 270	Human Anatomy and Physiology I (4)	
BIO 275	Human Anatomy and Physiology II (4)	
BIO 323	Plant Nutrition (3)	
BIO 325	Plant Physiology (4)	
BIO 330	Vertebrate Histology (4)	
BIO 365	Conservation Biology (3)	
BIO 370	Pathophysiology (3)	
BIO 371	Pathophysiology Lab (1)	
BIO 375	Immunology (3)	
BIO 396	Molecular Tools I (3)	
BIO 397	Molecular Tools II (3)	
BIO 420	Cancer Biology (3)	
BIO 428	Plant Pathology (4)	
BIO 430	Wildlife Management (4)	
BIO 435	Fisheries Management (3)	
Survey Biology Electives:		12
BIO 210	Microbiology (4)	
BIO 280	Plants of Iowa (4)	
BIO301	Individual Research in the Biological Sciences (1)	
BIO 315	Ichthyology (4)	
BIO 335	Ecology (4)	
BIO 385	Ornithology (4)	
BIO 391	Mammalogy (4)	
BIO 393	Herpetology (4)	
BIO 490	Entomology (4)	

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### Pre-Chiropractic Articulation Emphasis

This emphasis allows students to take advantage of the articulation agreements with institutions offering a doctorate in chiropractic degree and enter the chiropractic institution after three years at Upper Iowa University. Students completing the emphasis will receive their degree in biology from Upper Iowa University after completion and transfer of first year coursework specific to the institution with which the articulation is held.

Credits



BIO 270	Human Anatomy and Physiology I	4
BIO 275	Human Anatomy and Physiology II	4
PHY 111/112	Physics I and Lab	4
PHY 113/114	Physics II and Lab	4
		<u>16</u>

**Note:** Students must complete CHEM 251 and CHEM 252 in the core. First year at the chiropractic institution replaces BIO 398 and BIO 498 in the core.

### Pre-Professional/Health Science Emphasis

This emphasis prepares you for entrance into professional programs such as medicine, pharmacy, dentistry, optometry, chiropractic, physical therapy, occupational therapy, and veterinary medicine programs. Visit our webpages for pre-professional students for more information and a comparison of courses commonly required by professional programs.

	Credits
Select electives from the following:	25
BIO 210 Microbiology (4)	
BIO 270 Human Anatomy and Physiology I (4)	
BIO 275 Human Anatomy and Physiology II (4)	
BIO 301 Individual Research in the Biological Sciences (1)	
BIO 303 Experience in Health Science Careers (3)	
BIO 330 Vertebrate Histology (4)	
BIO 370 Pathophysiology (3)	
BIO 371 Pathophysiology Lab (1)	
BIO 396 Molecular Tools I (3)	
BIO 397 Molecular Tools II (3)	
BIO 375 Immunology (3)	
BIO 420 Cancer Biology (3)	
CHEM 251 Organic Chemistry I (4)	
CHEM 252 Organic Chemistry II (4)	
CHEM 330 Biochemistry I (3)	
CHEM 331 Biochemistry II (3)	
CHEM 335 Biochemistry Lab (1)	
PHY 111 Introductory Physics I (3)	
PHY 112 Introductory Physics Lab I (1)	
PHY 113 Introductory Physics II (3)	
PHY 114 Introductory Physics Lab II (1)	
<u>25</u>	

### Minor in Biology

	Credits
BIO 135 Principles of Biology I	4
BIO 140 Principles of Biology II	4
BIO 283 General Genetics	4
BIO 340 Evolution	3
BIO 381 Cell and Molecular Biology	3

Biology electives – two courses must be 200 or above; must be at least 3 credit courses

6-8  
24-26

### Major in Mortuary Science

Students in this program will complete 90 transcribed college credits (with a minimum of 30 credits earned at Upper Iowa University) prior to enrolling in a mortuary science program

at an accredited institution. The 90 college credits will include completing the general education component, as well as the specific course requirements in the Mortuary Science major listed below. The final 30 college credits will be earned by completing the professional training at an accredited college of mortuary science that has an agreement of articulation with Upper Iowa University, and this professional training must occur after the student has completed the 90 credits at Upper Iowa University. Students who have fulfilled all of the requirements shall receive a degree from Upper Iowa University upon providing official transcripts from the school of mortuary science.

	Credits
BIO 135 Principles of Biology I	4
BIO 140 Principles of Biology II	4
CHEM 151 General Chemistry I	4
CHEM 152 General Chemistry II	4
BIO 268 Introduction to Human Anatomy and Physiology	4
PSY 190 General Psychology	3
PSY 355 Skills and Strategies in the Helping Profession	3
<u>26</u>	

### Major in Life Science (for Teacher Licensure)

This major is designed for students seeking a career teaching high school biology.

	Credits
BIO 135 Principles of Biology I	4
BIO 140 Principles of Biology II	4
BIO 201 Scientific Literature Skills	1
BIO 270 Human Anatomy and Physiology I	4
BIO 275 Human Anatomy and Physiology II	4
BIO 283 General Genetics	4
BIO 340 Evolution	3
BIO 381 Cell and Molecular Biology	3
BIO 496 Senior Project	2
CHEM 151 General Chemistry I	4
Electives in Biology (300 or above)	8
<u>41</u>	

### Chemistry

Students with education and training in chemistry can serve society in many ways. Chemistry is related to many of our most pressing social concerns, such as public health, environmental deterioration, the energy shortage, famine and overpopulation. Alone or coupled with other disciplines such as biology, physics, mathematics, education, political science or business administration, chemistry provides preparation for many careers directly related to society's needs.

### Preprofessional Programs

The major in chemistry can be individualized to prepare students for entry into professional programs at schools of medicine,

pharmacy, dentistry, optometry, chiropractic, physical therapy, occupational therapy, mortuary science, and veterinary medicine.

### Major in Chemistry

31 credits in required courses:

	Credits
CHEM 151 General Chemistry I	4
CHEM 152 General Chemistry II	4
CHEM 201 Scientific Literature Skills	1
CHEM 220 Quantitative Analysis	4
CHEM 251 Organic Chemistry I	4
CHEM 252 Organic Chemistry II	4
CHEM 302 Physical Chemistry II	3
CHEM 330 Biochemistry I	3
CHEM 391 Chemistry Research I	2
CHEM 491 Chemistry Research II	2

At least 12 credits in elective courses:

CHEM 301 Physical Chemistry I (3)	12
CHEM 325 Forensic Chemistry (4)	
CHEM 331 Biochemistry II (3)	
CHEM 335 Biochemistry Laboratory (1)	
CHEM 361 Inorganic Chemistry (3)	
CHEM 401 Organometallics (3)	
CHEM 410 Advanced Organic Chemistry (3)	
CHEM 431 Heterocyclic Chemistry (3)	
CHEM 471 Molecular Spectroscopy (3)	

Credits in supporting courses:

PHY 111 Introductory Physics I	3
PHY 112 Introductory Physics Laboratory I	1
PHY 113 Introductory Physics II	3
PHY 114 Introductory Physics Laboratory II	1
MATH 120 Calculus I	3
MATH 200 Calculus II	3
MATH 215 Multivariable Calculus	3
	<u>60</u>

**Note:** Students planning to pursue graduate studies in chemistry are encouraged to take additional chemistry electives beyond the required twelve credits. Students attempting a double major in biology and chemistry need not complete thesis research in both subject areas.

### Minor in Chemistry

	Credits
CHEM 151 General Chemistry I	4
CHEM 152 General Chemistry II	4
CHEM 220 Quantitative Analysis	4
CHEM 251 Organic Chemistry I	4
CHEM 252 Organic Chemistry II	4
Electives in chemistry numbered 300 or above	6
	<u>26</u>

### Forensic Science

Forensic science is the application of science to the law. Forensic scientists use scientific methodology to collect and analyze evidence. Forensic science is interdisciplinary in nature; it requires a solid background in chemistry, as well as coursework in biology and criminal justice, coupled with practical laboratory experience.

### Preprofessional Programs

The forensic science major is a broad-based program with a strong science core which is excellent preparation for students seeking to continue their education at the graduate level. The major in forensic science can be individualized to prepare students for entrance into professional programs at schools of medicine or graduate programs in forensic science, biology, or chemistry.

### Major in Forensic Science

	Credits
Core Requirements:	
CHEM 102 Introduction to Forensic Science	3
CHEM 103 Forensic Science Laboratory	1
CHEM 151 General Chemistry I	4
CHEM 152 General Chemistry II	4
CHEM 220 Quantitative Analysis	4
CHEM 251 Organic Chemistry I	4
CHEM 252 Organic Chemistry II	4
CHEM 325 Forensic Chemistry	4
CHEM 345 Chemical Spectroscopy and Instrumentation	4
BIO 135 Principles of Biology I	4
BIO 396 Molecular Tools I	3
PHY 111 Introductory Physics I	3
PHY 112 Introductory Physics I Laboratory	1
PHY 113 Introductory Physics II	3
PHY 114 Introductory Physics II Laboratory	1
CJ 362 Criminal Investigations	3
CJ 367 Ethics in Criminal Justice	3
MATH 120 Calculus I	3
MATH 220 Elementary Statistics	3
BIO 403 Field Internship	3
<b>or</b>	
BIO 496 Senior Project	2
Electives from the following courses:	8
CHEM 309 Individual Research in the Chemical Sciences	1
CHEM 330 Biochemistry I	3
CHEM 331 Biochemistry II	3
CHEM 335 Biochemistry Laboratory	1
CHEM 361 Inorganic Chemistry	3
CHEM 410 Advanced Organic Chemistry	3
BIO 210 Microbiology	4
BIO 381 Cell and Molecular Biology	3
BIO 490 Entomology	4
	<u>69-70</u>

### Minor in Forensic Science

The forensic science minor is intended for criminal justice majors, law enforcement personnel, and persons in other fields for whom a basic knowledge of forensic techniques and the science on which they are based would be beneficial. This minor may not be taken in conjunction with the Forensic Science major or any science major/minor which requires both CHEM 151 and BIO 135.

	Credits
CHEM 102 Introduction to Forensic Science	3
CHEM 103 Introduction to Forensic Science Lab	1
CJ 362 Criminal Investigations	3

CJ 367	Ethics in Criminal Justice	3
BIO 135	Principles of Biology I	4
CHEM 151	General Chemistry I	4
Additional course from the required or elective courses for the Forensic Science major		3-4
		<u>21-22</u>

Note: Students must take SOC 110 Principles of Sociology as one of the courses that fulfills a social sciences general education Requirement.

### Conservation Management

Upper Iowa University has a highly respected Conservation Management program where students will experience academic and hands-on preparation for employment in the many areas of conservation management. Employment opportunities in conservation management exist in county, state, and federal government conservation agencies, as well as non-governmental organizations and with private consultants.

		Credits
BIO 135	Principles of Biology I	4
BIO 220	Zoology	4
BIO 231	General Botany	4
BIO 280	Plants of Iowa	4
BIO 335	Ecology	4
BIO 365	Conservation Biology	3
BIO 403	Field Internship	3
BIO 496	Senior Project	2
ES 220	Soil and Water Conservation	3
GEOG 356	Introduction to Geographic Information Systems	3

One of the following:	3-4
BIO 430	Wildlife Management (4)
BIO 435	Fisheries Management (3)

One of the following:	3
MATH 105	College Mathematics with Applications (3)
MATH 107	College Algebra (3)
MATH 115	Trigonometry and Analytic Geometry (3)
MATH 120	Calculus I (3)
MATH 200	Calculus II (3)

Electives from the following:	11
MATH 220	Elementary Statistics (3)
BIO 301	Individual Research in the Biological Sciences (1)
BIO 315	Ichthyology (4)
BIO 323	Plant Nutrition (3)
BIO 325	Plant Physiology (4)
BIO 385	Ornithology (4)
BIO 391	Mammalogy (4)
BIO 393	Herpetology (4)
BIO 428	Plant Pathology (4)
BIO 430	Wildlife Management (4)
BIO 435	Fisheries Management (3)
BIO 470	Wildlife Forensics (3)
BIO 490	Entomology (4)

ES 326	Soil Genesis Classification and Morphology (4)	<u>51-52</u>
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### Life Science

Student pursuing the life science major have two emphases to choose from which allow them to specialize in different ways.

Life Science Core		Credits
BIO 135	Principles of Biology I	4
BIO 140	Principles of Biology II	4
BIO 201	Scientific Literature Skills	1
BIO 283	General Genetics	4
BIO 340	Evolution	3
BIO 381	Cell and Molecular Biology	3
BIO 496	Senior Project	2
CHEM 151	General Chemistry I	4
One of the following:		3
MATH 105	College Mathematics with Applications (3)	
MATH 107	College Algebra (3)	
MATH 115	Trigonometry and Analytic Geometry (3)	
MATH 120	Calculus I (3)	
MATH 200	Calculus II (3)	
		<u>28</u>

### General Life Science Emphasis

The life science major with a general emphasis is the major intended for pre-service teachers hoping to teach biological science, those hoping to go into scientific industry, or those who are hoping to specialize their science classes more to suit their specific career needs.

		Credits
BIO 270	Human Anatomy and Physiology I	4
BIO 275	Human Anatomy and Physiology II	4
Life Science Electives:		8
BIO 210	Microbiology (4)	
BIO 280	Plants of Iowa (4)	
BIO 301	Individual Research in the Biological Sciences	
BIO 315	Ichthyology (4)	
BIO 325	Plant Physiology (4)	
BIO 330	Vertebrate Histology (4)	
BIO 335	Ecology (4)	
BIO 385	Ornithology (4)	
BIO 391	Mammalogy (4)	
BIO 393	Herpetology (4)	
BIO 490	Entomology (4)	
		<u>16</u>

### Plant Science Emphasis

The life science major with the plant science emphasis allows students to prepare for plant based careers like turfgrass and golf course management or students could specialize their courses of study further to prepare for entry into graduate school.

		Credits
BIO 231	General Botany	4

BIO 325	Plant Physiology	4
Plant Science Electives (at least two courses must be 300 or above):		14
BIO 210	Microbiology (4)	
BIO 223	Plant Propagation (3)	
BIO 280	Plants of Iowa (4)	
BIO 323	Plant Nutrition (3)	
BIO 335	Ecology (4)	
BIO 428	Plant Pathology (4)	
BIO 490	Entomology (4)	
ES 220	Soil and Water Conservation (3)	
ES 326	Soil Genesis, Classification, and Morphology (4)	
		<u>22</u>

## Department of STEM (Science, Technology, Engineering and Mathematics)

### Major in All Science

This major is designed for students wishing to teach all sciences in grades 5-12.

		Credits
BIO 135	Principles of Biology I	4
BIO 140	Principles of Biology II	4
	Elective in Biology (300 or above)	4
CHEM 151	General Chemistry I	4
CHEM 152	General Chemistry II	4
	Elective in Chemistry (200 or above)	3-4
PHY 109/110	Astronomy with lab	4
PHY 111/112	Physics I with lab	4
PHY 113/114	Physics II with lab	4
BIO 496	Senior Seminar	2
ES 100	Introduction to Geology	3
ES 161	Environmental Science	3
		<u>43-44</u>

### Earth and Environmental Science

Study of the earth sciences is relevant to all inhabitants of our planet as we meet the environmental and resource challenges of the twenty-first century. Earth science informs wise decision making for sustainable development, including land use planning, water quality and resource enhancement, prevention of soil depletion and erosion, preservation of wetlands, waste management, pollution remediation, availability of energy and mineral resources, and mitigation of geological hazards.

### Major in Environmental Science

The Environmental Science major is an interdisciplinary program focused around developing an understanding of the Earth as a complex network of interacting natural systems. Built on a strong foundation in mathematics, chemistry, physics, biology,

and earth sciences, the Environmental Science major provides flexibility for students as they prepare for a wide range of opportunities including employment in fields such as environmental education, monitoring, management, remediation, or regulation. The major can be individualized as preparation for professional training in law, business or public health, or further study at the graduate level.

		Credits
Core Requirements:		
ES 100	Introduction to Geology	3
ES 161	Intro to Environmental Science	3
ES 175	Earth Systems Lab	1
ES 326	Soil Genesis, Classification, Morphology	4
GEOG 356	Introduction to Geographic Information Systems	3
BIO 135	Principles of Biology I	4
BIO 335	Ecology	4
BIO 496	Senior Project	2
One of the following:		4
BIO 140	Principles of Biology II	
BIO 220	Zoology	
BIO 231	General Botany	
Supporting Core Requirements:		
CHEM 151	General Chemistry I	4
PHY 111/112	Introductory Physics I/Lab	4
MATH 115	Trigonometry and Analytic Geometry	3
MATH 220	Elementary Statistics	3
CHEM 152	General Chemistry II <b>OR</b>	
PHY 113/114	Introductory Physics II/Lab	4
Three of the following (At least one must be 4 hours):		10-12
ECON 433	Environmental Economics (3)	
ES 295	Field Studies in Geosciences (1-3)	
ES 316	Geomorphology (4)	
ES 321	Building an Eco-Economy (3)	
ES 330	Global Warming & Climate Change (3)	
ES 410	Regional Sustainability (3)	
ES 417	Hydrogeology (4)	
GEOG 299	Special Project (1-3)	
GEOG 386	GIS Applications (3)	
GEOG 426	Principles of Remote Sensing (3)	
GEOG 456	GIS Automation and Customization (3)	
BIO 210	Microbiology (4)	
BIO 280	Plants of Iowa (4)	
BIO 315	Ichthyology (4)	
BIO 365	Conservation Biology (3)	
BIO 385	Ornithology (4)	
BIO 391	Mammalogy (4)	
BIO 393	Herpetology (4)	
BIO 403	Field Internship (3)	
BIO 490	Entomology (4)	
MATH 206	Rational Problem Solving with Real Systems (3)	

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**Minor in Earth Systems Science**

	Credits
One of the following	3
ES 100 Introduction to Geology	
ES 161 Intro to Environmental Science	
GEOG 100 Physical Geography	
ES 175 Earth Systems Laboratory	1
ES 220 Soil and Water Conservation	3
ES 326 Soil Genesis, Classification, Morphology	4
Seven or more credits from the following	7
ES 295 Field Studies in Geosciences (1-3)	
ES 316 Geomorphology (4)	
ES 321 Building an Eco-Economy (3)	
ES 330 Global Warming and Climate Change (3)	
ES 410 Regional Sustainability (3)	
ES 417 Hydrogeology (4)	
	<u>18</u>

**Geography**

Geography is a field of science focused on understanding Earth's systems, landscapes, and features, and the interactions of humans with these. Geography provides a link between the social sciences and the natural sciences. Geography includes knowledge of naming and description of places, their locations, their origins, and how they have changed through time. Geographic Information Systems (GIS) adds the power of technology to local, regional, and global geography, through applications of mapping, spatial analysis, and remote sensing to resource management, economics, urban and regional planning, emergency response and management, transport and communication, distribution of populations, biogeography, landscape ecology and environmental quality.

**Organization Information Systems and Technology Program (OISTP)**

OISTP is an integrated curriculum consisting of the three foundations of Information Systems (IS), Information Technology (IT) and Software Engineering (SE) integrated with shared Computer Science (CS) courses providing the necessary insight and collaboration between the disciplines throughout the respective degree plans. The goal of OISTP is to have all of the majors proficient in their respective disciplines and functionally aware of the other major's responsibilities in an organizational context. This structure is engineered to maximize student learning and professional potential for today's information driven society.

**Major in Information Systems**

Technology is a powerful force in shaping the future and influences our lives in many ways. The Information Systems (IS) major provides a broad coverage of this emerging discipline. The Information Systems (IS) program is an undergraduate major for students who want to design and implement effective solutions to meet organizational and management needs for information and decision support. The discipline is ideal for those students interested in interfacing Information Technology tools and professions to the needs of an organization.

	Credits
CS 102 Introduction to Computer Applications and Technology	3
MATH 107 College Algebra	3
CS 122 IT Infrastructure	4
CS 130 Foundations of Information Systems	3
ECON 160 Principles of Microeconomics	3
BA 201 Accounting Principles I	3
BA 208 Marketing Principles	3
BA 210 Management Principles	3
MATH 220 Elementary Statistics	3
BA 222 Management Information Systems	3
BA 302 Business Law I	3
IS 310 Systems Analysis and Design	3
IS 320 Enterprise Architecture	3
CS 332 Databases and Information Management	3
CS 342 Human Computer Interaction	3
CS 400 Project Management and Integration	4
IS 410 IS Strategy, Management and Acquisition	3
CS 480 Senior Capstone I	1
CS 481 Senior Capstone II	2
Upper Level Electives	<u>6</u>
	<u>62</u>

**Elective Options:****Information Systems and Security and Integration (ISSI) Specialization**

IS 360	IT Security and Risk Management
IS 420	Enterprise Systems and Integration

**Information Systems and Technology Management (ISTM) Specialization**

IS 348	Business Process Management
IS 370	IT Audit and Controls

**Other IS Elective**

IS 499	Special Project
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**Non-IS Electives**

SE 300	Data Structures and Algorithms
IT 310	Networking
SE 310	Software Application and Interface Design
IT 320	Web Systems and System Integration
IT 410	Information and System Security
SE 410	Software Testing, Validation and Verification

**Minor in Information Systems**

	Credits
CS 122 IT Infrastructure	4
CS 130 Foundations of Information Systems	3
IS 310 Systems Analysis and Design	3
IS 320 Enterprise Architecture	3
CS 342 Human Computer Interaction	
Additional course from IS required or IS elective courses	3-4
	<u>19-20</u>

**Major in Information Technology**

The Information Technology (IT) major provides a broad coverage of this emerging discipline. The major blends acquisition of fundamental knowledge in computer science with a practical

hands-on approach. Students majoring in IT will gain the knowledge and skills necessary for employment as IT professionals, or the major can be customized for students wishing to pursue graduate studies. The degree program is aligned with nationally recognized standards in information technology.

		Credits
CS 102	Introduction to Computer Applications and Technology	3
MATH 115	Trigonometry and Analytic Geometry	3
CS 122	IT Infrastructure	4
CS 130	Foundations of Information Systems	3
CS 140	Introduction to Programing	4
CS 205	Computer Architecture	4
MATH 206	Rational Problem Solving with Real Systems	3
CS 212	Operating Systems	4
MATH 220	Elementary Statistics	3
IT 310	Networking	4
IT 320	Web Systems and System Integration	4
CS 332	Databases and Information Management	3
CS 342	Human Computer Interaction	3
CS 400	Project Management and Integration	4
IT 410	Information and System Security	3
CS 480	Senior Capstone I	1
CS 481	Senior Capstone II	2
Upper Level Electives		6
		61

#### Elective Options:

Cyber Security and Computer Forensics (SEC) Specialization

IT 360 Computer Forensics and Incident Response

IT 420 System Security and Risks

Network Management (NET) Specialization

IT 348 Advanced Networking

IT 370 Network Management

#### Other IT Elective

IT 499 Special Project

#### Non-IT Electives

SE 300	Data Structures and Algorithms
IS 310	Systems Analysis and Design
SE 310	Software Application and Interface Design
IS 320	Enterprise Architecture
IS 410	IS Strategy, Management, and Acquisition
SE 410	Software Testing, Validation and Verification

#### Minor in Information Technology Credits

CS 122	IT Infrastructure	4
CS 140	Introduction to Programing	4
CS 205	Computer Architecture	4
CS 212	Operating Systems	4
IT 310	Networking	4

Additional course from IT required or IT elective courses 3-4  
23-24

#### Major in Software Engineering

Software Engineering (SE) is an undergraduate major for a systematic, disciplined and quantifiable approach to the development, operation, and maintenance of software. This discipline deals with the building, updating and fixing of software systems to enhance existing, add new, and remove old features to adapt to a new environment. The major provides principles, methods, and techniques for the updating of complex and evolving software systems. It encompasses technical issues affecting software architecture, design, and implementation, as well as process issues that address project management, planning, quality assurance, and product maintenance. The major is aligned with nationally recognized standards of Computer Education.

		Credits
MATH 115	Trigonometry and Analytic Geometry	3
MATH 120	Calculus I	3
CS 122	IT Infrastructure	4
CS 130	Foundations of Information Systems	3
CS 140	Introduction to Programing	4
ECON 160	Principles of Microeconomics	3
ECON 161	Principles of Macroeconomics	3
SE 200	Advanced Computer Programing	4
CS 205	Computer Architecture	4
CS 212	Operating Systems	4
MATH 200	Calculus II	3
MATH 210	Calculus Series and Analysis	3
MATH 215	Multivariable Calculus	3
MATH 302	Mathematical Statistics I	3
SE 300	Data Structures and Algorithms	4
SE 310	Software Application and Interface Design	4
CS 332	Databases and Information Management	3
CS 342	Human Computer Interaction	3
CS 400	Project Management and Integration	4
CS 480	Senior Capstone I	1
CS 481	Senior Capstone II	2
SE 410	Software Testing, Validation and Verification	3

#### Primary focus area (choose one for 9 credits)

Visualization and Graphics Specialization

MATH 301	Linear Algebra	3
SE 360	Visualization and Graphics	3
SE 420	Applications of Visualization Techniques	3

Informatics Specialization

MATH 303	Mathematical Statistics II	3
SE 348	Informatics and Knowledge Engineering	3
SE 370	Big Data Processing, Warehousing, Data Mining	3

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#### Minor in Software Engineering

The Software Engineering (SE) minor is an undergraduate minor for students who want to design and implement effective software solutions to meet Organizational Information Systems and Technology requirements. The minor provides the core

requirements needed to develop applications and interfaces for organizational use. The minor is aligned with nationally recognized standards in information systems.

Requirements if Software Engineering minor is completed with an IS or IT major:

	Credits
CS 140 Introduction to Programing	4
SE 200 Advanced Computer Programing	4
SE 300 Data Structures and Algorithms	4
SE 310 Software Application and Interface Design	4
SE 410 Software Testing, Validation and Verification	3
	<u>19</u>

Requirements if Software Engineering minor is completed without an IS or IT major:

CS 122 IT Infrastructure	4
CS 140 Introduction to Programing	4
SE 200 Advanced Computer Programing	4
SE 300 Data Structures and Algorithms	4
SE 310 Software Application and Interface Design	4
	<u>20</u>

## Mathematics

Offerings in mathematics are designed to provide an understanding of the discipline at various levels, ranging from the general to those leading to graduate study. This variety of courses enables students to prepare themselves for careers in teaching and/or industry.

Major in Mathematics	Credits
MATH 115 Trigonometry and Analytic Geometry	3
MATH 120 Calculus I	3
MATH 200 Calculus II	3
MATH 210 Calculus Series and Analysis	3
MATH 215 Multivariable Calculus	3
MATH 451 Seminar	1

Elective courses in mathematics numbered 300 or above	18
	<u>34</u>

Note: Teacher licensure specifies particular electives. See School of Education section for details.

### Major in Mathematics with Actuarial Science Emphasis

This major is designed to prepare students with the skills and knowledge to take on appropriate professional positions in Actuarial Science. An actuary is a business professional who analyzes the financial consequence of risk. Actuaries use mathematics, statistics and financial theory to study uncertain future events, especially those of concern to insurance and pension programs. They evaluate the likelihood of those events, design creative ways to reduce the likelihood and decrease the impact of adverse events that actually do occur.

	Credits
ECON 160 Principles of Microeconomics	3
ECON 161 Principles of Macroeconomics	3
BA 201 Accounting Principles I	3

BA 202 Accounting Principles II	3
BA 310 Money and Capital Markets	3
BA 341 Corporate Financial Management	3
BA 343 Investments	3
MATH 115 Trigonometry and Analytic Geometry	3
MATH 120 Calculus I	3
MATH 200 Calculus II	3
MATH 210 Calculus Series and Analysis	3
MATH 215 Multivariable Calculus	3
MATH 220 Elementary Statistics	3
MATH 301 Linear Algebra	3
MATH 302 Mathematical Statistics I	3
MATH 303 Mathematical Statistics II	3
MATH 305 Discrete Mathematics	3
MATH 382 Actuarial Science P Exam Preparation	1
MATH 391 Financial Mathematics I	3
MATH 392 Financial Mathematics II and FM Exam	3
MATH 451 Senior Seminar	1
	<u>59</u>

Minor in Mathematics	Credits
MATH 115 Trigonometry and Analytic Geometry	3
MATH 120 Calculus I	3
MATH 200 Calculus II	3
MATH 210 Calculus Series and Analysis	3

Electives in mathematics selected from MATH 215 and/or courses numbered 300 or above

9  
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## Department of Nursing

The Department of Nursing embraces the mission and vision of Upper Iowa University by providing student-centered educational programs through flexible, multiple delivery systems in an environment where diversity is respected, encouraged and nurtured. Upper Iowa University and the Department of Nursing will be recognized and respected as an exceptional and ascending institution of higher learning.

### The Mission of the Department of Nursing

The mission of the Upper Iowa University Department of Nursing is to provide a collaborative learning experience which develops transformative nurse leaders and global citizens. Program goals are listed below. By the end of the RN-BSN program the graduate will be able to:

**Goal 1.** Integrate theoretical knowledge and evidence-based practice in a collaborative healthcare delivery environment.

1. Outcome: Utilize health history and assessment to provide evidence-based and patient-centered care.
2. Outcome: Apply the principles of pathology in managing safe and effective patient-centered care.
3. Outcome: Promote optimal health, healing and disease prevention through effective utilization of teaching and learning principles.

4. Outcome: Demonstrate the ability to utilize research to advance nursing practice and improve patient outcomes.
5. Outcome: Collaborate with members of the health care team to improve care processes leading to enhanced patient outcomes.

**Goal 2.** Demonstrate leadership and teamwork to improve outcomes in a variety of settings.

1. Outcome: Utilize an understanding of health care organizations and the environment in which health care is provided to support quality health care delivery.
2. Outcome: Demonstrate the professional skills and personal qualities that characterize effective nurse leaders and managers.
3. Outcome: Investigate the multiple and varied roles of the nurse in issues of health care and nursing.
4. Outcome: Value different styles of communication used by patients, families, and health care providers.
5. Outcome: Recognize the unique and varied contributions of self and others in developing an effective health care team.

**Goal 3.** Manage technology and resources to communicate, support, and provide quality care across the health care continuum.

1. Outcome: Appreciate that information and technology skills are essential for safe patient care.
2. Outcome: Utilize technology to access information that supports decision making.
3. Outcome: Identify the application of technology and information management tools to coordinate and support the quality and safety of patient care.

**Goal 4.** Develop practices of life-long learning through seeking knowledge and assimilating professional standards, ethical principles, and legal accountability in nursing practice.

1. Outcome: Demonstrate ethical principles, legal implications, and professional behaviors that guide nursing practice.
2. Outcome: Incorporate professional standards of practice while assuming personal responsibility for lifelong learning.
3. Outcome: Value the need for continuous improvement in clinical practice based on evolving knowledge, skills, and attitudes of the professional nurse.

We facilitate graduate attainment of these goals through active learning opportunities in both online and classroom environments. Students apply the knowledge, skills and attitudes through faculty guided learning experiences in the community. We are committed to the advancement of professional nursing through baccalaureate education. Upper Iowa University has been developing leaders in many fields since 1857 and the nursing program continues that tradition. The nursing program is approved by the Iowa Board of Nursing and accredited by the

Commission on Collegiate Nursing Education.

### Major in Nursing

Upper Iowa University offers an RN to BSN program at the Cedar Rapids Center, Mary Greeley Medical Center in Ames, Mesa Center, and Online. Prior to admission to the nursing program, students must show evidence of the following:

1. Licensure as a Registered Nurse in state of attendance or a compact state if applicable.
2. GPA of 2.5 or higher and maintained.
3. Evidence of current CPR certification.
4. Evidence of meeting current health and immunization requirements.
5. Completed Criminal Background Check.

The UIU nursing program requires the successful completion of 35 credit hours. The BSN degree requires the successful completion of a total of 120 semester hours, including transfer credit, and credit for coursework completed at UIU. All courses required for the nursing major must be completed with a grade of C- or above. If a grade below a C- is received, the course must be repeated. A course may only be repeated once.

		Credits
MATH 220	Elementary Statistics	3
NUR 305	Professional Communications for Nurses	3
NUR 315	Professional Nursing Practice	3
NUR 325	Integrated Concepts of Nursing Care I	4
NUR 335	Integrated Concepts of Nursing Care II	4
NUR 340	Community Health Nursing*	4
NUR 400	Evidence-Based Practice in Nursing	3
NUR 420	Nursing Leadership and Management	3
NUR 450	Nursing Concepts Capstone I*	2
NUR 455	Nursing Concepts Capstone II*	2
	Nursing Electives	4
		<b>35</b>

\*Course includes a practicum component.

### Nursing –Concurrent Enrollment Program (CEP)

The Concurrent Enrollment Program (CEP) is a partnership between Upper Iowa University and select Associate Degree prelicensure programs that allows qualifying students to enroll in both programs concurrently. The CEP allows students to enroll in specific BSN courses while concurrently enrolled in the Associate Degree in Nursing program, decreasing both time and cost to completion of the BSN. Applicants must complete the combined admission requirements and be accepted by the partnering Associate Degree program before applying to the Upper Iowa University CEP. While enrolled in the CEP, students must follow the designated plan of progression and remain in good standing with both institutions at all times. For more information about the CEP program, students can contact a partnering institution or the Upper Iowa Department of Nursing.





# GENERAL EDUCATION REQUIREMENTS

## General Education Requirements

The 36 semester credits required in general education are as follows:

A freshman level writing course & a sophomore level writing course:	6
A speech course:	3
A computer skills course:	3
A mathematics course:	3
A cultures course:	3
Two nonperformance courses within the arts and humanities:	6
Two courses within the natural sciences:	6
Two courses within the social sciences:	6
Total:	36

Upper Iowa University will accept AA or AS degrees with a liberal arts core as fulfillment of the general education requirements for a baccalaureate program. Upper Iowa University will also accept associate degrees with a major in nursing from registered nurses (must have current license) as fulfillment of its general education requirements for the BSN program. Prerequisites are not waived.

The University faculty has determined which specific courses will include the completion and assessment of the various tasks and are listed below:

### ARTS AND HUMANITIES (6 credits)

ART 100	Intro to Art
ART 101	Digital Tools
ART 109	2-D Foundations
ART 110	Drawing

ART 112	Introduction to Graphic Design
ART 120	3-D Foundations
ART 202	Painting
ART 210	Intermediate Drawing
ART 211	Art History I
ART 212	Art History II
ART 218	Digital Photography & Editing
ART 222	Ceramics/Hand Building
ART 223	Ceramics/Wheel Throwing
ART 235	Advertising Design
ART 252	Art and Architecture in Italy
ART 272	World Art
ART 280	Web Publishing and Social Media
ART 305	Environmental Art
ART 319	Digital Video and Editing
ART 355	Typography
ENG 125	Intro to Literature
ENG 135	Tolkien
ENG 170	Intro to Creative Writing
ENG 209	American Literature I
ENG 210	American Literature II
ENG 211	British Literature I
ENG 212	British Literature II
ENG 214	World Literature Survey
ENG 216	Mythology
ENG 224	Modern Poetry
ENG 248	Survey of the Mystery Story
ENG 265	African American Literature
ENG 275	Television
ENG 290	Movies
ENG 311	Urban Cinema
ENG 330	Shakespeare

ENG 352	Best Sellers
ENG 365	Women and Literature
ENG 375	Literature of the American Midwest
HON 110	Honors Arts and Humanities
MUS 100	Intro to Music
MUS 200	American Jazz Styles
MUS 202	American Popular Music
PHIL 150	Intro to Philosophy
PHIL 202	Contemporary Ethics
REL 120	Intro to Religion
REL 125	Intro to the Old Testament
REL 126	Intro to the New Testament
REL 205	Religions of Asia
SPN 101	Beginning Spanish I
SPN 102	Beginning Spanish II
SPN 201	Intermediate Spanish I
SPN 202	Intermediate Spanish II
SPN 301	Advanced Spanish I
SPN 302	Advanced Spanish II
THE 110	Introduction to Theatre

**COMMUNICATION (9 credits)**

ENG 101	English Composition I (prerequisite to ENG 102)
ENG 102	English Composition II

One of the following:

COMM 105	Public Speaking
COMM 200	Interpersonal Communication
THE 240	Oral Interpretation
THE 260	Storytelling

**COMPUTER SKILLS (3 credits)**

CS 102	Introduction to Computer Applications and Technology
EDU 252	Computers and Instructional Technology

**CULTURES (3 credits)**

ANTH 110	Cultural Anthropology
ANTH 120	Culture & Difference
ANTH 206	Intro to Hmong Culture and Language
ANTH 214	Visual Anthropology
ANTH 310	Political Anthropology
COMM 221	Intercultural Communication
EDU 162	Diversity for Teachers
ENG 265	African American Literature
ENG 311	Urban Cinema
HIST 302	Modern East Asia
HON 200	Honors Cultures
ID 200	Short-Term International Travel
HIST 245	Global Women's Activism
PSY 321	Death and Dying
SOC 240	Diversity in the United States
SPN 125	Intro to Hispanic Cultures & Society
SPN 306	Culture & Society of Spain

**MATHEMATICS (3 credits)**

MATH 105	College Mathematics with Applications
MATH 107	College Algebra
MATH 109	Quantitative Methods
MATH 115	Trigonometry and Analytic Geometry
MATH 120	Analytic Geometry and Calculus I
MATH 220	Elementary Statistics

**NATURAL SCIENCES (6 credits)**

BIO 100	General Biological Science
BIO 135	Principles of Biology I
BIO 140	Principles of Biology II
BIO 165	Human Biology and Nutrition
BIO 190	Intro to Biological Evolution
BIO 210	Microbiology
BIO 215	Local Field Science
BIO 220	Zoology
BIO 231	General Botany
BIO 268	Intro Human Anatomy/Physiology
BIO 270	Human Anatomy/Physiology I
BIO 311	Evolution for Everyone
CHEM 102	Introduction to Forensic Science
CHEM 140	Chemistry for Everyday Life
CHEM 115	Environmental Chemistry
CHEM 151	General Chemistry I
CHEM 152	General Chemistry II
ES 100	Intro to Geology
ES 114	Conservation of Natural Resources
ES 117	Natural Disasters
ES 121	Dinosaurs
ES 161	Environmental Science
ES 220	Soil and Water Conservation
ES 251	Extinctions
ES 321	Building an Eco-Economy
ES 330	Global Warming & Climate Change
GEOG 100	Physical Geography
HON 130	Honors Natural Science
PHY 105	Conceptual Physics
PHY 110	Astronomy
PHY 111	Introductory Physics I
PHY 113	Introductory Physics II

**SOCIAL SCIENCES (6 credits)**

ANTH 110	Cultural Anthropology
ANTH 120	Culture & Difference
ANTH 214	Visual Anthropology
ANTH 310	Political Anthropology
ECON 160	Principles of Microeconomics
ECON 161	Principles of Macroeconomics
ECON/HIST 281	American Economic History
CJ 224	Introduction to Criminal Justice
EDU 142	Human Growth & Development
GEOG 100	Physical Geography
GEOG 200	World Regional Geography
HIST 100	World History to 1500
HIST 101	World History since 1500
HIST 110	American History to 1877
HIST 111	American History since 1877

HIST 214	World at War, 1914-1945
HIST 220	History of Wisconsin
HIST 222	History of Iowa
HIST 240	Your Community History
HIST 330	African American History
HON 120	Honors Behavioral Science
PS 100	US Government
PS 211	International Relations
PS 212	Comparative Politics
PS 222	Introduction to Political Society
PS 230	State & Local Government
PSY 190	General Psychology
PSY 201	Adjustment
PSY 212	Dev Psych: Birth-Adolescence
PSY 222	Dev Psych: Young Adulthood to Late Adulthood
PSY/SOC 232	Group Dynamics
PSY 240	Conflict Resolution
PSY 260	Gender Roles
PSY 270	Human Sexuality
PSY 311	Psychology of Women
PSY 321	Death and Dying
SOC 110	Principles of Sociology
SOC 220	Social Problems
SOC 240	Diversity in the United States
SPN 125	Introduction to Hispanic Cultures & Society
SPN 306	Culture & Society of Spain

# UNDERGRADUATE COURSE DESCRIPTIONS

Courses offered vary by location.  
Check your program for course availability.  
Courses which satisfy general education  
requirements are listed on pages 95-97

## Anthropology

### **ANTH 101, 102** *World Cultures/ World Cinema I and II* **1 credit each**

These courses both present a number of films from different countries, for the most part from within mainstream cinema. The films all have one thing in common: they examine the lives of people and peoples in different circumstances, and see how people and peoples in question understand those circumstances and make sense of their own lives.

### **ANTH 110** *Introduction to Cultural Anthropology* **3 credits**

This course provides an introduction to cultural anthropology: in particular, the concept of culture and how it interpenetrates various domains of organization and activity – such as adaptation, subsistence, economy, politics, and kinship – in a wide variety of societies and groups. Changing theoretical approaches, fieldwork, ethnography, cross-cultural analysis and comparisons, complex society, and local-regional-global perspectives will all be addressed.

### **ANTH 120** *Culture and Difference* **3 credits**

This course pursues themes in cultural anthropology from a variety of domains to focus on how these compare and, especially, contrast in different cultures. Some of the topics to be addressed will include political systems, gender practices, religious beliefs, artistic performance and expression, and reactions to globalization. The main goals are for students to develop an appreciation of diversity among cultures and cultural groups, and understand differences in life conditions.

### **ANTH 206** *Introduction to the Hmong Culture and Language* **3 credits**

A multidisciplinary study of the Hmong culture utilizing the contributions of anthropology, history, sociology, art and religion including a rudimentary study of the Hmong language.

### **ANTH 214** *Visual Anthropology* **3 credits**

This course will explore the worlds of different cultures, and how they have been portrayed, primarily through the medium of ethnographic

film. The films will be about different cultures and situations, by different filmmakers, and stylistically different. A wide variety of topics will be covered, including: the ways that anthropologists and filmmakers have collaborated, how cultures are represented on film, what happens when anthropology comes to television, and changes in who is represented, by whom, and how. Examples of themes that could be dealt with in the films include: hunting and gathering, migration, music, refugees, and gender issues.

### **ANTH 310** *Political Anthropology* **3 credits**

This course will focus on the variety of political understandings, processes, and systems that have existed and exist in non-state societies, and state societies at both the centers and the margins of power. Agents, structures, and institutions of power will be looked at to highlight cultural variability in the practice of politics.

## Art

### **ART 100** *Introduction to Art* **3 credits**

An introduction to the visual arts through study of the elements of art, the various art forms and a chronological study of art history.

### **ART 101** *Digital Tools* **3 credits**

This course is an introduction to technology as a tool and digital culture as a medium for creative expression and communication in studio art. Students will gain a hands-on understanding of graphic software and hardware in both object- and pixel-oriented programs. The class will consider the impact of computer technology on visual art and culture by means of research and discussion. Using the computer as an art-making tool, students undertake projects that incorporate their own artistic expression.

### **ART 109** *Two Dimensional Foundations* **3 credits**

This course introduces the elements, principles and factors of two dimensional design. A sequenced investigation into the dynamics of various organizing principles using traditional and contemporary me-

dia. Development of visual awareness, analytical thinking, craftsmanship, and use of media and techniques will be addressed.

**ART 110 Drawing 3 credits**  
A foundation course in drawing media and techniques; focusing on the study of objects and natural forms in problems of analysis and composition.

**ART 112 Introduction to Graphic Design 3 credits**  
This course is an introduction to the theories and principles of graphic design. Student learners will explore the role of visual elements and design practices in various cultural, historical and material contexts, and will learn to evaluate design critically. This course requires use of professional editing software that may need to be purchased by students or accessed via lab fee.

**ART 120 Three Dimensional Foundations 3 credits**  
A foundation course to introduce basic three dimensional process and materials as well as develop the students' ability to analyze form and space relationships. The course emphasizes the utilization of a variety of basic materials such as 3D software and printing, wood, plaster, wire and found objects.

**ART 202 Painting 3 credits**  
This course focuses on the technical aspects of oil painting, such as stretching canvas, mixing and applying paint, composition and idea development. Prerequisite: ART 110.

**ART 204 Printmaking 3 credits**  
An introduction to printmaking with a view to mastering the fundamental procedures and design problems of relief, intaglio, and serigraphy. Prerequisite: ART 110.

**ART 210 Intermediate Drawing 3 credits**  
Expanded concepts of drawing as related to the realization of form on a two-dimensional surface. The focus of this course is the rendering of objects and natural forms in problems of analysis and composition. Visual information and practice will be derived from: still life, landscape, interiors and the human figure. Prerequisite: ART 110

**ART 211 Art History I 3 credits**  
This course studies the development of Western art from the prehistoric period to the Renaissance.

**ART 212 Art History II 3 credits**  
An exploration of the history of art from the Renaissance to the present. Concern is given to the major movements and artists and the various influences that affected their development.

**ART 218 Digital Photography and Editing 3 credits**  
Digital photography processes and techniques that include image capture with digital cameras, digital editing in Photoshop, and image presentation in web-based and color print formats. Fieldwork emphasizes capturing artistic subjects in natural light and natural settings. Lab work includes optimizing resolution and editing for content and aesthetics. Students are expected to supply their own HD digital cameras (other than cell phones). Students create and share individual portfolios of original work that meet professional standards. This course requires use of professional editing software that may need to be purchased by students or accessed via lab fee.

**ART 222 Ceramics/Hand Building 3 credits**  
This course teaches the techniques of hand-building, glazing and firing of non-functional ceramic sculpture.

**ART 223 Ceramics/Wheel Throwing 3 credits**  
This course teaches the basic techniques of wheel throwing, glazing and firing functional and nonfunctional ceramics.

**ART 225 Sculpture 3 credits**  
In this course, students use various techniques and media—such as clay, plaster casting, piece molds, wood and stone carving—to produce three-dimensional art forms. Prerequisite: ART 120.

**ART 235 Advertising Design 3 credits**  
Acquaints the beginning designer with the basic principles, terminology and methods used to solve graphic design problems and explores the integration of typography and visual elements to communicate ideas. Students learn to understand and evaluate information and learn the value of research in creating design solutions. Assignments are devised to emphasize and encourage conceptual thinking. Students create and share individual portfolios of original work that meet professional standards. This course requires use of professional editing software that may need to be purchased by students or accessed via lab fee.

**ART 250 Special Topics 3 credits**  
Special Topics courses are studies of selected problems, periods or movements in the subject area not otherwise included in the curriculum. They are typically chosen from a faculty member's particular expertise and field of scholarly inquiry, and offered to a student or group of students forming an interest in the particular subject matter. The 250 designation denotes a General Education level of instruction and may include an appropriate General Education task to be completed. The 450 designation denotes a senior level degree of sophistication expected in both learning and instruction. A single course may be offered at both levels simultaneously, in which case the syllabus will clearly differentiate the course expectations and assessment measures for students enrolled at each of the two levels. A Special Topics course must be approved by the School of Liberal Arts Curriculum Committee before it is offered, and it must address one or more Major Outcomes within the discipline.

**ART 252 Art and Architecture in Italy 3 credits**  
This is a survey of the art and architecture of Italy and the Renaissance. This class will be a field-based course that focuses on the wealth of art and architecture of Italy. Florence and neighboring towns will be the classroom as you visit some of the world's greatest museums and study the art and architecture from the Etruscans to Brunelleschi and Michelangelo.

**ART 272 World Art: Survey of Non-Western Art 3 credits**  
Studies in the visual arts of cultures other than the United States and Western Europe. Particular attention will be given to cultural contexts from which these forms emerge.

**ART 280 Web Publishing and Social Media 3 credits**  
This course is an introduction to the elements and principles of web design. Students will explore the role of visual elements and design practices using professional software and social media. Students create and share individual portfolios of original work that meet professional standards. This course requires use of professional editing software that may need to be purchased by students or accessed via lab fee.

**ART 299 Special Project 1-3 credits**  
A Special Project allows the student to expand on work already completed in previous coursework. It is undertaken with the guidance of one or more faculty members and is intended to encourage the student into original investigation of a defined problem within the discipline. Examples include theses and themed portfolios or exhibitions.

**ART 300 Human Figure Drawing I 3 credits**  
This course consists of drawing the human figure from direct observation. This course will focus on anatomical structure, pictorial structure and the expressive capacity of the human form. Prerequisite: ART 110.

**ART 301 Human Figure Drawing II 3 credits**  
Human Figure Drawing II allows for further skill development of drawing the human figure from direct observation. This course will

focus on anatomical structure, pictorial structure, and the expressive capacity of the human form and will include the use of color media.

**ART 304 Printmaking: Screen Printing 3 credits**

This course will focus on planographic printmaking techniques including screen printing, plastic plate lithography, and digital imaging techniques. This course will emphasize combining traditional and digital imaging techniques. Students are expected to work towards a body of images unified by subject and form. Prerequisite: ART 110.

**ART 305 Environmental Art 3 credits**

The natural environment is the medium through which students will explore the concepts of natural beauty and form. Students will collaborate with nature to form outdoor site-specific works of art. This course is an investigation of sculptural site activation, exploring the practice of how work gets redefined through its placement within a larger social, political, and environmental sphere of meaning.

**ART 313 20th Century Art 3 credits**

Studies in the visual arts of the 20th century: topics in modernism, late modernism, postmodernism, and contemporary art will be covered. Particular attention will be given to cultural contexts from which these forms emerge. Prerequisites: ART 100, ART 112, ART 211, or ART 212.

**ART 319 Digital Video and Editing 3 credits**

Digital video processes and techniques that include HD video capture with digital cameras, digital editing, and presentation in web-based and HD formats. Fieldwork emphasizes capturing artistic subjects in natural light and natural settings. Lab work includes editing for content and aesthetics. Students must provide their own cameras with HD video capability (other than cellphones). Students create and share individual portfolios of original work that meet professional standards. This course requires use of professional editing software that may need to be purchased by students or accessed via lab fee.

**ART 323 Ceramics Mold Making 3 credits**

Students will learn basic and advanced techniques in ceramic mold making. Students will learn how to make basic press molds, multi part slip molds plus more advanced techniques in firing and glazing work. Prerequisite: ART 222.

**ART 325 Intermediate Sculpture 3 credits**

An in depth study of different materials to create three-dimensional form. Students will gain access to a more in depth study of technical equipment and the ideation process as it pertains to the sculpted object and installation. Students will learn more advanced techniques in metal, plastics, wood, and alternative materials. Prerequisite: ART 225.

**ART 330 Watercolor/Water Media 3 credits**

An exploration of the transparent watercolor medium and its materials and techniques. Prerequisite: ART 110.

**ART 332 Digital Imaging 3 credits**

This course emphasizes digital techniques used to create and manipulate bitmap photographs and graphics in an artistic context. Students create a portfolio of work that demonstrates competency in editing, color correction, managing digital formats, conceptual thinking, and refinement of design. Students create and share individual portfolios of original work that meet professional standards. This course requires use of professional editing software that may need to be purchased by students or accessed via lab fee. Prerequisite: At least one 100-level or 200-level art course.

**ART 334 History of Graphic Design 3 credits**

Survey of graphic design history with emphasis on the processes of cultural production explored within specific historical contexts. Prerequisites: ART 100, ART 112, ART 211, or ART 212.

**ART 335 Publication Design 3 credits**

Students learn to use appropriate materials, tools and techniques needed

to show effective idea development and presentation methods required at the various stages of design problem solving. Students develop style guides to completed comprehensive presentations of several multi-page projects. Students create and share individual portfolios of original work that meet professional standards. This course requires use of professional editing software that may need to be purchased by students or accessed via lab fee. Prerequisite: At least one 100-level or 200-level art course.

**ART 355 Typography 3 credits**

Essential experience in the craft of typography and type specification. Students develop a full understanding of the terminology used by typographers and learn to work with type intelligently and creatively. Research into the history of type design and exploration of the symbolism inherent in different typefaces and their relationship to other graphic elements. Students may not receive credit for both ART 251 and ART 355. Students create and share individual portfolios of original work that meet professional standards. This course requires use of professional editing software that may need to be purchased by students or accessed via lab fee.

**ART 372 Survey of American Art 3 credits**

An introduction to understanding the art of our past so that we may better understand our culture of the present. Study includes the architecture, painting, sculpture and decorative arts from the colonial era to the present. Prerequisites: ART 100, ART 112, ART 211, or ART 212.

**ART 375 Art and Material Culture 3 credits**

This course explores three cultural case studies to understand the relationship between art, aesthetics, and material culture production. The case studies will be drawn from prehistoric, historic, and contemporary cultures to give a broad understanding of the way in which a culture's unique needs and environment shape the kinds of art objects it produces. Development of visual awareness, analytical thinking, connoisseurship, and theoretical foundations will be addressed.

**ART 403 Internship 3 credits**

**ART 405 Advanced Printmaking 3 credits**

This course is focused on concentrated study, usually in one print process area chosen by the student, with problems set by the instructor with a view toward idea and technique complexity. Prerequisite: ART 204 or ART 304.

**ART 410 Advanced Drawing 3 credits**

Specialized problems in drawing are presented in this course, designed to extend the range of each student's technical and expressive capability. Prerequisite: ART 110.

**ART 412 Advanced Painting 3 credits**

Intensive work in technical and conceptual development in oils is the focus of this course. Prerequisite: ART 202.

**ART 423 Advanced Ceramics 3 credits**

This course involves focused development of specific skills and concepts in ceramics. Prerequisites: ART 222 and ART 223.

**ART 425 Advanced Sculpture 3 credits**

Specialized problems in sculpture are studied in this course. Prerequisite: ART 325.

**ART 430 Advanced Watercolor/Water Media 3 credits**

A specialized study of techniques, problems and expression with water media. Prerequisite: ART 330.

**ART 432 Digital Illustration 3 credits**

This course emphasizes digital techniques used to create vector illustrations and enhance visual representation of information graphics, maps, and logos in an artistic context. Students create a portfolio of work that demonstrates competency of the Bezier tool, color matching, digital formats, conceptual thinking, and refinement of design. Students create and share individual portfolios of original work that

meet professional standards. This course requires use of professional editing software that may need to be purchased by students or accessed via lab fee. Prerequisite: At least one 100-level or 200-level art course.

**ART 442 Digital Animation 3 credits**

This course emphasizes digital techniques used to create web-based animated illustrations and graphics in an artistic context. Students create a portfolio of work that demonstrates competency in drawing, storyboarding, managing layers and timelines, digital formats, conceptual thinking, and refinement of design. Students create and share individual portfolios of original work that meet professional standards. This course requires use of professional editing software that may need to be purchased by students or accessed via lab fee. Prerequisite: At least one 100-level or 200-level art course.

**ART 450 Special Topics 3 credits**

Special Topics courses are studies of selected problems, periods or movements in the subject area not otherwise included in the curriculum. They are typically chosen from a faculty member's particular expertise and field of scholarly inquiry, and offered to a student or group of students forming an interest in the particular subject matter. The 250 designation denotes a General Education level of instruction and may include an appropriate General Education task to be completed. The 450 designation denotes a senior level degree of sophistication expected in both learning and instruction. A single course may be offered at both levels simultaneously, in which case the syllabus will clearly differentiate the course expectations and assessment measures for students enrolled at each of the two levels. A Special Topics course must be approved by the School of Liberal Arts Curriculum Committee before it is offered, and it must address one or more Major Outcomes within the discipline.

**ART 470 Senior Seminar 3 credits**

Readings, discussion, presentation and writing on historic and contemporary art that emphasizes analysis of the observed tendencies concerning materials, presentation and concept in the field of art and other related fields. Through this examination, students will complete a senior thesis paper that functions as a framework of their senior thesis exhibit. Students will also engage in learning best professional practices in the art field. Prerequisite: Senior Art Major

**ART 480 Senior Portfolio/Graphic Design 3 credits**

This course emphasizes advanced web design techniques used to create innovative design solutions and interactivity in an artistic context. Students demonstrate an understanding of historical design styles and philosophies while refining work in print and digital formats. Students create and share individual portfolios of original work that meet professional standards. ART 480 fulfills the capstone requirement for the Graphic Design major and minor. This course requires use of professional editing software that may need to be purchased by students or accessed via lab fee. Prerequisite: To prepare for ART 480, students must successfully complete all of the major/minor required studio courses, with the exception of ART 480 and no more than one other, and retain design projects from their previous courses that can be repurposed for their Senior Portfolios.

**ART 490 Senior Thesis 1 credit**

Senior Thesis documentation and evaluation, revision, and editing of student work as well as the exhibition itself.

**ART 499 Special Project 1-3 credits**

A Special Project allows the student to expand on work already completed in previous coursework. It is undertaken with the guidance of one or more faculty members and is intended to encourage the student into original investigation of a defined problem within the discipline. Examples include theses and themed portfolios or exhibitions.

## Athletic Training

**AT 110 Emergency Care in Athletic Training 3 credits**

This course provides the knowledge, skills and abilities for recognizing medical emergencies and appropriately implementing emergency action plans. Emphasis is placed upon CPR, AED splinting, spine boarding, and treatment for acute medical conditions of the physically active. Students who successfully complete the course will earn basic life support for healthcare providers certification.

**AT 144 Foundations of Athletic Training 3 credits**

This course introduces students to the role of the athletic trainer as a health care provider in a variety of contexts, including: injury and illness prevention, fundamentals of patient care, basing practice on best evidence, ethical decision making, communication, and cultural competence. Basic taping and bracing strategies will be covered.

**AT 166 Care and Prevention of Athletic Injuries 2 credits**

An overview of taping and care and prevention of athletic injuries.

**AT 210 Clinical Skills in Athletic Training 1 credit**

This course is intended to assess the knowledge of transfer students in taping and emergency care of athletic injuries. Students must have successfully completed a foundational athletic training course at another institution and provide proof of emergency cardiac care training to be enrolled in this course.

**AT 221 Prevention and Health Promotion in Athletic Training 3 credits**

This course introduces students to the basic principles of prevention and health promotion. This course includes a minimum of 45 hours of scheduled clinical experience at a clinical site under the supervision of an approved preceptor. Prerequisite: AT 144 or special permission by the Director of Athletic Training Education.

**AT 232 Clinical Practice in Applied Anatomy 1 credit**

This course provides the knowledge and skills for identifying and palpating structures of the human body. This course includes a minimum of 45 hours of scheduled clinical experience at a clinical site under the supervision of an approved preceptor. Prerequisite: AT 221.

**AT 250 Special Topics in Athletic Training 1-3 credits**

This course covers special topics not covered by current courses taught in the department. The particular topic is to be determined by the department according to the current need and interest. This course requires department chair approval.

**AT 299 Special Projects in Athletic Training 1-3 credits**

This course is designed to provide an opportunity to complete a special project related to a student's field of study that is beyond the scope of courses offered within the university. Proposals must include an overview or abstract of the study, indicate the anticipated learning outcomes of the project, the timeline for the study and the deliverables (paper, presentation, project, etc.) upon which the study will be evaluated. This course requires department chair approval

**AT 319 General Medical Conditions in the Physically Active 4 credits**

This course will examine the evaluation, proper referral and management of general medical conditions and disabilities of athletes and other physically active individuals. Pharmacological principles in the treatment of injury, illness and disease of the athlete and physically active will be discussed. This course includes a minimum of 60 hours of scheduled clinical experience at a clinical site under the supervision of an approved preceptor. Prerequisite: BIO 275.

**AT 332 Clinical Evaluation - Lower Extremity 4 credits**

This course focuses on the recognition and evaluation of athletic injuries and conditions occurring to the lower extremity and lower back. This course includes a minimum of 45 hours of scheduled clinical



cal experience at a clinical site under the supervision of an approved preceptor. Prerequisite: BIO 275.

**AT 333 Clinical Evaluation - Upper Extremity 4 credits**  
This course focuses on the recognition and evaluation of athletic injuries and conditions occurring to the upper extremity, head and neck. This course includes a minimum of 45 hours of scheduled clinical experience at a clinical site under the supervision of an approved preceptor. Prerequisite: AT 332.

**AT 360 Clinical Practice in Psychosocial Strategies and Referral 1 credit**  
This course prepares the entry-level athletic trainer with competencies related to psychosocial intervention and referral of patients exhibiting mental, emotional and psychological behavioral problems/issues. Students will develop skills to assist them in the recognition, intervention, counseling and referral. This course includes a minimum of 60 hours of scheduled clinical experience at a clinical site under the supervision of an approved preceptor. Prerequisite: AT 319 or special permission by the Director of Athletic Training Education.

**AT 403 Internship in Athletic Training 1-3 credits**  
A practical experience in the athletic training setting. Internship applications must include an overview of the intended experience, anticipated learning outcomes of the internship, the timeline for completing the internship, and any deliverables upon which the experience will be evaluated. This course requires department chair approval.

**AT 408 Therapeutic Modalities 4 credits**  
This course covers the underlying theory, basis for selection and application of therapeutic modalities used in the treatment of athletic injuries. This course includes a minimum of 60 hours of scheduled clinical experience at a clinical site under the supervision of an approved preceptor. Prerequisite: AT 333 or special permission by the Director of Athletic Training Education.

**AT 430 Healthcare Administration in Athletic Training 4 credits**  
This course provides the concepts to organize and administer an athletic training program for an entry-level athletic trainer. Topics include leadership theories, facility design, personnel management, legal issues, budget management, record keeping, and policy and procedure development. This course includes a minimum of 75 hours of scheduled clinical experience at a clinical site under the supervision of an approved preceptor. Prerequisite: AT 360 or special permission by the Director of Athletic Training Education.

**AT 450 Special Topics in Athletic Training 1-3 credits**  
This course covers special topics not covered by current courses taught in the department. The particular topic is to be determined by the department according to the current need and interest. This course requires department chair approval.

**AT 455 Therapeutic Rehabilitation 4 credits**  
This course covers the underlying theory, basis for selection and application of therapeutic exercise used in the treatment of athletic injuries. This course includes a minimum of 60 hours of scheduled clinical experience at a clinical site under the supervision of an approved preceptor. Prerequisite: AT 408 or special permission by the Director of Athletic Training Education.

**AT 472 Evidence-Based Practice in Athletic Training 4 credits**  
This course provides a foundation for evidence-based practice for the entry-level athletic trainer. The student will learn how to implement the basic principles of evidence-based practice, access electronic databases, differentiate between research methodologies, and begin to critically analyze pertinent literature. This course includes a minimum of 75 hours of scheduled clinical experience at a clinical site under the supervision of an approved preceptor. Prerequisite: AT 455 or special permission by the Director of Athletic Training Education.

**AT 480 Professional Development in Athletic Training 3 credits**  
This course focuses on the professional development issues specific to the profession of athletic training. Preparation for the BOC certification examination will be included. This course includes a minimum of 75 hours of scheduled clinical experience at a clinical site under the supervision of an approved preceptor. Prerequisite: AT 472 or special permission by the Director of Athletic Training Education.

**AT 483 Clinical Practice in Exercise Prescription 1 credit**  
This course serves as a capstone course for the athletic training student. Students will utilize their knowledge from the athletic training curriculum to create a physical fitness plan for a specific individual. This course includes a minimum of 75 hours of scheduled clinical experience at a clinical site under the supervision of an approved preceptor. Prerequisite: AT 455 and HPER 302.

**AT 499 Special Projects in Athletic Training 1-3 credits**  
This course is designed to provide an opportunity to complete a special project related to a student's field of study that is beyond the scope of courses offered within the university. Proposals must include an overview or abstract of the study, indicate the anticipated learning outcomes of the project, the timeline for the study and the deliverables (paper, presentation, project, etc.) upon which the study will be evaluated. This course requires department chair approval.

## Biology

**BIO 100 General Biological Science 3 credits**  
This course presents the basic concepts of biology; it is intended for non-science majors. Recommended to satisfy the general education requirement for science.

**BIO 135 Principles of Biology I 4 credits**  
This course introduces students to fundamental concepts in biomolecular structure, cell biology, and genetics. This course is the first part of a two-course introductory biology sequence for majors in the biological sciences.

**BIO 140 Principles of Biology II 4 credits**  
This course introduces students to fundamental concepts in evolution, systematics, and ecology. It will also introduce students to the diversity of life. This course is the second part of a two-course introductory biology sequence for majors in the biological sciences. Prerequisite: BIO 135.

**BIO 165 Human Biology and Nutrition 3 credits**  
This course provides learners with a fundamental understanding of how the human body works at the molecular, cellular and organ levels, as well as with a practical knowledge of how important nutritional and dietary needs help to maintain healthy body function.

**BIO 190 Introduction to Biological Evolution 3 credits**  
This course will introduce students to the theory of evolution by natural selection. Emphasis will be placed on examples of evolution observed in nature, in the lab and the breeding of domestic plants and animals. The course will also compare and contrast evolution with religious and philosophical perspectives.

**BIO 201 Scientific Literature Skills 1 credit**  
This course introduces students to critical analysis of biological literature. Students will learn methods for carrying out scientific literature searches, reading biological literature and preparation of scientific writing. Additionally, the course will provide guidance for career preparation in the biological sciences. Prerequisites: ENG 101, Sophomore status. Same as CHEM 201.

**BIO 210 Microbiology 4 credits**  
This course examines the basic structure, taxonomy, growth, genetics and control of microorganisms, with emphasis on pathogenic species. The course concentrates on bacteria; however, fungi, protists,

helminths and viruses also are discussed. The laboratory emphasizes aseptic technique, as well as common staining and biochemical testing procedures used in the identification of bacterial species. Prerequisite: BIO 135. Recommended: CHEM 151.

**BIO 215 Local Field Science 3 credits**

This course is designed as an exploration of biological, physical and plant sciences of the local area.

**BIO 220 Zoology 4 credits**

This course surveys the animal phyla. The emphasis is on evolution and systematics, anatomy and physiology, as well as animal development. Prerequisite: BIO 135.

**BIO 223 Plant Propagation 3 credits**

This course covers the theory and practice of economically reproducing plant materials, both sexually and asexually. Emphasis is placed on seed production, rooted cuttings, grafting, layering and tissue culture techniques. Prerequisite: BIO 135.

**BIO 230 Invertebrate Zoology 4 credits**

This course examines the taxonomy, anatomy, physiology, ecology and evolutionary biology of invertebrate animals. Prerequisite: BIO 140 or BIO 220.

**BIO 231 General Botany 4 credits**

This course surveys the phyla of photosynthetic organisms, as well as of some fungi. The emphasis is on angiosperm plant anatomy and development, as well as on organismal diversity and reproductive cycles. Prerequisite: BIO 135.

**BIO 250 Special Topics 3-4 credits**

**BIO 268 Introduction to Human Anatomy and Physiology 4 credits**

This course provides an introduction to the structure and function of the human body. Prerequisite: BIO 135.

**BIO 270 Human Anatomy and Physiology I 4 credits**

This course examines the relationships between the structure and function of the human body. Topics covered include cells, tissues, integument, skeletal system, muscular system, nervous system and sensory organs. This course is the first part of a two-course sequence in anatomy and physiology. Prerequisite: BIO 135.

**BIO 275 Human Anatomy and Physiology II 4 credits**

This course covers the structure and function of the endocrine system, circulatory system, respiratory system, digestive system, urinary system and reproductive systems. This course is the second part of a two-course sequence in anatomy and physiology. Prerequisite: BIO 270.

**BIO 280 Plants of Iowa 4 credits**

This course surveys the common plant species currently found in Iowa's natural areas. Emphasis will be placed on recognizing both native and introduced angiosperm species in woodlands, prairies, and wetland areas. Fieldwork will be required. Prerequisite: BIO 140 or BIO 231.

**BIO 283 General Genetics 4 credits**

This course presents fundamental principles of classical genetics as well as an introduction to modern molecular genetics; emphasis will be placed on Mendelian genetics, linkage, gene expression and regulation, and mutation. The laboratory will emphasize the use of statistics and probability to generate and test genetic hypotheses, as well as provide an introduction to molecular genetic techniques and tools. Prerequisite: BIO 135.

**BIO 299 Special Project 1-3 credits**

**BIO 301 Individual Research in the Biological Sciences 1 credit**

Field and/or laboratory research in an area of biological sciences involving participation in the scientific process with a faculty member from the Department of Biological Sciences. Each participant will write a progress report at the end of each semester and be expected to maintain a detailed laboratory notebook. Students are expected to work (on average) a minimum of 3 hours per week over two sessions (one semester) for one hour of credit. The course may be repeated for a maximum of three credit hours if both student and faculty member agree. Prerequisite: Sophomore status and approval of the supervising faculty member along with project acceptance.

**BIO 303 Experience in Health Science Careers 3 credits**

This course gives students first-hand exposure to the work environment in a specialized field of the health sciences, such as medicine, chiropractic medicine, physical therapy, pharmacy, dentistry, optometry, or veterinary medicine. It is conducted in an off-campus, independent study setting, where students observe or assist health care professionals in hospitals, clinics, or laboratories. Prerequisites: BIO 140 and junior status.

**BIO 311 Evolution for Everyone 3 credits**

This course provides an introduction to evolutionary theory as well as a perspective on how scientists view evolutionary theory today by reading and discussing recently published books on the subject. Prerequisite: Junior status.

**BIO 315 Ichthyology 4 credits**

This course examines the taxonomy, anatomy, physiology, ecology and evolutionary biology of fish. The laboratory emphasizes identification of fish native to Iowa. Prerequisite: BIO 140 or BIO 220.

**BIO 323 Plant Nutrition 3 credits**

This course provides an in-depth understanding of the nutritional requirements of plants and the diagnosis of plant nutritional deficiencies and toxicities. The course will concentrate on the essential elements and their physiological role in plant growth and development. Soil nutrient availability, nutrient uptake and nutrient assimilation also will be discussed. Prerequisite: BIO 140 or BIO 231. Recommended: CHEM 115 or CHEM 151.

**BIO 325 Plant Physiology 4 credits**

This course examines functions that impact plant growth and development. Emphasis is placed on water relations, basic mineral nutrition, transport phenomena, photosynthesis, and hormone action. Prerequisite: BIO 140 or BIO 231. Recommended: CHEM 151.

**BIO 330 Vertebrate Histology 4 credits**

This course provides an extensive study of the structure and organization of vertebrate tissues. Emphasis is placed on the relationships between the structure and function of these tissues. The laboratory stresses identification of cell and tissue types. Prerequisite: BIO 140 or BIO 220.

**BIO 335 Ecology 4 credits**

This course examines the relationships between organisms and their environment, with practical applications to field biology. The course includes units that utilize techniques of ecological analysis. Prerequisite: BIO 140 or BIO 220 or BIO 231.

**BIO 340 Evolution 3 credits**

This course provides a detailed study of the theories and processes of biological evolution. Prerequisites: BIO 283 and one of the following: BIO 140 or BIO 220 or BIO 231.

**BIO 352 Parasitology 4 credits**

This course provides a detailed study of parasites, with emphasis on those infecting humans and domestic animals. The course covers life cycles, disease syndromes and host-parasite interactions. The labora-

tory emphasizes the identification of animal parasites. Prerequisite: BIO 140 or BIO 220.

**BIO 365 Conservation Biology 3 credits**

This course provides a comprehensive examination of the biological, societal, ethical, economic, and political basis of modern conservation. This course is not only about discussing conservation problems, but also about applying quantitative methods in a rigorous scientific manner to identify solutions to these problems. Prerequisite: BIO 335.

**BIO 370 Pathophysiology 3 credits**

This course involves the study of the abnormal functioning of diseased organs with application to medical procedures and patient care. This course examines the etiology, symptoms, pathogenesis, diagnosis and therapy of disease. Prerequisite: BIO 140 or BIO 220 or BIO 268 or BIO 270.

**BIO 371 Pathophysiology Lab 1 credit**

This course involves the microscopic study of diseased tissue, including preparation of sample tissue. Corequisite: BIO 370.

**BIO 375 Immunology 3 credits**

This course covers humoral and cellular immunity. The topics include but are not limited to antibodies, membrane receptors for antigen, regulation of the immune response, and antigen-antibody interactions. Topics in applied immunology include hypersensitivity, tumor immunity, autoimmunity, transplant rejection and immunological tests. Prerequisite: BIO 283.

**BIO 381 Cell and Molecular Biology 3 credits**

This course provides an in-depth overview of the living cell and highlights the molecular and biochemical aspects impacting cell structure and function. Emphasis is placed on the structure and function of various cellular organelles and membranes, along with their roles in metabolism, transport, and cell communication. Prerequisite: BIO 283. Recommended: CHEM 151.

**BIO 385 Ornithology 4 credits**

This course introduces students to avian evolution, flight, anatomy, physiology, ecology, and conservation. In addition, students will actively survey birds in the field to conduct estimates of avian diversity and density. Prerequisite: BIO 140 or BIO 220.

**BIO 391 Mammalogy 4 credits**

This course will provide a conceptual understanding of many aspects of mammalian biology and will provide a detailed understanding of mammalian anatomy, diversity, and natural history (especially of local forms), as well as some of the techniques that mammalogists use to acquire such knowledge. Prerequisite: BIO 140 or BIO 220.

**BIO 393 Herpetology 4 credits**

This course examines the taxonomy, anatomy, physiology ecology and evolutionary biology of amphibians and reptiles. Prerequisite: BIO 140 or BIO 220.

**BIO 396 Molecular Tools I - DNA Techniques 3 credits**

In this lab-based course, students will learn modern molecular techniques for purification, modification and analysis of DNA. This includes genomic DNA extraction, plasmid purification, polymerase chain reaction, cloning, restriction digestion and DNA sequencing. The course serves as an introduction to DNA laboratory techniques that may be especially useful for students interested in pursuing careers in research or in attending graduate or professional school. Prerequisites: Successful completion with a B+ or higher of BIO 135 or successful completion with a C or better of BIO 283 AND successful completion with a C or higher of CHEM 152, OR permission of the instructor.

**BIO 397 Molecular Tools II - Cell Biology and Protein Techniques 3 credits**

Practical and theoretical laboratory based training on current molecu-

lar tools and techniques used in the field of cell biology and protein research. Topics ranging from bacterial and eukaryotic cell culture, cloning and protein expression, to methods of protein purification and immunological detection will be covered. Students will be expected to read and analyze primary literature to help them solve problems within the laboratory. Prerequisites: Successful completion (with a "C" or higher) of both BIO 283 and CHEM 152, or permission of the instructor.

**BIO 398 Thesis Research I 2 credits**

Students will complete the literature review portion of their project under the supervision of a faculty member in the Division of Science and Mathematics. The literature review will culminate in the completion of a paper reviewed by the students' project advisor. This course is the first part of a two-course capstone experience for several majors in the natural sciences. Prerequisite: Junior status.

**BIO 403 Field Internship 3 credits**

Students will complete 120 hours working under the supervision of a professional in the field of conservation. The field experience is designed to give students opportunities for growth through active participation. Prerequisite: Junior status.

**BIO 420 Cancer Biology 3 credits**

This course describes the biology of cancer, including the molecular changes of cancer initiation and progression, the dysfunctional cellular and tissue processes that make cancer difficult to treat, and the clinical implications for cancer as a disease. This course is intended for upper-level students of biology and pre-professional interests. It builds significantly from concepts learned in Genetics and Cell and Molecular Biology. Prerequisites: BIO 381.

**BIO 428 Plant Pathology 4 credits**

This course provides an in-depth overview of the principles underlying plant disease, including causes of disease, as well as the mechanisms of dissemination, pathogenicity, and control of disease. The course also will cover the disease cycle, the physiological effects of disease and the methods of plant defense against disease. Prerequisites: BIO 140 or BIO 231.

**BIO 430 Wildlife Management 4 credits**

Wildlife management can range from protecting and conserving endangered species, to increasing the number of trophy game species, to controlling pest species. In this course we will discuss how the understanding of wildlife ecology, history, policy, public wants, and math help shape the decisions a wildlife manager makes in the real world. Prerequisites: BIO 335 and MATH 105 or MATH 107.

**BIO 435 Fisheries Management 3 credits**

This course examines the philosophy of managing fish populations and introduces students to techniques used to manage various species and the ecosystems they inhabit. Prerequisites: BIO 335 and MATH 105 or MATH 107.

**BIO 450 Special Topics 3-4 credits**

**BIO 470 Wildlife Forensics 3 credits**

The protection of the wildlife resource (including threatened and endangered species and game species) is not possible without wildlife law enforcement. This course covers techniques for determining time of death, species identification, data collection and preservation of evidence for wildlife law enforcement cases, as well as advanced technologies available for identification and individualization of evidence. Fulfills an upper division Biology or Forensics Science elective. Prerequisite: A 300-level biology laboratory course.

**BIO 480 Stream Ecology 4 credits**

Stream ecology involves the study of streams, rivers and their watersheds. This course examines the physical environment of streams, the organisms occupying streams, and the interactions between these

organisms and their environment. Prerequisite: BIO 335. Corequisite: GEOG 356.

**BIO 490 Entomology 4 credits**  
This course is an in-depth study of the insects emphasizing anatomy, physiology, ecology, evolution and taxonomy. Prerequisite: BIO 140 or BIO 220.

**BIO 496 Senior Project 2 credits**  
Students will complete an independent project under the supervision of a faculty member in the School of Science and Mathematics. This will include a paper reviewed by the student's project advisor and an oral presentation presented to the School of Science and Mathematics faculty. Prerequisite: Senior status.

**BIO 498 Thesis Research II 2 credits**  
Students will complete an independent project under the supervision of a faculty member in the School of Science and Mathematics. This will include a paper reviewed by the student's project advisor and an oral presentation presented to the School of Science and Mathematics faculty. This course is the second part of a two-course capstone experience for several majors in the natural sciences. Prerequisite: BIO 398.

## Business

**BA 201 Accounting Principles I 3 credits**  
A study of accounting theory, record keeping, and the accounting cycle, with emphasis on accounting for the assets and related revenues and expenses reported on financial statements of a business organization.

**BA 202 Accounting Principles II 3 credits**  
A continuation of BA 201, with emphasis on accounting for the liabilities, owners' equity and related revenues and expenses reported in financial statements of a business organization; and preparation and analysis of financial statements and an introduction to managerial accounting including product costing using job orders and process costing systems and cost-volume-profit relationships. Prerequisite: BA 201.

**BA 208 Marketing Principles 3 credits**  
This course surveys the role of marketing and its place in society, in profit and not-for-profit organizations. Emphasis is placed on consumer orientation, the marketing concept, product, price, distribution and promotion. The course provides a basis of understanding for advanced marketing courses.

**BA 210 Management Principles 3 credits**  
A look at modern management theory, including both functional and behavioral approaches to the administration of business enterprises.

**BA 222 Management Information Systems 3 credits**  
A study of the procedures involved in the accumulation, processing and dissemination of various types of information within an organization. Typical business problems will be solved from a management perspective, using popular spreadsheet and database software packages as problem-solving tools. Prerequisites: BA 210 and either CS102 or permission of instructor.

**BA 225 Business Ethics 3 credits**  
A course that seeks to recognize the distinctive set of problems encountered in the work environment, to study contrasting theories currently being used to make ethical decisions, and to apply those theories through examples and case studies.

**BA 227 Services Marketing 3 credits**  
This course will build upon knowledge of basic marketing and apply marketing theory to the service industry in the United States. Through required reading, lecture materials and individual research, each stu-

dent will understand the strategy and practice of marketing services. Prerequisite: BA 208.

**BA 250 Special Topics 3 credits**  
This course is designed to examine in-depth current developments in specific areas of practice and research. Specific content of the course will change with each offering and will be announced prior to the session in which it is offered.

**BA 256 Quantitative Analysis for Business I 3 credits**  
This course is designed for business students who have a good foundation in mathematics and algebra. Students will learn to apply descriptive statistics, probability and random variables, inferential statistics, sampling of business data, and time series within the business environment. Heavy emphasis will be on business applications utilizing Microsoft Excel and other business statistical packages. Prerequisite: CS 102, Recommended MATH 105

**BA 288 Personal Financial Management 3 credits**  
A study of financial decisions made by individuals. Topics include: financial planning, financial management, purchasing decisions, insurance decisions, personal investing and retirement planning.

**BA 302 Business Law and Ethics 3 credits**  
This course is designed for business students who have a good foundation in mathematics and algebra. Students will learn to apply descriptive statistics, probability and random variables, inferential statistics, sampling of business data, and time series within the business environment. Heavy emphasis will be on business applications utilizing Microsoft Excel and other business statistical packages. Prerequisite: CS 102, Recommended MATH 105

**BA 303 Business Law II 3 credits**  
A survey of particular fields of law relevant to business operations; agency, partnerships, corporations; sales, commercial transactions, and bankruptcy; antitrust law; employment law; consumer protection. Prerequisite: BA 302 recommended.

**BA 310 Money and Capital Markets 3 credits**  
A study of the commercial banking system; thrift institutions; the Federal Reserve System; money, interest rates, savings and credit; government regulatory institutions and policies. Same as ECON 310. Prerequisite: ECON 161.

**BA 315 Sales Management 3 credits**  
This course provides an introduction to the recruitment, training, motivation and management of a sales force. Included is an introduction to basic personal selling techniques. Emphasis is placed on sales as an integral element of the promotional mix. Prerequisites: BA 208 and BA 210 or permission of instructor.

**BA 317 International Management 3 credits**  
Presents a cross-cultural perspective on managing global organizations. Focuses on understanding the influence of culture on international management, and how managers in multinational organizations address such issues as strategic analysis, organizational structure, global coordination and control, communications, inter-organizational cooperation, and human resource management. Prerequisites: BA 210 and general education cultures requirement.

**BA 321 Intermediate Financial Accounting I 3 credits**  
An extension of the theory and principles of financial accounting, with emphasis on FASB pronouncements applicable to accounting for assets. Prerequisite: BA 202.

**BA 322 Intermediate Financial Accounting II 3 credits**  
An extension of the theory and principles of financial accounting, with emphasis on FASB pronouncements applicable to liabilities and owners' equity, and Cash Flow Statements; as well as analysis and interpretation of financial position and results of operations of a business organization. Prerequisite: BA 321.

**BA 323 Federal Taxation I** **3 credits**  
A study of the theory and application of federal tax law, with emphasis on income tax law applicable to individuals. Prerequisite: BA 202.

**BA 324 Federal Taxation II** **3 credits**  
A continuation of BA 323, with emphasis on income tax law applicable to corporations, partnerships and fiduciaries; and transfer (gift and estate) taxes. Prerequisite: BA 323.

**BA 325 New Venture Creation** **3 credits**  
This course focuses on the process of creating a startup, from the recognition of an opportunity to the launch of the business. It is designed to help students learn how to do the pre-launch activities necessary to start a business and secure its first customer. Prerequisites: BA 208 and BA 210.

**BA 334 Social Entrepreneurship** **3 credits**  
Social Entrepreneurs apply entrepreneurial talent to create social value and innovative sustainable solutions to pressing societal challenges. Students will identify opportunities, develop unique solutions, secure scarce resources, and manage risk. Social entrepreneurship will be studied in the context of civil society where there is inherent tension between market forces and democratic citizenship principles. Prerequisites: BA 160 and BA 210.

**BA 337 Personal Selling** **3 credits**  
Examines the role of personal selling in the consumer and industrial marketplace. Describes selling processes and customer relations. Includes role playing and time management exercises, instruction in proper dress and field experience in sales. Prerequisites: BA 208 and Junior standing or permission of instructor.

**BA 341 Corporate Financial Management** **3 credits**  
An introduction to corporate financial management. Topics include financial statement analysis, time value of money, risk and return, bond valuation, stock valuation, capital budgeting and the capital asset pricing model. Prerequisites: BA 161 and BA 202 or permission of instructor.

**BA 343 Investments** **3 credits**  
An exploration of investing in stocks, bonds and other financial instruments; securities exchanges; financial planning; technical and fundamental analysis and market indicators. Prerequisite: BA 341.

**BA 352 Risk Management** **3 credits**  
Explores non-speculative risks in business and selected management devices for dealing with them; assumption, avoidance, transfer and reduction of risk; risk management decision; control of risk and reduction of losses; case studies in risk management.

**BA 355 Retailing** **3 credits**  
This course is an introduction to retail marketing institutions and their operations. Stress is placed on a consumer orientation to facility location decisions, buying, pricing, staffing, promotion and management. Prerequisites: BA 208 and BA 210.

**BA 356 Quantitative Analysis for Business II** **3 credits**  
This course is designed for business students who have a good foundation in mathematics, algebra and statistics. Topics will include inventory management and business simulation. This course will be case-driven as part of the learning process. Prerequisites: BA 256 or MATH 220 or instructor approval.

**BA 358 Consumer Behavior** **3 credits**  
This course provides a survey of research findings on consumer behavior drawn from marketing, economics, sociology, psychology, and anthropology. Emphasis is placed on applications of research to consumer satisfaction and on developing an understanding of the consumer decision-making process. Prerequisite for Marketing majors: BA 208 or permission of instructor. Recommended for all majors: BA 208 and PSY 190 or SOC 110 or permission of instructor.

**BA 361 Human Resources Management** **3 credits**  
An overview of the policies and procedures in personnel administration in American business, including uses, sources, motivation and maintenance of employees, with major emphasis on the dynamics of social organization. Prerequisite: BA 210.

**BA 362 Supervision** **3 credits**  
A detailed examination of the fundamental concepts, principles and dynamics of the supervisory process. Prerequisites: BA 210 and BA 361.

**BA 363 Advertising and Integrated Marketing Communications** **3 credits**  
This course examines integrated marketing communication and its role in marketing. Included is a survey of the history of advertising, the media and communication models, and an introduction to the creative side of advertising. Emphasis is placed on the formulation of objectives for integrated marketing communication programs. Prerequisite: BA 208 suggested, but not required for non-marketing majors.

**BA 365 Leadership Theory** **3 credits**  
This course examines and contrasts process theories, relationship theories, and management theories of leadership. Various definitions of leadership and their underlying implications for application and research will be investigated. The role of the leader will be examined in relation to the various leadership theories and definitions. Prerequisite: BA 210 and BA 361 or permission of instructor.

**BA 367 Cross-Cultural Leadership** **3 credits**  
Provides insight into the impact of culture on concepts of leadership, values, expectations, and patterns of communication. Examines how sensitivity to cultural differences can contribute to leadership effectiveness and explores strategies for effectively communicating and negotiating with individuals from other cultures. Prerequisites: BA 317.

**BA 370 Entrepreneurship and Small Business Management** **3 credits**  
A presentation of the organization and operation of small enterprises in services, retailing, wholesaling and manufacturing for those aspiring to own, operate, and/or manage a small business or to work for an organization serving small businesses. Topics covered include importance, status, problems and requirements of small businesses. Prerequisite: BA 210.

**BA 371 Training and Development** **3 credits**  
This course involves the evaluation and study of trends in human resource training, education and development activities within organizational settings. Prerequisite: BA 361.

**BA 374 Business Communication** **3 credits**  
Application of writing skills specifically for business managers includes annual reports; routine, persuasive and special messages; proposals; and brochures. This course places written and oral business communication within the context of general communication processes and familiarizes learners with recent technological advances. Strategy for effective writing is emphasized by engaging in a variety of business writing tasks. Prerequisite: ENG 102.

**BA 380 Marketing Management** **3 credits**  
This course focuses on strategy, concepts, and techniques involving the marketing function in organizations, with emphasis on marketing planning and decision making. Prerequisite: BA 358.

**BA 383 Compensation and Benefits Management** **3 credits**  
Fundamental concepts of compensation theory, government and union influences, job analysis and evaluation, building and maintaining compensation structure, comparable worth, performance and salaries. Prerequisite: BA 361.

**BA 390 Complex Organizations** **3 credits**  
An exploration of the structural and functional characteristics of formal organizations such as corporations, government agencies, schools, etc. Special attention will be given to such topics as: theories

of management from Taylor to Theory Z; the relations between the internal structure of organizations and the different forms of social stratification throughout American society—i.e. class, racial, ethnic, and gender stratification systems; and the new forms of management strategy in the global economy. Prerequisite: SOC 110.

**BA 393 Personnel Selection and Evaluation 3 credits**

Policies, procedures and problems in the selection of personnel, focusing on job analysis, validation, legal constraints, criteria and application of specific techniques. Prerequisite: BA 361.

**BA 403 Internship 3 credits**

Advanced students work in business-related employment in the major area of interest. **Note:** Normally, credit will be allowed in only one internship in business.

**BA 411 Labor Relations and Negotiation 3 credits**

The basic principles of manpower use, wage structure, use of industrial psychology and collective bargaining, the union movement, human relations in industrial management, and modern labor laws and institutions. Prerequisites: BA 210 and BA 361.

**BA 414 New Product Development 3 credits**

This course will take learners through each phase of new product development—Problem/Opportunity Analysis, Ideation/Concept Generation, Concept Evaluation, Market Testing and Market Launch. Prerequisite: BA 208.

**BA 415 Cross-Cultural Negotiation 3 credits**

Students will learn how to assess a culture to determine underlying assumptions regarding: social interaction, economic interests, legal requirements, and political realities. Students will then understand how these, in turn, affect expectations, outcomes, behavior, thoughts, and priorities. The course emphasizes negotiating deals, resolving disputes or making decisions in a multicultural environment. Prerequisites: BA 317 and BA 367 or permission of instructor.

**BA 422 Cost Accounting 3 credits**

A survey of the principles and practices of accounting for and accumulation of costs to manufacture products, with emphasis on job-order and process cost systems; methods of overhead cost distribution, standard cost systems, and departmentalization for cost control. Prerequisite: BA 202.

**BA 423 Production and Operations Management 3 credits**

Production and operations management is designed to provide students with an in-depth look at the components of organizational operations and how they are managed. Successful management incorporates theories and practices that apply to a variety of operational areas involving factory and service operations, inventory management, quality management, capacity planning, supply chain management, aggregate planning, and project management. Elements of shop floor control, status reporting systems, facilities design, cost estimating, inventory control, procurement, quality assurance, forecasting, labor loading, scheduling, and productivity measurement will be explored. Important tools of production and operations management that will be covered include Theory of Constraints, MRP, MRPII, CAD/CAM, CIM, JIT, SPC, and TQM. Prerequisites: BA 210 and MATH 220.

**BA 424 Global Marketing 3 credits**

This course builds on topics from Marketing Principles, as applied to global situations. Emphasis is on the development of an appropriate marketing mix for international target markets. The importance of consumer orientation is stressed; international marketing research, consumer behavior and cultural sensitivity are examined. Prerequisites: BA 358 and completion of all business core requirements.

**BA 425 Auditing 3 credits**

An exploration of the concepts and procedures applicable to an audit of financial statements, with emphasis on procedures to substantiate amounts reported; along with the impact of internal control, quality

of available evidence, and statistical sampling on the determination of appropriate procedures. Prerequisites: Senior status and BA 322.

**BA 431 Advanced Financial Accounting 3 credits**

An extension of the theory and principles of financial accounting, with emphasis on FASB pronouncements applicable to accounting for business combinations, international operations and partnerships. Prerequisite: BA 322.

**BA 432 Accounting for Not-For-Profit Organizations 3 credits**

An overview of the theory and application of FASB and other authoritative pronouncements related to accounting for governmental, fiduciary and other not-for-profit organizations. Prerequisite: BA 202 or substantial experience in accounting is recommended.

**BA 442 Intermediate Financial Management 3 credits**

A study of long-term financial decisions made by managers (e.g., capital structure, dividend policy, lease-or-buy, mergers, issuance of new securities). Prerequisite: BA 341.

**BA 444 New Venture Finance 3 credits**

This course provides a framework for analyzing the relationship between strategy and finance and methods used to value a high-growth company. New ventures are analyzed in terms of their technical, competitive, and business risks. Prerequisites: BA 160, BA 161, BA 325, and BA 341.

**BA 445 Contemporary Topics in Management 3 credits**

This course description may change each session it is offered to cover the most contemporary management issues. Prerequisite: BA 210.

**BA 449 Business and Industrial Crisis Management 3 credits**

Through case studies and discussion learners explore governmental emergency management and private sector crisis management in the context of fundamental concepts such as crisis management, disaster recovery, organizational continuity, and vulnerability and risk analyses. Learners will gain practice with tools including business area impact analysis, and explore risk management and loss control strategies. Learners will explore the characteristics of realistic and effective contingency, response, business recovery, and crisis management plans and discuss the purpose, value, and types of exercises and training needed to support an effective crisis management, disaster recovery, and organizational continuity program. Prerequisites: BA 210 and PA 306.

**BA 450 Special Topics 3 credits**

This course is designed to examine in-depth current developments in specific areas of practice and research. Specific content of the course will change with each offering and will be announced prior to the session in which it is offered.

**BA 451 Marketing Research 3 credits**

This course is an examination of the information link between organizations and the consumers they seek to serve. Emphasis is placed on developing an understanding of the nature of marketing problems, types of research available, sampling techniques, applied statistics and questionnaire formulation. The steps of the research process are explored in depth. Prerequisites: Completion of all other marketing/business core requirements.

**BA 454 Management Cases 3 credits**

A study of the current strategies and techniques of administration and management, including: business objectives; policies, functions, executive leadership and organizational structure; control standards; case studies in organization, financing and operations. Prerequisites: BA 361 and BA 423.

**BA 456 Marketing Cases 3 credits**

This course provides an in-depth exposure to strategic planning for marketing, using cases as illustrative examples. Emphasis is placed on

extensive situation analysis, objective and criterion formulation, and alternative selection and implementation. Prerequisite: Completion of all marketing/business core requirements.

**BA 457 Business Study Travel 3 credits**  
This course applies learning experiences in the global economy. Countries around the globe are major players along with specific regions in the U.S. Understanding the dynamics a certain country/region plans will help students as they go forth in their chosen career(s). Destination of study travel course may change each time the course is offered. Prerequisite: BA 160 or approval of the instructor.

**BA 459 Contemporary Topics in Marketing 3 credits**  
This course description may change each session it is offered to cover the most contemporary marketing issues.

**BA 460 Strategic Management 3 credits**  
The course is a culminating experience for students completing majors in business. Upon the successful completion of the course, students will have a practical knowledge of strategic application in the activities, procedures, and techniques unique to business operations. Prerequisites: senior standing and within 9 credit hours of program completion.

**BA 463 International Finance 3 credits**  
Multinational business, international monetary system, bases for world trade, development of less-developed countries, foreign investment; emphasis on distinctions between international and domestic business operations. Prerequisite: BA 341.

**BA 474 Organizational Behavior 3 credits**  
This course encourages students to describe and analyze the way that people behave in organizations by applying theories of organizational behavior. The course consists of a balance among theory and application. **Note:** Same as PSY 474. Prerequisites: PSY 190 or SOC 110.

**BA 480 Seminar in Finance 3 credits**  
Designed as the capstone course for the Financial Management major. The course will apply the concepts and tools learned in the Financial Management major to address current topics in the areas of investments, financial institutions and corporate financial decisions. Prerequisites: BA 310, BA 442, and BA 343.

**BA 499 Special Project 3 credits**  
This course is designed to provide an opportunity to complete a special project related to a student's field of study that is beyond the scope of courses offered. Proposals must include an overview or abstract of the study, indicate the anticipated learning outcomes of the project, the timeline of the study, and the deliverables (paper, presentation, project, etc.) upon which the study will be evaluated.

**MBA 491 Fundamentals of Accounting and Finance 3 credits**  
This course provides an introduction to financial concepts and principles for students required to take the foundational requirements in accounting and finance. The course provides learners with an overview of the acquisition, analysis, and reporting of accounting information from the perspective of effective management decision-making in a global business environment. Attention is also given to the role of the financial system in the economy, the fundamentals of investment analysis, and the financial decisions of business firms as related to capital budgeting, capital structure, and responsibility in the conduct of business financial operations. Grade of C- or better required. Prerequisite: Graduate Standing.

**MBA 492 Fundamentals of Management and Leadership 3 credits**  
This course provides an introduction to fundamental concepts of management. This course is offered for the students required to take the foundational requirement in management with emphasis placed on the applications of management theories and concepts to practical problems in the global marketplace. Grade of C- or better required. Prerequisite: Graduate Standing.

## Chemistry

**CHEM 102 Intro to Forensic Science 3 credits**  
This course introduces students to the dynamic field of forensic science. Basic Procedures for processing crime scenes are discussed. Emphasis is placed on the science behind collection, preservation and analysis of physical evidence. Topics include: physical properties of glass and soil; organic and inorganic analysis; microscopy; hairs, fibers and paint; drugs; arson and explosion investigations; firearms, tool marks and other impressions; serology; fingerprints; and DNA.

**CHEM 103 Forensic Science Lab 1 credit**  
This course will expose students to laboratory exercises that will enhance their understanding of the fundamental principles learned in CHEM 102. Prerequisite/Corequisite: CHEM 102

**CHEM 115 Environmental Chemistry 3 credits**  
This course offers an introduction to chemical concepts through the examination of environmental issues. Students will gain an understanding of chemistry as it pertains to environmental topics and will be better equipped as citizens to make decisions using evidence-based reasoning.

**CHEM 140 Chemistry for Everyday Life 3 credits**  
This course offers an introduction to chemical concepts through the examination of real life processes. Everyday items of interest are explored to determine their underlying chemical principles. Students will gain an appreciation for chemistry in their daily lives and will be better equipped as citizens to formulate opinions and make decisions about items of scientific interest. Non-laboratory.

**CHEM 141 Chemistry for Everyday Life Laboratory 1 credit**  
This course correlates with CHEM 140 by giving students hands-on experience with many of the laboratory techniques used to analyze the compounds discussed in CHEM 140. Co-Requisite: CHEM 140.

**CHEM 151 General Chemistry I 4 credits**  
This course introduces students to fundamental concepts in chemistry by taking an atoms first approach. Atomic structure is introduced early and is used as the basis for discussion of periodic trends of the elements, compounds and bonding, and chemical reactions. Laboratory experiments correlate with lecture material. Recommended: MATH 105 or a strong high school math background.

**CHEM 152 General Chemistry II 4 credits**  
This course is a continuation of the atoms first approach begun in CHEM 151. Emphasis is placed on thermochemistry, gases, solutions, thermodynamics, equilibrium, acids and bases, and kinetics. Prerequisite: CHEM 151.

**CHEM 201 Scientific Literature Skills 1 credit**  
Same as BIO 201.

**CHEM 220 Quantitative Analysis 4 credits**  
This course teaches the application of equilibrium, solubility, neutralization, oxidation-reduction, complexation, and acid-base theories to quantitative chemical analysis. The application of chromatography and spectrophotometry to quantitative determinations is also investigated. The laboratory emphasizes gravimetric, volumetric, chromatographic, and spectrophotometric methods of analysis. Prerequisite: CHEM 152.

**CHEM 250 Special Topics 3-4 credits**

**CHEM 251 Organic Chemistry I 4 credits**  
A course covering structure and reactivity of alkanes, alkenes, alkynes, and alkyl halides with an emphasis on mechanisms and stereochemistry. Laboratory emphasizes basic procedures and techniques. Prerequisite: CHEM 152 or consent of the instructor.

**CHEM 252 Organic Chemistry II 4 credits**  
A continuation of CHEM 251, with emphasis on the chemistry of various functional groups; also provides an introduction to aroma-

ticity and organic spectroscopic techniques. Laboratory correlates with lecture material and emphasizes methods of qualitative organic analysis. Prerequisite: CHEM 251.

**CHEM 299 Special Project 1-3 credits**

**CHEM 301 Physical Chemistry I 3 credits**

A study of basic chemical thermodynamics, chemical kinetics, and equilibrium. Lecture concepts will be applied to solids, liquids, and gases and to chemical reactions occurring in the gas phase and in solutions. Prerequisites: CHEM 252, PHY 113, and MATH 215.

**CHEM 302 Physical Chemistry II 3 credits**

A study of basic concepts of quantum chemistry and statistical mechanics/statistical thermodynamics and their application to molecular structure, chemical change, and some fundamental chemical spectroscopies. Prerequisites: CHEM 252, PHY 113, and MATH 215.

**CHEM 309 Individual Research in the Chemical Sciences 1 credit**

Field and/or laboratory research in an area of chemical sciences involving participation in the scientific process with a faculty member from the Department of Biology and Chemistry. Each participant will write a progress report at the end of each semester and be expected to maintain a detailed laboratory/field notebook. Students are expected to work on their research (on average) a minimum of 3 hours per week over two sessions (one semester) for one hour of credit. The course may be repeated for a maximum of three credit hours if both student and faculty member agree. Prerequisite: CHEM 152 and sophomore status and approval of the supervising faculty member along with project acceptance.

**CHEM 325 Forensic Chemistry 4 credits**

This course covers an overview of chemical instrumentation and its applications in the forensic lab. This course includes a review of the chemical tests for fingerprints, gunshot residue and trace evidence, as well as the chemistry of drugs, arson and explosives, and chemical instrumental analysis of drugs, toxicological specimens, arson, explosives and questioned documents. Prerequisite: CHEM 252

**CHEM 330 Biochemistry I 3 credits**

This course is an introduction to major biomolecules. Topics include basic thermodynamics, aqueous solutions, structure and properties of amino acids, proteins and protein structure, enzymes and enzyme kinetics, structure and function of carbohydrates, nucleotides and nucleic acids, lipids and membranes. Prerequisite: CHEM 251. Recommended: BIO 135.

**CHEM 331 Biochemistry II 3 credits**

This course is an introduction to bioenergetics and metabolism. Discussion will focus on the degradation and biosynthesis of carbohydrates, lipids, amino acids and nucleotides. Prerequisite: CHEM 330.

**CHEM 335 Biochemistry Laboratory 1 credit**

This course provides a hands-on laboratory experience using basic biochemical techniques, such as spectrophotometry, chromatography and electrophoresis. These techniques will be used to study major types of biomolecules, such as amino acids, proteins, carbohydrates, lipids and RNA. Corequisite: CHEM 330.

**CHEM 345 Chemical Spectroscopy and Instrumentation 4 credits**

This course targets several instruments common to modern chemistry laboratories with study of the theory underlying each instrumental technique. Covered are atomic absorption spectrophotometry, ultraviolet/visible spectroscopy, nuclear magnetic resonance spectroscopy, infrared and Raman spectroscopies, gas and liquid chromatographies, and mass spectrometry. Attention will be given to spectral interpretation. Prerequisite: CHEM 252.

**CHEM 361 Inorganic Chemistry 3 credits**

A consideration of periodicity, atomic structure and chemical bonding of main group elements and transition metals. Topics include acid-

base theory, solvent theory, point groups, coordination chemistry, organometallic chemistry, the eighteen electron rule and bioinorganic chemistry. Prerequisite: CHEM 252.

**CHEM 391 Chemistry Research I 2 credits**

A course emphasizing the development of a written proposal for research on a selected project in chemistry. Literature search techniques and the proposal format are covered with the aim of undertaking a thorough review of the chemical literature in the preparation of the research proposal. Prerequisite: Junior standing and consent of the instructor.

**CHEM 401 Organometallics 3 credits**

This course is a survey of the fundamental aspects of organometallic chemistry. Topics include structure and bonding, synthesis and reactions of main group and transition metal organometallics. Applications of organometallics to organic synthesis and homogeneous catalysis will also be discussed. Whenever possible, reactivity patterns will be organized according to general periodic trends. Prerequisite: CHEM 361.

**CHEM 410 Advanced Organic Chemistry 3 credits**

This course covers, at an advanced level, topics not considered in either CHEM 251 or CHEM 252. It also expands upon some topics covered in both CHEM 251 and CHEM 252. The emphasis is on modern synthetic chemistry and applications to chemical systems of interest. Prerequisite: CHEM 252.

**CHEM 431 Heterocyclic Chemistry 3 credits**

This course covers the chemistry of both aromatic and non-aromatic heterocyclic compounds. Topics include the synthesis, reactions, and properties of three- to seven-membered cyclic compounds containing one or more heteroatoms. The nomenclature of heteroatomic ring systems will also be introduced. Prerequisite: CHEM 252.

**CHEM 450 Special Topics 3 credits**

**CHEM 471 Molecular Spectroscopy 3 credits**

An in-depth study of modern techniques in molecular spectroscopy. Topics will include mass spectrometry, raman spectroscopy, infrared spectroscopy and several methods in nuclear magnetic resonance spectroscopy, including multinuclear and multidimensional techniques. Prerequisites: CHEM 252.

**CHEM 491 Chemistry Research II 2 credits**

A continuation of CHEM 391 in which the proposed chemical research is carried out in the laboratory. A written report will be prepared and an oral presentation will be given at the conclusion of the project. Prerequisite: CHEM 391.

**CHEM 499 Special Project 1-3 credits**

## Communication

**COMM 102 Introduction to Mass Media 3 credits**

Introduction to Mass Media provides students an overview of the history and function of journalism and news media in a democratic society. Students study the history of mass media in the U.S. and gain knowledge of techniques in newsgathering and reporting, AP style, photojournalism, page design, and roles played in a 21st century newsroom. Students will gain hands-on skills covering news and sporting events on-campus and are encouraged to contribute to The Collegian student newspaper.

**COMM 105 Public Speaking 3 credits**

This course increases the ability of students to make effective speeches and includes speech organization, presentation and extemporaneous talks.



**COMM 107 Human Communication** **3 credits**  
An introduction to communication studies providing an overview of communication theory with emphasis on information transmission and social influence functions of communication behavior in personal and mediated contexts.

**COMM 141-144, 241-244, 341-344, 441-444**  
**Journalism Workshop** **1 credit each**  
Practical guided workshop in the preparation, design and production of printed media. Students produce the campus newspaper or they may be assigned to other campus publications. Note: A maximum of eight credits may be earned for this workshop.

**COMM 161-164, 261-264, 361-364, 461-464**  
**Radio Workshop** **1 credit each**  
Practical guided workshop in the preparation, design, and production of the KPCK internet campus radio. Students produce the campus radio broadcast via the online platform. Note: A maximum of eight credits may be earned for this workshop.

**COMM 171-174, 271-274, 371-374, 471-474**  
**TV Workshop** **1 credit each**  
Practical guided workshop in the preparation, design, and production of television media. Students produce the campus television broadcast via KPCK's YouTube channel. Note: A maximum of eight credits may be earned for this workshop.

**COMM 200 Interpersonal Communication** **3 credits**  
Interpersonal Communication provides an introduction to communication between individuals. Course content focuses on the identification and evaluation of communication goals, messages, and behaviors of individuals and groups.

**COMM 203 Communication Theory** **3 credits**  
A survey of theories in the field of human communication. Consideration is given to theories that explain communication behavior between pairs of people, within groups, in organizations, and in societies. Course content focuses on the identification of various theories and the development of support messages appropriate for a prescribed research problem or medium.

**COMM 220 Principles of Interviewing** **3 credits**  
Study of interviewing principles for people-management skills. Students have the opportunity to practice techniques appropriate for the following types of interviews: employment, orientation, goal-setting, problem-solving, appraisal and persuasion or selling.

**COMM 221 Intercultural Communication** **3 credits**  
Analysis of how culture interacts with communication and an examination of problems encountered when communicating across cultures. Distinctions among verbal and nonverbal code systems are examined. Students get the chance to experience presentations from members of other cultures.

**COMM 250 Special Topics** **3 credits**  
Special Topics courses are studies of selected problems, periods or movements in the subject area not otherwise included in the curriculum. They are typically chosen from a faculty member's particular expertise and field of scholarly inquiry, and offered to a student or group of students forming an interest in the particular subject matter. The 250 designation denotes a General Education level of instruction and may include an appropriate General Education task to be completed. The 450 designation denotes a senior level degree of sophistication expected in both learning and instruction. A single course may be offered at both levels simultaneously, in which case the syllabus will clearly differentiate the course expectations and assessment measures for students enrolled at each of the two levels. A Special Topics course must be approved by the School of Liberal Arts Curriculum Committee before it is offered, and it must address one or more Major Outcomes within the discipline.

**COMM 275 Survey of Television** **3 credits**  
Study of television programs and programming from the "Golden Age" to the present. Analysis of television's relation to post-modern American literature, culture and aesthetics. Same as ENG 275.

**COMM 276 Television Production** **3 credits**  
Introduction to television production, broadcast conventions and editing formats. Students learn writing for television, basic videography and editing. Students complete individual portfolios of original work that meet professional standards.

**COMM 286 Radio Production** **3 credits**  
Student introduction to radio: production, concepts, techniques, and broadcasting. Students will have hands-on experience in writing for radio, commercial scriptwriting, broadcast interviewing, on-air personality, and production. Students complete individual portfolios of original work that meet professional standards.

**COMM 290 The Movies** **3 credits**  
An introduction to narrative fiction films, using concepts of art, theatre and literature, and including a study of film aesthetics from a historical perspective. Same as ENG 290.

**COMM 295 Public Relations** **3 credits**  
Public relations is a detailed introduction to the historical, practical, and ethical concepts in the PR field. Students will learn the various roles of a public relations practitioner with the utilization of case studies and hands-on experience. Crisis management tactics, handling different key public relationships, and integrated marketing communications will be addressed.

**COMM 299 Special Project** **1-3 credits**  
A Special Project allows the student to expand on work already completed in previous coursework. It is undertaken with the guidance of one or more faculty members and is intended to encourage the student into original investigation of a defined problem within the discipline. Examples include theses and themed portfolios or exhibitions.

**COMM 305 Organizational Communication** **3 credits**  
Theory of communication practices within the organization including communication channels, patterns and problems occurring in today's organizations. The course examines how organizations operate, the roles of individual organization members, and the relationship between communication and organizational effectiveness. Prerequisite: COMM 105.

**COMM 307 Business and Professional Communication** **3 credits**  
Oral and written communication skills for those involved in professional and business settings. Includes resume, cover letter, and memo writing; interpersonal and group applications; interviewing and professional presentations. Prerequisites: COMM 105 .

**COMM 308 Sports Writing and Reporting** **3 credits**  
This course provides a brief exploration of the history of sports journalism – print and broadcast – and on the state of these fields today, including the role of sports communication in contemporary cultures and social media. Using AP style, students learn to write for sports news, features, editorials, blogs, and social media, resulting in a course portfolio. Also included is writing for deadlines, mastering sports stats for news articles, and the role of ethics in sports journalism.

**COMM 310 Feature Writing** **3 credits**  
This course provides instruction in feature writing and the various techniques for in-depth reporting. Students practice developing ideas, targeting stories for specific audiences, reporting with description and narration provided by research, interviewing and observation. Students complete individual portfolios of original work that meet professional standards. Prerequisite: COMM 320.

**COMM 320 News Editing**

**3 credits**

Students learn to identify and evaluate various styles of writing and practice professional conventions of copy editing for print and digital media.

**COMM 326 New and Experimental Media**

**3 credits**

Students will engage with concepts and methods of new and emerging media trends and technology through a critical/cultural communication theory lens. Students will conceive and create personal multimedia projects using emergent media and will experiment with cutting edge approaches to mediated mass communication both inside and outside the professional media sphere.

**COMM 332 Writing for Media**

**3 credits**

Teaches and develops skills for reporting and writing in a professional media environment. Students complete individual portfolios of original stories in news, sports, and public relations formats for print, broadcast, and digital media. Prerequisite: COMM 320.

**COMM 352 Rhetoric and Public Culture**

**3 credits**

This course traces the development of rhetorical theory from its origins in Classical Greece. By investigating how rhetoric and persuasion were viewed in the context of law, politics, display, language, and knowledge, it provides a wide context to understand the relationship between rhetoric and civilization. This understanding is not valuable for its own sake; however, it is valuable only to the extent that it applies to modern problems. Hence, classical theories will be used to interpret modern artifacts and students will learn to see the continuities between classical rhetoric and contemporary public life. Prerequisite: COMM 105.

**COMM 390 Research Methods in Communication**

**3 credits**

Provides an overview of the concepts, methods, and tools by which communication research is designed, conducted, interpreted, and critically evaluated. Course content focuses on the analysis of various communication theories, sources, styles of writing, and adaptation of messages and writing styles suitable in professional research contexts or media. Prerequisites: COMM 105 and Junior Standing.

**COMM 403 Internship**

**1-3 credits**

Designed for advanced students, this course gives intensive work experience in commercial art, public relations and/or journalism. Prerequisite: Consent of the instructor.

**COMM 415 Communication and Media Ethics**

**3 credits**

Freedoms and responsibilities of mass media practitioners and institutions, explored within the framework of ethical theory. Consideration of values, codes of ethics, moral development, professionalism, institutional constraints, etc. as applied to media. Prerequisites: Junior Standing.

**COMM 450 Special Topics**

**3 credits**

Special Topics courses are studies of selected problems, periods or movements in the subject area not otherwise included in the curriculum. They are typically chosen from a faculty member's particular expertise and field of scholarly inquiry, and offered to a student or group of students forming an interest in the particular subject matter. The 250 designation denotes a General Education level of instruction and may include an appropriate General Education task to be completed. The 450 designation denotes a senior level degree of sophistication expected in both learning and instruction. A single course may be offered at both levels simultaneously, in which case the syllabus will clearly differentiate the course expectations and assessment measures for students enrolled at each of the two levels. A Special Topics course must be approved by the School of Liberal Arts Curriculum Committee before it is offered, and it must address one or more Major Outcomes within the discipline.

**COMM 498 Senior Seminar**

**3 credits**

Senior Seminar provides in-depth study and research on individually selected topics. The seminar and students' research projects build upon work begun in COMM 390 Research Methods in Communication. Prerequisite: COMM 390.

**COMM 499 Special Project**

**1-3 credits**

A Special Project allows the student to expand on work already completed in previous coursework. It is undertaken with the guidance of one or more faculty members and is intended to encourage the student into original investigation of a defined problem within the discipline. Examples include theses and themed portfolios or exhibitions.

**Computer Science**

**CS 102 Introduction to Computer Applications and Technology**

**3 credits**

This course is an introduction into the computer applications and technology and their social implications. The course covers popular applications for personal and business use, including: Office Suite, image, audio, web, backup and security applications. The course also covers the foundational technologies enabling these applications, including: hardware, software, and communications devices. This course meets the general education requirement in computer skills.

**CS 122 IT Infrastructure**

**4 credits**

This course is an introduction to IT infrastructure for students with majors in the Organizational Information Systems and Technology Program (OISTP). The course covers systems architecture and communication networks with an overall focus on the services and capabilities that IT infrastructure solutions provide in an organizational context. The course also covers the operational concerns with security, budgets and the environment. Prerequisite: CS 102

**CS 130 Foundations of Information Systems**

**3 credits**

This course is an introduction to contemporary information systems and how these systems are used throughout various organizations. The focus of this course will be on the key components of information systems - people, software, hardware, data, and communication technologies, and how these components can be integrated and managed to create competitive advantage. This course also provides an introduction to systems and development concepts, technology acquisition, and various types of application software that have become prevalent or are emerging in modern organizations and society. Prerequisite: CS 102.

**CS 140 Introduction to Programming**

**4 credits**

This course is an introduction to the fundamental concepts of procedural programming. The course provides the evolution of programming and the role of different programming paradigms. The course will also provide the basics of problem decomposition, design of programmatic solutions and implementation of the code to automate the solutions. Course topics include data types, control structures, functions, arrays, I/O, and the mechanics of running, testing, and debugging programs. Prerequisite: CS 122 or [(CS102 or EDU 152) and (MATH 115-220)].

**CS 205 Computer Architecture**

**4 credits**

This course is an introduction to the organization and architecture of modern computer systems. The course covers the basics of representing data and logical manipulation of data in digital, including Boolean algebra, logic gates and logic circuits. The course covers the standard von Neumann model to more recent architectural concepts including the fundamental components of the CPU, memory, and internal and external communication devices. Prerequisite: CS 122.

**CS 212 Operating Systems**

**4 credits**

This course is an introduction to the fundamentals of operating systems together with the basics of networking and communications. The course covers the key components that make up an operating system and the tasks involved in installing, configuring, administering, updating, managing and securing an OS. The course will also include performance analysis and integration tasks. Prerequisite: CS 140 and CS 205.

**CS 299 Special Project**

**1-3 credits**

The purpose of this course is to provide an opportunity to do undergraduate research or projects in the Computing Sciences fields (Infor-

mation Systems, Information Technology, and Software Engineering). The topic being investigated will be arranged between the student and the professor.

**CS 332 Databases and Information Management 3 credits**

This course is an introduction to the core concepts in data and information management. The course covers identifying organizational information requirements, conceptual data modeling techniques, relational data models, normalization techniques, SQL usage, basic database administration tasks, data quality, and implementing, utilizing and securing relational databases using an industrial-strength database management system. Prerequisite: CS 212 or BA 222.

**CS 342 Human Computer Interaction 3 credits**

This course is an introduction to the understanding and promotes advocacy of the user in the development of IT applications and systems. The course develops a mind-set that recognizes the importance of users and organizational contexts and introduces user-centered methodologies for the development, evaluation, and deployment of IT applications and systems. The student develops knowledge of HCI topics including: user and task analysis, human factors, ergonomics, accessibility standards, and cognitive psychology. Prerequisite: Junior status.

**CS 400 Project Management and Integration 4 credits**

This course is an introduction to project planning, cost estimation, scheduling and project management. The course covers software process standards, process implementation, software development, configuration management, productivity metrics, analysis of options and risk assessment. The course also covers the importance of planning for change, management of expectations, the importance of software contracts and intellectual property. The course uses case studies of real Industrial projects to introduce the student to problems that may be encountered in their career. Prerequisite: IS 320 or IT 320 or SE 310 or consent of instructor.

**CS 480 Senior Capstone I 1 credit**

In this course the student develops a project plan for a significant software system employing knowledge gained from courses throughout their major. The course demonstrates the ability for the student to develop a project plan which includes: the development of requirements, design of the product, implementation schedule, and quality assurance metrics. Success of the project is determined in large part by whether students have adequately solved their customer's problem to be implemented in Capstone II. Prerequisite: CS 400.

**CS 481 Senior Capstone II 2 credit**

In this course the student implements the outcomes of the project plan developed in Capstone I by employing knowledge gained from courses throughout their major. The course demonstrates the ability for the student to implement the details of the plan provided by Capstone I. Success of the project is determined in large part by whether students have adequately solved their customer's problem. Prerequisite: CS 480.

## Criminal Justice

**CJ 224 Introduction to Criminal Justice 3 credits**

History of the development of the criminal justice system in America. The everyday practices in this subsystem and the articulation amongst policing, judicial and correctional institutions.

**CJ 237 Criminal Law and Procedure 3 credits**

Surveys the historical development of criminal law in America. Analysis of the effects of English common law, a federal structure, court decisions, legislated codes, historical events and social changes. Prerequisite: CJ 224.

**CJ 291 Community Oriented Policing 3 credits**

This course explores alternative policing methods utilized in communities across the United States. Students will become familiar with

pro-active and problem-oriented policing strategies ranging from youth education programs to saturation patrols. The effectiveness of alternative policing strategies will be discussed and compared to the traditional policing approach.

**CJ 315 Juvenile Justice 3 credits**

Development and operation of juvenile courts, treatment and rehabilitation strategies, diversion strategies. Prerequisite: CJ 224.

**CJ 321 Juvenile Delinquency 3 credits**

Juvenile gangs; causes and consequences of delinquency; prevention, treatment and control of delinquency. Prerequisite: SOC 110.

**CJ 333 Criminology 3 credits**

An analysis of various forms of crime, as well as various elements of the criminal justice system. The emphasis is on theories of crime and juvenile delinquency. Topics will include: street crime, organized crime, white-collar crime and the role of substance abuse in criminality and delinquency. Prerequisite: SOC 110.

**CJ 337 Victimology 3 credits**

Development and operation of policies and programs for the victims of crime, victim compensation schemes from colonial to modern times, victim/offender confrontation programs. Prerequisite: SOC 110.

**CJ 353 Sociology of Law 3 credits**

The history of criminal, civic, and administrative law in America, the impact of society upon law and law upon society, sociology of the legal professions. Prerequisites: CJ 237 and junior standing.

**CJ 362 Criminal Investigations 3 credits**

Fundamentals of criminal investigation: crime scene search and recording; collection and preservation of physical evidence; scientific aids; modus operandi; sources of information; interview and interrogation; follow-up and case preparation. Special emphasis on leadership and management actions taken to enhance investigative efforts. Prerequisite: CJ 224 or CHEM 102.

**CJ 365 Introduction to Policing 3 credits**

The history of policing in America; structure and functions of policing in contemporary America; police community relations in urban and rural settings. Prerequisite: CJ 224.

**CJ 367 Ethics in Criminal Justice 3 credits**

An introduction to concepts of ethics and an examination of contemporary ethical issues in the field of criminal justice. Prerequisite: CJ 224 or CHEM 102.

**CJ 380 Introduction to Corrections 3 credits**

The history of corrections in American society, corrections and punishment in contemporary America, alternatives to institutional treatment. Prerequisite: CJ 224.

**CJ 388 Comparative Study of Criminal Justice 3 credits**

Students will analyze the criminal justice system in the United States in comparison to criminal justice systems and approaches worldwide. Different global political, economic, and cultural systems will provide the basis to evaluate the goals, structure, and correction strategies employed in the United States' criminal justice system.

**CJ 396 Community Corrections 3 credits**

As an interdisciplinary approach to the study of community-based sanctions in the United States, correctional alternatives to imprisonment are explored. Topics include the origins and evolution of correctional programs that function outside of total institutions; contemporary community-based sanctions philosophy; current research and recent legal developments in the field; correctional theories and practices; the role of law enforcement; the courts and probation and parole officers in offender supervision; issues and challenges facing reintegration and rehabilitation efforts; and other community based initiatives for adult and juvenile offenders. Prerequisite: CJ 224.

**CJ 398 Justice Administration 3 credits**  
This course studies the management and control of the criminal justice system. The learner will be able to discuss the reasons for and effectiveness of management techniques applied to the justice system. Prerequisite: CJ 224.

**CJ 403 Internship 3 credits**  
In this course, students gain supervised field experience in a selected setting. Note: Consent of academic advisor/center director is required.

**CJ 426 Institutional Corrections 3 credits**  
This course provides an evaluation of theory and research on confinement facilities for criminal offenders in the United States. The history and organization of prisons and jails are reviewed in conjunction with the changing punishment philosophies and how this evolution has influenced today's institutional corrections. The problems within these facilities are examined with special attention paid to inmate adaptation, problems faced by facility officers, and the effectiveness of institutional treatment programs. Prerequisite: CJ 380.

**CJ 428 Offender Treatment 3 credits**  
Challenges associated with providing incarcerated offenders with special needs and adequate physical and mental health care are explored. Topics include juveniles in prison, pregnancy and motherhood, the chronic and mentally ill, geriatric offenders, faith based programming, incarcerated veterans, sex offenders, gay and lesbian inmates. A study of community based programs for adult and juvenile offenders, treatment modalities in various correctional settings, administration, legal issues, and future trends associated with community-based and institutional based treatment are also discussed. Prerequisite: CJ 224.

**CJ 499 Special Project 3 credits**  
A Special Project allows the student to expand on work already completed in previous coursework. It is undertaken with the guidance of one or more faculty members and is intended to encourage the student into original investigation of a defined problem within the discipline. Examples include theses and themed portfolios or exhibitions.

## Early Childhood Education

**ECE 223 Health, Safety, and Nutrition in Early Childhood 3 credits**

This course helps students understand how health, safety, and nutrition affect the growth and development of children birth through age 8. The focus is on preventive health and working with families to promote wellness in young children. Topics addressed include chronic diseases and medical conditions, medical emergencies, abused and neglected children, nutrients and nutrition guidelines, health and safety education, and planning for safety in indoor and outdoor environments.

**ECE 250 Special Topics 1-3 credits**

Special Topics courses cover special topics not covered by current courses taught in the department. The particular topic selected is to be determined by the department according to the current need and interest. This course required department chair approval.

**ECE 299 Special Project 1-3 credits**  
Special Project courses are designed to provide an opportunity to complete a special project related to a student's field of study that is beyond the scope of courses offered within the university. Proposals must include an overview or abstract of the study, indicate the anticipated learning outcomes of the project, the timeline for the study and the deliverables (paper, presentation, project, etc.) upon which the study will be evaluated. Required department chair approval.

**ECE 334 Field Experience: Infant/Toddler 1 credit**  
This experience is used with the birth-grade 3 major/endorsement. This course requires a minimum of 20 clock hours at the infant/tod-

dlar level. Prerequisites: EDU 110 and admittance to the Teacher Education Program. Taken in conjunction with a methods course.

**ECE 335 Field Experience: Prekindergarten 2 credits**  
This experience is used with the birth-grade 3 major/endorsement. This course requires a minimum of 40 clock hours at the prekindergarten level. Prerequisites: EDU 110 and admittance to the Teacher Education Program. Taken in conjunction with a methods course.

**ECE 436 Student Teaching Prekindergarten-Kindergarten 4 credits**

**ECE 437 Student Teaching Kindergarten - Grade Three 4 credits**

**ECE 438 Student Teaching Birth-Prekindergarten 4 credits**

**ECE 450 Special Topics 1-3 credits**

**ECE 499 Special Projects 1-3 credits**

**ECE 451 Introduction to Early Childhood 3 credits**  
This course provides students with a historical and philosophical foundation of early childhood education. Topics addressed include issues and trends in the field of early childhood, theoretical perspectives related to child development, the importance of play, developmentally appropriate practice, and careers and professionalism for early childhood educators. Ten clock hours of observation in an early childhood setting are required. Prerequisite: EDU 110

**ECE 452 Observation and Assessment in Early Childhood 3 credits**

This course helps students understand the purpose of formal and informal assessment in early childhood. Students learn about different types of assessments used with infant through school age children. Topics addressed include issues and trends in early childhood assessment, how to use assessment results, types of documentation and observation, checklists, rating scales and rubrics, portfolios, and communicating with parents. Ten clock hours of observation in an early childhood setting are required. Prerequisites: EDU 110, ECE 451, and admittance into the Teacher Education Program

**ECE 455 Methods and Curriculum of Early Childhood 3 credits**

This course addresses the development of environments and curriculum for young children birth to preschool. Topics include developmentally appropriate practice, indoor and outdoor learning environments, the importance of play, anti-bias considerations, and exploration of curriculum models. Students will plan curricula that incorporates dramatic play, art, music, fine and gross motor activities, sensory activities, science, social studies, math, literacy, and construction. Prerequisites: Edu 110, ECE 451, and admittance into the Teacher Education Program

**ECE 456 Administration and Supervision of Early Childhood 3 credits**

This course provides guidance on the administration, organization, and operation of high quality early childhood programs for children birth to age eight. Topics include roles and responsibilities associated with the director role, state and federal guidelines, staff selection, supervision, and evaluation, planning developmentally appropriate curriculum, financial and facility management, policy development, partnerships with families, and advocacy for young children. Prerequisites: EDU 110, ECE 451, and admittance into the Teacher Education Program

**ECE 488 Student Teaching Birth-Prekindergarten 8 credits**

**ECE 496 Student Teaching**

	<b>PreKindergarten-Kindergarten</b>	<b>8 credits</b>
<b>ECE 498</b>	<b>Student Teaching Kindergarten-Grade Three</b>	<b>8 credits</b>

## Earth Science

**ES 100 Introduction to Geology** **3 credits**  
Students will explore the Earth's structure and composition, and the geologic processes acting on and within our planet. Topics covered include: geologic time; historical geology; formation of minerals, rocks and fossils; plate tectonics; volcanism; mountain building; earthquakes; and surface processes such as erosion.

**ES 114 Conservation of Natural Resources** **3 credits**  
This course introduces students to the principles of natural resource occurrence and use, and covers conservation issues and strategies from an earth systems perspective.

**ES 117 Natural Disasters** **3 credits**  
Humans often find themselves directly in the path of natural processes and the natural evolution of landscapes. The course covers a variety of natural hazards and related disasters including flooding, volcanoes, landslides, earthquakes, hurricanes, and tsunamis. These phenomena are studied in the context of geology and earth-system processes contributing to and controlling them, strategies and systems for managing risk, and impacts on societies worldwide.

**ES 121 Dinosaurs** **3 credits**  
Dinosaur paleontology incorporates concepts from geology and biology and integrates aspects of chemistry, physics and mathematics to explain and understand these magnificent animals, the environments in which they lived, and the processes that have shaped our dynamic Earth. Students learn how to apply the scientific method in learning about dinosaurs from their fossil remains.

**ES 161 Introduction to Environmental Science** **3 credits**  
The Earth is a dynamic system that supports all life. The flow of energy and cycling of matter through the geosphere, atmosphere, hydrosphere, and biosphere provide us with air, water and food, and with resources to support economic development. Environmental problems such as air and water pollution, soil degradation and erosion, and loss of biodiversity threaten our ability to sustain the growing human population. This course develops scientific understanding of Earth systems, examines the impacts of human activities, and describes the role of scientific knowledge and research in meeting environmental and resource challenges.

**ES 175 Earth Systems Laboratory** **1 credit**  
Students learn and practice inquiry and geoscience techniques in field settings and in the laboratory, enhancing their understanding of fundamental earth systems science principles and concepts learned in ES 100 or ES 161. Co- or prerequisite: ES 100 or ES 161.

**ES 220 Soil and Water Conservation** **3 credits**  
Development of Earth's natural resources can threaten soils and the quality of air and water. This course introduces students to principles of conservation and stewardship and exposes them to the ways in which scientific knowledge and research contribute to sustainable management of soil, water and air resources.

**ES 251 Extinctions** **3 credits**  
Life has persisted on Earth for billions of years, despite a number of globally significant mass extinction events. Fossils provide the evidence necessary to understand the causes and effects of these events, as well as the ecosystem recovery and evolutionary radiation that may follow them. In this course, one or more of the most significant extinction events in the history of life will be explored in depth. Concepts and methods in paleontology will be covered, along with an overview of the history of life on Earth.

**ES 295 Field Studies in Geosciences** **1-3 credits**  
Students will participate in a scientific field trip to observe and investigate a notable locality, and learn or reinforce principles and concepts in the geosciences. They will use scientific methodologies to study the area before and during the trip, and to document their findings. Following the trip, they will report their results, interpretations and conclusions.

**ES 316 Geomorphology** **4 credits**  
This course focuses on the study of landforms and their relationship to underlying geologic structure and lithology. Topics include weathering, soil formation, erosion, sediment production, and landform genesis in fluvial, arid/semiarid, glacial, periglacial, karst, eolian, and coastal environments. Laboratory exercises emphasize interpretation of topographic maps and use of aerial photography and satellite imagery for environmental applications. Field excursions will focus on local fluvial, glacial, and karst landforms. A field trip fee may be required. Prerequisites: (ES 100 or ES 161 or GEOG 100) and ES 175; or consent of instructor.

**ES 321 Building an Eco-Economy** **3 credits**  
This course covers the principles of sustainable development, with an emphasis on the impact of current economic growth on the future viability of natural ecosystems. Existing opportunities for achieving a balance between economic growth and the need for the protection of natural systems will be addressed from a variety of perspectives. Prerequisites: ES 100 or ES 161 or GEOG 100, or consent of instructor.

**ES 326 Soil Genesis, Classification and Morphology** **4 credits**  
This course provides an introduction to soils as natural bodies and to the study of soil characteristics and classification, including the basics of soil profile description, field textural classification, recognition of master horizons, and essential soil-landscape, soil-vegetation, and soil-climate relationships. Laboratory work involves field excursions to describe soils and examine soil-landscape relationships. A field trip fee may be required. Prerequisites: [(ES 100 or ES 161 or GEOG 100), and ES 175] or CHEM 151; or consent of instructor.

**ES 330 Global Warming & Climate Change** **3 credits**  
This course will examine the science and evidence for global warming, as well as characteristics of natural climate variability. It will address the cause-effect relationships for the enhanced greenhouse effect, attributable to the consumption of fossil fuels. Evidence of this major environmental problem will be reviewed through the findings of the Intergovernmental Panel on Climate Change (IPCC), and new data from selected environmentalists, climatologists, and paleoclimatologists. The course will also examine the nature of climate variability, its drivers, and the characteristics of abrupt climate change. A balanced view of this issue would be presented, with suggestions for alleviating this phenomenon. Students will be exposed to the scientific method as it relates to the evolving complexity of the global warming phenomenon. Prerequisite: ES 100 or ES 161 or GEOG 100, or consent of instructor.

**ES 410 Regional Sustainability** **3 credits**  
Sustainability may be defined as meeting the needs of the present population without compromising the ability of future generations to meet their own needs. This course introduces the theory, principles and practices of sustainability. Using a systems approach, students will assess the sustainability of communities, businesses and organizations in a specific region. They will use scientific evidence and reasoning in developing alternative policies and practices that support ecological and environmental health, a vibrant economy, and social justice. Prerequisite: ES 100 or ES 161 or GEOG 100, or consent of instructor.

**ES 417 Hydrogeology** **4 credits**  
Students will investigate the occurrence and behavior of water in the geologic environments in the context of the hydrologic cycle. Topics

include hydrologic processes in surface and ground waters; pollution and contamination of water resources; surface water-ground water interaction; saturated and unsaturated zone processes; movement of chemicals in soils; site characterization; soil remediation techniques; and development and management of water resources. Applied field and laboratory methods for hydrogeologic investigations are emphasized. A field trip fee may be required. Prerequisites: (ES 100 or ES 161 or GEOG 100) and ES 175; or consent of instructor. Successful completion of a college mathematics course recommended.

## Economics

### **ECON 160 Principles of Microeconomics**

**3 credits**

This course explores consumer choice and producer behavior, markets in a supply and demand framework, effects of government intervention in markets, and market structures.

### **ECON 161 Principles of Macroeconomics**

**3 credits**

This course explores GDP, unemployment, business cycles, deficits and debt, markets in an aggregate supply and demand framework, effects of monetary and fiscal policy in markets, and the fractional reserve banking system. Prerequisite: ECON 160.

### **ECON 212 Agricultural Economics**

**3 credits**

This course explores the basic microeconomic and macroeconomic principles as they apply to agricultural markets. Topics of study include consumer choice and producer behavior, markets in a supply and demand framework, resource economics, world food situation, marketing of agricultural products, and agricultural public policy. Prerequisites: ECON 160 and ECON 161

### **ECON 281 Western Economic History: 1600-Present**

**3 credits**

A study of major landmarks in the growth and development of Western Economics; the evolution of agriculture, industry, transportation and finance; the influence of government and international determinants. Note: Same as HIST 281.

### **ECON 310 Money and Capital Markets**

**3 credits**

Same as BA 310.

### **ECON 433 Environmental Economics**

**3 credits**

This course analyzes government roles in environmental issues, such as greenhouse gas emissions, climate change, and oil spills. This course will use economic tools like cost-benefit analysis and cost-effectiveness analysis to assess current and past environmental regulations and legislation. Prerequisite: ECON 160 or ES 321

### **ECON 455 Economics of Health and Health Care**

**3 credits**

The study of health and health care decisions by firms, households, and governments as using economic theories and models. Students use microeconomic tools to analyze efficiency and equity in health and health care markets. Prerequisite: ECON 160

### **ECON 466 Labor Economics**

**3 credits**

This course studies current and past labor force trends. This course analyzes the impacts of worker mobility, human capital investment, discrimination, and government intervention on the labor demand and wage determination of firms and labor supply decisions of individuals and households. Prerequisite: ECON 160

### **ECON 477 Public Finance**

**3 credits**

The study of the roles of the government in the economy. This course analyzes the impacts of government expenditure programs and taxation systems on the welfare and decision-making of households and firms. Prerequisite: ECON 160

### **ECON 488 International Trade**

**3 credits**

This course studies the global economy, the role of business, and the economic interaction of countries involving trade. Prerequisites: ECON 161.

### **ECON 493 Managerial Economics**

**3 credits**

This course covers the fundamental concepts of principles of economics and integrates them in the context of managerial decision making in global and local marketplaces. Microeconomic and macroeconomic principles are incorporated through real world examples of theory and policy, as well as through their application in the decisions of managers as they struggle to operate efficiently and profitably. Prerequisites: ECON 160 and ECON 161.

## Education

### **EDU 104 Mental Health First Aid for Youth**

**1 credit**

Youth Mental Health First Aid is designed to teach parents, family members, caregivers, teachers, school staff, peers, neighbors, health and human service workers, and other caring citizens how to help an adolescent (ages 12-18) who is experiencing a mental health or addictions challenge or crisis. Youth Mental Health First Aid is primarily designed for adults who regularly interact with young people.

### **EDU 110 Foundations of American Education**

**3 credits**

This course presents the history, structure, philosophy and socioeconomic factors of education in a democratic society. It deals with current issues confronting schools, including professional ethics, legal rights and responsibilities of professional educators and students. It provides the theoretical framework for additional education courses. A mandatory 20-hour practicum in a school setting runs concurrently with this course.

### **EDU 142 Human Growth, Development and Guidance**

**3 credits**

This course is a study of the growth and development of humans from conception to senescence with an emphasis on birth to young adulthood. Physical, cognitive, social, affective, language and moral development will be explored. Topics will also include: individual and group similarities and differences; exceptional or abnormal development; and guiding parents, caregivers, community and staff regarding the implications of the stages of development.

### **EDU 152 Assessment and Psychology**

**3 credits**

This course integrates the study of the principles and theories of psychology as they relate to human learning and assessment in education. It includes theories of human development, cognition and educational research, including the study and assessment of traditional and exceptional learners, learners with disabilities and gifted and talented learners. Students will obtain practical understanding and experience in designing and administering a variety of assessment formats. Special emphasis is given to the effective use of both formative and summative assessments that are directed toward meeting the needs of all learners. Both criterion and norm-referenced tests will be discussed in relation to ranges and ages and abilities of students. The processes of instructional design, motivation, classroom management, discipline, measurement and evaluation will be integrated for a comprehensive look at student learning. A general psychology course is recommended prior to this course.

### **EDU 162 Diversity for Teachers**

**3 credits**

This course is designed to meet the human relations and multiculturalism requirements for teacher education and certification in the state of Iowa. It includes cognitive, affective and skill components that will contribute to the development of, sensitivity to, and understanding of the values, beliefs, lifestyles and attitudes of individuals and the diverse groups found in a pluralistic society. Topics discussed are the variables of ethnicity, race, social class, gender, religion, exceptional-ity, language and age, and the implications for human relations and

education in particular. Meets cultures requirement for general education requirements.

**EDU 232 Grammar Content for Teachers 1 credit**  
This course provides knowledge of grammatical aspects of the English language (nouns, verbs, adjectives, clauses, verb-subject agreement, etc.) as they relate to the development of effective oral and written communication skills.

**EDU 250 Special Topics 1-3 credits**  
Special Topics courses cover special topics not covered by current courses taught in the department. The particular topic selected is to be determined by the department according to the current need and interest. This course required department chair approval.

**EDU 250-1 Special Topics 1 credit**

**EDU 250-2 Special Topics 2 credits**

**EDU 250-3 Special Topics 3 credits**

**EDU 252 Computers and Instructional Technology 3 credits**  
This course emphasizes effective communication techniques through the exposure to a wide array of instructional media including computer software and hardware. The use of multimedia will be utilized in a simulated classroom presentation by each pre-service educators.

**EDU 253 Teaching Elementary/Middle School Math 3 credits**  
This course incorporates the use of a problem-solving approach in the development of mathematical topics relevant to the K-8 elementary school teacher. Topics will be selected from the following: sets, functions and logic, numeration systems and whole numbers, integers, rational numbers, number theory, decimals, probability and statistics, geometry and concepts of measurement. This course is recommended for anyone who will be teaching mathematics in grades K-8. This course does not satisfy the general education mathematics requirement.

**EDU 299 Special Project 1-3 credits**  
Special Project courses are designed to provide an opportunity to complete a special project related to a student's field of study that is beyond the scope of courses offered within the university. Proposals must include an overview or abstract of the study, indicate the anticipated learning outcomes of the project, the timeline for the study and the deliverables (paper, presentation, project, etc.) upon which the study will be evaluated. Required department chair approval.

**EDU 299-1 Special Project 1 credit**

**EDU 299-2 Special Project 2 credits**

**EDU 299-3 Special Project 3 credits**

**EDU 300 Teaching Secondary School Subject Matter**  
Students must take a separate, specific methods course for each secondary subject area in which they are seeking endorsement and licensure. The courses are intended to develop pre-service educators' understanding and application at the secondary (grades 5-12) level of teaching strategies, classroom management, instructional planning principles and design within their specific discipline. These courses provide pre-service educators with an understanding of the modern practices, techniques and trends in their subject areas of teaching. Prerequisites: A minimum of six credits of upper-division courses within the discipline and successful completion of EDU 110, EDU 319, and admittance to the Teacher Education Program.

**EDU 300-1 Teaching Secondary School Business 3 credits**

**EDU 300-2 Teaching Secondary School English 3 credits**

**EDU 300-3 Teaching Secondary School Foreign Language 3 credits**

**EDU 300-4 Teaching Secondary School Mathematics 3 credits**

**EDU 300-5 Teaching Secondary School Science 3 credits**

**EDU 300-6 Teaching Secondary School Social Science 3 credits**

**EDU 300-7 Teaching Secondary School Speech 3 credits**

**EDU 300-10 Teaching Secondary School Industrial Technology 3 credits**

**EDU 305 Teaching Elementary Science 3 credits**

This course will focus on current best-practice, research-based methods of inquiry-based teaching and learning of science for the very young child through elementary school with an emphasis on the experimental and constructivism approach. An integrated teaching approach will be used to help pre-service educators learn to develop goals and objectives, apply the Characteristics of Effective Instruction of the Iowa Core, utilize methodologies, organize curriculum and assess learning through science content including life science, physical science, and earth-space science. Pre-service educators will develop curriculum, units and lessons based on state and national standards to use in their student teaching and teaching experiences. Science lessons will be written utilizing the 5 E's (Engage, Explore, Explain, Extend, and Evaluate) learning cycle approach to instructional design. Integration of technology, creative arts, and classroom management as they apply to teaching and to student learning in elementary science are addressed. Prerequisites: EDU 315 (for Elementary, Early Childhood and Instructional Strategist majors) or EDU 319 (for Secondary majors)

**EDU 306 Field Experience I: Elementary 2 credits**

This is the first of two field experience courses that provide pre-service educators with an opportunity to "see into the daily life" of the teacher so they will develop a more complete and accurate picture of the expectations for a teacher. This course is taken in conjunction with the pre-service educators' methods course (EDU 315 Teaching Elementary Social Studies). Through this Field Experience course, pre-service educators will develop deeper understandings of the teacher as a professional who uses his/her knowledge and skills to make and carry out decisions to foster students' educational development and school achievement. Pre-service educators will complete various activities on site for a minimum of 40 hours and they will complete various assignments to help them understand more deeply the Iowa Teaching Standards and Criteria. During seminar classes pre-service educators will receive training concerning chemical hazards they may come in contact within a school setting. They will also discuss the standards of professional conduct and ethics associated with the teaching profession. Pre-service educators will be required to teach a lesson. At the end of this forty (40) hour placement, pre-service educators will be assessed on their knowledge of the Iowa Teaching Standards and Criteria. In order to be admitted to Student Teaching, pre-service educators must successfully meet the appropriate levels of performance required through the field experience assessment. Prerequisites: Admittance to the Teacher Education Program

**EDU 307 Field Experience I: Secondary 2 credits**

This is the first of two field experience courses that provide pre-service educators with an opportunity to "see into the daily life" of the teacher so they will develop a more complete and accurate picture of the expectations for a teacher. This course is taken in conjunction with the pre-service educators' methods course (EDU 319 Methods: Secondary). Through this Field Experience course, pre-service educators will develop deeper understandings of the teacher as a professional who uses his/her knowledge and skills to make and carry out decisions to foster students' educational development and school achievement. Pre-service educators will complete various activities on site for a minimum of 40 hours and they will complete various assignments to help them understand more deeply the Iowa Teaching Standards and Criteria. During seminar classes pre-service educators will receive training concerning chemical hazards they may come in contact within a school setting. They will also discuss the standards

of professional conduct and ethics associated with the teaching profession. Pre-service educators will be required to teach a lesson. At the end of this forty (40) hour placement, pre-service educators will be assessed on their knowledge of the Iowa Teaching Standards and Criteria. In order to be admitted to Student Teaching, pre-service educators must successfully meet the appropriate levels of performance required through the field experience assessment. Prerequisite: Admittance to the Teacher Education Program

**EDU 308 Field Experience I: Elementary/Secondary 2 credits**

This is the first of two field experience courses that provide pre-service educators with an opportunity to “see into the daily life” of the teacher so they will develop a more complete and accurate picture of the expectations for a teacher. This course is taken in conjunction with the pre-service educators’ methods course (either EDU 315 Teaching Elementary Social Studies or EDU 319 Methods: Secondary). Through this Field Experience course, pre-service educators will develop deeper understandings of the teacher as a professional who uses his/her knowledge and skills to make and carry out decisions to foster students’ educational development and school achievement. Pre-service educators will complete various activities on site for a minimum of 40 hours and they will complete various assignments to help them understand more deeply the Iowa Teaching Standards and Criteria. During seminar classes pre-service educators will receive training concerning chemical hazards they may come in contact within a school setting. They will also discuss the standards of professional conduct and ethics associated with the teaching profession. Pre-service educators will be required to teach a lesson. At the end of this forty (40) hour placement, pre-service educators will be assessed on their knowledge of the Iowa Teaching Standards and Criteria. In order to be admitted to Student Teaching, pre-service educators must successfully meet the appropriate levels of performance required through the field experience assessment. Prerequisite: Admittance to the Teacher Education Program

**EDU 309 Teaching Elementary Movement and Wellness 1 credit**

The emphasis in this course is the impact of developmental movement experiences, healthful habits, music and dance activities, play environments, materials, and developmentally appropriate activities for children birth through elementary. Prerequisites: EDU 315 (for Elementary, Early Childhood and Instructional Strategist majors) or EDU 319 (for Secondary majors)

**EDU 310 Teaching Elementary Visual Arts 1 credit**

This course is intended to provide a survey of visual arts activities for the prekindergarten through elementary teacher, which could be integrated into the curriculum. Prerequisites: EDU 315 (for Elementary, Early Childhood and Instructional Strategist majors) or EDU 319 (for Secondary majors)

**EDU 314 Teaching Elementary School Foreign Language 3 credits**

This course is a study of the current methods and new trends in teaching a foreign language to elementary school children. Emphasis is placed on the development and organization of a foreign language curriculum, methodology, selecting materials and evaluation of learning. Prerequisites: EDU 315 (for Elementary, Early Childhood and Instructional Strategist majors) or EDU 319 (for Secondary majors)

**EDU 315 Teaching Elementary Social Studies 3 credits**

This course will focus on current best-practice, research-based approaches to the teaching and learning of social sciences. An integrated teaching approach will be used to help pre-service educators develop goals and objectives, apply the Characteristics of Effective Instruction of the Iowa Core, enhance content knowledge, utilize methodologies, organize curriculum and assess learning in a variety of ways. In this course, pre-service educators will initially learn to develop curriculum including unit and lesson planning. This is reinforced in other elementary education courses, such as Teaching Elementary Language

Arts, Teaching Elementary Science, and Teaching Elementary Math. Pre-service educators will develop projects, lessons and units based on state and national standards to use in their student teaching and teaching experiences. Activities will include the broad areas of social sciences: history, geography, political science, civic literacy and economics. Integration of technology, classroom management, and the creative arts, as they apply to teaching and to student learning in the social sciences are addressed. Prerequisites: EDU 110, and admittance to the Teacher Education Program.

**EDU 319 Methods: Secondary 3 credits**

This course helps to prepare pre-service educators for teaching in secondary (middle and high) schools. Pre-service educators develop a 10 lesson interdisciplinary thematic unit (ITU) with associated lesson plans and teach a lesson from that unit. The ITU is expected to address various standards expressed in the UIU Teacher Education Program and include appropriate outcomes, objectives, activities, materials, lesson plans, and an assessment plan with associated artifacts. As pre-service educators construct the ITU, they learn about appropriate categories of instructional strategies that research has demonstrated influence student achievement. Pre-service educators also become aware of the “dimensions of learning” as a useful framework for understanding teaching and learning. Prerequisites: EDU 110 and admittance to the Teacher Education Program.

**EDU 321 Field Experience II: Elementary 2 credits**

This is the second of two field experience courses that provide pre-service educators with an opportunity to “see into the daily life” of the teacher so they will develop a more complete and accurate picture of the expectations for a teacher. This course is taken in conjunction with the pre-service educators’ methods courses (EDU 305 Teaching Elementary Science, EDU 325 Teaching Elementary Mathematics, EDU 335 Teaching Elementary Language Arts, EDU 326 Developmental Reading). Through this Field Experience course, pre-service educators will develop deeper understandings of the teacher as a professional who uses his/her knowledge and skills to make and carry out decisions to foster students’ educational development and school achievement. Pre-service educators will complete various activities on site for a minimum of 40 hours and they will complete various assignments to help them understand more deeply the Iowa Teaching Standards and Criteria. Pre-service educators will be required to teach a literacy lesson and a math lesson. At the end of this forty (40) hour placement, pre-service educators will be assessed on their knowledge of the Iowa Teaching Standards and Criteria. In order to be admitted to Student Teaching, pre-service educators must successfully meet the appropriate levels of performance required through the field experience assessment. Prerequisites: Admittance to the Teacher Education Program; Prerequisite or Co-requisite: EDU 253 or EDU 325 and EDU 326.

**EDU 322 Field Experience II: Secondary 2 credits**

This is the second of two field experience courses that provide pre-service educators with an opportunity to “see into the daily life” of the teacher so they will develop a more complete and accurate picture of the expectations for a teacher. This course is taken in conjunction with the pre-service educators’ methods courses (EDU 300’s: Teaching Secondary School Subjects, or EDU 336 Teaching K-12 Physical Education, EDU 337 Teaching K-12 Health or EDU 338 Teaching K-12 Art). Through this Field Experience course, pre-service educators will develop deeper understandings of the teacher as a professional who uses his/her knowledge and skills to make and carry out decisions to foster students’ educational development and school achievement. Pre-service educators will complete various activities on site for a minimum of 40 hours and they will complete various assignments to help them understand more deeply the Iowa Teaching Standards and Criteria. Pre-service educators will be required to teach a lesson. At the end of this forty (40) hour placement, pre-service educators will be assessed on their knowledge of the Iowa Teaching Standards and Criteria. In order to be admitted to Student Teaching, pre-service educators must successfully meet the appropriate levels of performance required through the field experience assessment. Prerequisite: Admittance to the Teacher Education Program.



**EDU 323 Field Experience II: Elementary/Secondary 2 credits**

This is the second of two field experience courses that provide pre-service educators with an opportunity to “see into the daily life” of the teacher so they will develop a more complete and accurate picture of the expectations for a teacher. This course is taken in conjunction with the pre-service educators’ methods courses (EDU 305 Teaching Elementary Science, EDU 325 Teaching Elementary Mathematics, EDU 335 Teaching Elementary Language Arts, EDU 300’s: Teaching Secondary School Subjects, or EDU 336 Teaching K-12 Physical Education, EDU 337 Teaching K-12 Health or EDU 338 Teaching K-12 Art). Through this Field Experience course, pre-service educators will develop deeper understandings of the teacher as a professional who uses his/her knowledge and skills to make and carry out decisions to foster students’ educational development and school achievement. Pre-service educators will complete various activities on site for a minimum of 40 hours and they will complete various assignments to help them understand more deeply the Iowa Teaching Standards and Criteria. Pre-service educators will be required to teach a lesson. At the end of this forty (40) hour placement, pre-service educators will be assessed on their knowledge of the Iowa Teaching Standards and Criteria. In order to be admitted to Student Teaching, pre-service educators must successfully meet the appropriate levels of performance required through the field experience assessment. Prerequisite: Admittance to the Teacher Education Program.

**EDU 324 Field Experience Alternative 1 credit**

**EDU 325 Teaching Elementary Math 3 credits**

This course incorporates the use of a problem solving approach in the development of mathematical topics relevant for the preschool through middle school teacher. Concepts include the NCTM standards, five content standards and five process standards. These include problem solving; reasoning; communication; the ability to recognize, make and apply connections; integration of manipulatives; the ability to construct and to apply multiple connected representation; and the application of content in real world experiences. Instructional methods and classroom management include the selection and use of appropriate instructional materials including technology, for the very young child through elementary age student. Prerequisites: EDU 315 (for Elementary, Early Childhood and Instructional Strategist majors) or EDU 319 (for Secondary majors)

**EDU 326 Developmental Reading and Language Arts 3 credits**

This course introduces pre-service educators to the best-practice, research-based materials, methods and skills used in exposing and teaching young children through secondary school students to read and write in a balanced literacy program. Components examined include: reading, writing, spelling, grammar, vocabulary, phonemic awareness, fluency, and comprehension development. Additional topics include: reading motivation, principles of reading and writing instruction including the integration of technology, integrated curriculum, classroom management, types of reading programs including reading recovery, thematic units, individualized reading and reading assessment diagnosis, and evaluation of student learning in literacy. Classroom organization and management as it applies to literacy methods is included. Prerequisites: EDU 315 (for Elementary, Early Childhood and Instructional Strategist majors) or EDU 319 (for Secondary majors)

**EDU 333 Literature: Birth-Adolescence 3 credits**

A survey of literature for infants, prekindergarten, kindergarten, elementary and secondary aged students together with the study of the purpose and utilization of literature in the classroom. Pre-service educators will document developmentally appropriate reading materials and activities to use in their teaching experiences. Literature is used as a model for reading and writing processes. The creative arts component of performance arts is addressed in this course including, but not limited to, storytelling, puppetry, choral reading, and poetry presentations. This course does not satisfy the general education requirement for literature.

**EDU 335 Teaching Elementary Language Arts 3 credits**

This course will focus on current best-practice, research-based approaches to the teaching and learning of elementary language arts, which includes reading, writing, speaking, viewing, listening and visually representing. An integrated teaching approach will be utilized to help pre-service educators develop goals and objectives, apply the Effective Teaching Strategies of the Iowa Core, enhance content knowledge, utilize methodologies, organize curriculum and assess learning in a variety of ways. Pre-service educators will develop curriculum, lessons and units based on state and national standards to use in their student teaching and teaching experiences. Integration of technology, creative arts performance arts components, and classroom management, as they apply to teaching and to student learning in the language arts are addressed. Prerequisites: EDU 315 (for Elementary, Early Childhood and Instructional Strategist majors) or EDU 319 (for Secondary majors)

**EDU 336 Teaching Physical Education K-12 3 credits**

Students in this course will study human growth and development related to the physical education of children in elementary, middle, and high school. Emphasis is placed on the impact of developmental movement experiences, curriculum, teacher behavior, class management, dance activities, play environments, materials, and developmentally appropriate activities. Prerequisites: EDU 315 (for Elementary, Early Childhood and Instructional Strategist majors) or EDU 319 (for Secondary majors). Same as EXSS 336.

**EDU 337 Teaching Health K-12 3 credits**

This course is a study of methods, materials, curriculum development with an emphasis on nutrition, safety and healthy lifestyle. Included is information for use in health activities and presentations for students in elementary, middle, and high school. It provides information on current health legislation and public policy. Prerequisites: EDU 315 (for Elementary, Early Childhood and Instructional Strategist majors) or EDU 319 (for Secondary majors). Same as EXSS 337.

**EDU 338 Teaching Art K-12 3 credits**

This course is intended to develop the student’s understanding and application of teaching strategies, classroom management, instructional planning principles, and design within art. This course provides students with an understanding of modern practices, techniques, and trends in art. This course also provides students with a philosophical foundation for teaching art. Prerequisites: EDU 315 (for Elementary, Early Childhood and Instructional Strategist majors) or EDU 319 (for Secondary majors)

**EDU 407 Diagnostic and Corrective Reading and Language Arts 3 credits**

This course specifies how to assess students and how to use assessment results to provide effective instruction. The following components are included: knowledge of existing standardized diagnostic reading instruments, development and implementation of informal reading inventories and teacher-developed instruments, determination of reading and writing instructional strategies (including content area reading strategies) linked to the assessment, and writing summative reports for stakeholders. A 15 clock hours tutoring experience is required. Prerequisites: EDU 110. Prerequisite or Co-requisite: EDU 326.

**EDU 409 Practicum: Elementary Reading and Language Arts 3 credits**

This course develops the pre-service educator’s and teacher’s understanding and application of curriculum development, individual assessment of student’s reading, writing, language arts and integrated research abilities, and group management and motivation. In this course, pre-service educators and teachers accept responsibilities within the classroom setting to assist in the reading instructional program by working under the guidance of the cooperating teacher in both individualized and group reading situations. 60 clock hours

This course develops the pre-service educator's and teacher's ability to assess, evaluate and instruct students with significant difficulties in reading, language arts or content area reading. In this course, pre-service educators and teachers accept responsibilities within the classroom setting to assist in the reading instructional program by working under the guidance of the cooperating teacher in both individualized and group reading situations. 60 clock hours of practicum required. Prerequisites: EDU 110, EDU 326, EDU 407. Prerequisite or Co-requisite: EDU 485.

This course provides instruction in how to develop individualized content reading skills for elementary, middle school, junior high and high school students; how to evaluate readability of textbooks and students' ability to read texts through informal teacher made assessments (formative assessments); how to integrate technology in content area reading and how to develop strategies to assist students in reading their content area textbooks. In addition, students develop knowledge of the different types of writing and speaking; knowledge of narrative, expressive, persuasive, informational, and descriptive writing and speaking; writing as communication; and differentiated instructional strategies for reading and writing in the content areas. Prerequisites: EDU 315 (for Elementary, Early Childhood and Instructional Strategist majors) or EDU 319 (for Secondary majors)

This course will provide the requisite middle school methodology to use along with the elementary or secondary school major. Curriculum design and instructional knowledge will be presented including: teaming, pedagogy and instructional methodology for a middle school. A minimum of 15 clock hours will be spent observing and/or assisting in a middle school setting. Prerequisites: EDU 110 and admittance to the Teacher Education Program.

This course will provide the requisite middle school knowledge of the growth and development of the middle school age student to include emotional, physical and mental characteristics and needs. Management of middle school students will be discussed in relation to being able to use a variety of instructional strategies learned from either elementary or secondary methods courses to modify for use with middle school age students. Specific middle school scenarios and management situations will also be discussed in relation to unique middle school management techniques. A minimum of 15 clock hours will be spent observing and/or assisting in a middle school setting. Prerequisites: EDU 110 and admittance to the Teacher Education Program.

This course discusses the characteristics, social and emotional needs, and special populations of gifted children. Identification, assessment, counseling, parenting, and program interventions for gifted children are introduced. Prerequisite: Admission to Teacher Education Program or practicing teacher.

This course provides knowledge and application of characteristics, methods, and curriculum for teaching gifted students. Methods for teaching differentiated strategies, collaborative strategies, and critical thinking strategies throughout the Prek-12 curriculum are addressed. Prerequisites: Admission to Teacher Education Program or practicing teacher and EDU 439

This course explains the process in identifying gifted students and how to respond with appropriate programming. Designing, conducting, and reporting program evaluation and assessment are also explained. Prerequisite: Admission to Teacher Education Program or practicing teacher and EDU 439

This course develops the educator's understanding and application of curriculum, methods, assessment and program evaluation for gifted programs. Educators accept responsibilities within the classroom setting to assist the instruction program by working under the guidance of the cooperating teacher in both individualized and group situations. Sixty (60) clock hours of practicum are required in a classroom with gifted students. Prerequisite: Admission to Teacher Education Program and EDU 539 and EDU 541. May be taken as a co-requisite with EDU 440

This course is for the purpose of developing awareness and understanding of the fundamental concepts and principles involved in writing the English language. Grammar and composition will be highlighted. Prerequisites: EDU 110 and admittance to the Teacher Education Program. Highly recommended: 3 credit hours of foreign language at the college level.

This course will assist pre-service educators and teachers to develop the capacity to address the differential learning and transition needs of culturally and linguistically diverse students. Understanding changes occurring in the American classroom and understanding significant factors in those changes, such as students and their families who are culturally and linguistically diverse, are goals of this course. Effective programming models are an additional understanding. In the context of these understandings, appropriate content-based instructional practices, accommodations to facilitate students' access to the curriculum, and assessment of student learning become the main foci of this course. Prerequisites: EDU 110 and admittance to the Teacher Education Program.

Language Acquisition provides ideas for pre-service educators and teachers to promote oral language, reading, and writing development in English for K-12 English Language Learners. It will provide pre-service educators and teachers with language acquisition theory, classroom organization, strategies, and assessment procedures for effective English learner instruction. Prerequisites: EDU 110 and admittance to the Teacher Education Program.

This course develops the pre-service educator's and teacher's understanding and application of curriculum and methods in ESL. In this course, pre-service educators and teachers accept responsibilities within the classroom setting to assist in the instructional program by working under the guidance of the cooperating teacher in both individualized and group situations. Sixty (60) clock hours of practicum are required in a classroom with ELLs present. Prerequisites: EDU 110, or co-requisite, EDU 444 and admittance to the Teacher Education Program.

The course will investigate the grammatical system of English; emphasis will be placed on tools and processes used to identify, assess, and teach grammatical patterns in written and spoken English for English Language Learners. Prerequisites: EDU 110 and admittance to the Teacher Education Program.

In this course pre-service educators and teachers will study how cultural and linguistic diversity are linked and how teachers must be prepared to effectively teach students whose backgrounds are differ-

ent from their own. Specifically, pre-service educators and teachers will study the following: 1) language, text, and context, 2) teacher ideologies and motivation for change, 3) issues of diversity and literacy learning, 4) out-of-classroom influences on literacy learning, and 5) sociolinguistics. Prerequisites: EDU 110 and admittance to the Teacher Education Program.

**EDU 450-1 Special Topics 1 credit**

**EDU 450-2 Special Topics 2 credits**

**EDU 450-3 Special Topics 3 credits**

**EDU 461 Environmental Issues Instruction 2 credits**

This course is designed as professional development in environmental education for pre-service and in-service educators in all subject areas. The Environmental Issues Instruction (eii) teaching model is presented in a hands-on, inquiry-based approach. Application of the model in the classroom is required to complete the course. Emphasis is placed on using research-based instructional strategies in the teaching of this environmental issues unit. This course may be repeated with different topics.

**EDU 485 Advanced Problems in Reading and Language Arts 3 credits**

This course is a continuation of the study of various types of reading problems confronting elementary and secondary school students. The course includes problems in aspects of literacy (phonemic awareness, word identification/phonics, vocabulary, fluency, and comprehension) with appropriate strategies for remediation based on scientifically-based reading research. Effective strategies that facilitate the learning of standard English by all learners is included. There is a 15-clock-hour practicum required. Prerequisites: EDU 110, EDU 326, EDU 407, and admittance to the Teacher Education Program. May be taken concurrently with EDU 409 or EDU 410.

### Student Teaching

Student teaching is the capstone experience of the Teacher Education Program. The student teacher accepts the major responsibilities and performs the activities of a full-time instructor under the supervision of the cooperating teacher. The minimum experience for those seeking initial licensure is 16 weeks (16 semester credits) and must be completed in two consecutive sessions. Placements are made by the Teacher Education personnel. During student teaching enrollment in other courses does not occur. Prerequisites: See Student Teaching. Admittance to the Teacher Education Program is required.

**EDU 430 Student Teaching in the Elementary School 4 credits**

**EDU 431 Student Teaching in the Secondary School 4 credits**

**EDU 434 Student Teaching in the Elementary and Secondary Schools 4 credits**

**EDU 449 Student Teaching ESL 1 credit**

**EDU 490 Student Teaching in the Elementary School 8 credits**

**EDU 491 Student Teaching in the Secondary School 8 credits**

**EDU 492 Student Teaching in the Elementary School 16 credits**

**EDU 493 Student Teaching in the Secondary School 16 credits**

**EDU 494 Student Teaching in the Elementary and Secondary Schools 16 credits**

**EDU 495 Student Teaching in the Elementary and Secondary Schools 8 credits**

**EDU 499 Special Projects 1-3 credits**

### English

**ENG 081 English 101 Workshop 1 credit**

**ENG 082 English 102 Workshop 1 credit**

The workshops are offered in conjunction with English 101 and 102 respectively and are designed for students who need further instruction and assistance in a small group setting. These workshops are graded on a pass/fail basis only.

**ENG 091 Reading for Critical Comprehension 3 credits**

This course provides instruction and practice in reading comprehension and vocabulary development. Students may be assigned into this course based on the Accuplacer Computerized Placement test results and high school transcripts. Other students desiring additional help may also register for the course.

**ENG 095 Foundations of English 3 credits**

This course is designed for students who demonstrate a need for help in written composition including skills development in basic sentence structure and syntax. It prepares students for potential success on a challenge examination to determine readiness for ENG 101, but it does not include academic credit toward a degree.

**ENG 100 Writing Skills 3 credits**

This course prepares students with limited writing experience for the General Education writing sequence. Emphasis is on grammar, organization and structure of English composition, and on revision processes. Multiple writing assignments of varied lengths and complexities are assigned. Designed for first time freshman students who have not scored at least 18 on the verbal portion of the ACT test. This course does not count toward the completion of the English major.

**ENG 101 English Composition I 3 credits**

This course includes study and practice of rhetorical conventions and styles, including description, narration, explanation and argument. Students are expected to have already demonstrated college-ready skills in grammar and sentence structure evidenced by a score of 18 or higher on the verbal section of the ACT test or the satisfactory completion of a challenge examination. Emphasis is on the development of a sound understanding of rhetorical principles, and written compositions are regularly assigned. This course does not count toward the completion of the English major. Prerequisite: ACT (verbal portion) of at least 18 or the completion of ENG 100 or successful performance on challenge examination.

**ENG 102 English Composition II 3 credits**

This course provides study and practice of expository writing techniques, with emphasis on persuasion, argument, critical evaluation and the use of research material. A formal research paper is required among the regularly assigned written compositions. This course does not count toward the completion of the English major. Prerequisite: ENG 101.

**ENG 122/222/322 Topics in Writing Studies: Writing Center Theory and Practice 1 credit each**

These one-credit courses are for students preparing to be writing consultants or prospective teachers who want practice providing feedback to student writers, improve writing and presentation skills, and further their knowledge about collaborative learning in a writing center. ENG 122, 222, and 322 run concurrently. Prerequisite: ENG 101 and ENG 201, or ENG 101 and concurrent enrollment in ENG 201. ENG 122 is a prerequisite for ENG 222; ENG 222 is a prerequisite for ENG

322. Note: Enrollment in this course serves as a requirement for work placement in the Writing Center.

**ENG 125 Introduction to Literature 3 credits**  
This course concentrates on the reading of selected short fiction and poetry, and presents an introduction to literary analysis, interpretation and evaluation. Meets the humanities requirement.

**ENG 135 Tolkien 3 credits**  
This course provides an overview of the literary traditions inherent in J.R.R. Tolkien's works, including fairy and folktale motifs as well as several major trends in English epic literature presented in both text and film. This course does not serve as an elective for the English major or minor.

**ENG 170 Introduction to Creative Writing 3 credits**  
An introduction to writing in a variety of literary genres, including fiction, poetry, and creative nonfiction. The course will encourage students to solve creative problems by the creation of original work using literary elements and a variety of techniques. Both study and practice of the genres is expected. Students will also critically respond to the work of their peers. Prerequisite: ENG 101.

**ENG 209 American Literature I 3 credits**  
A survey of major American authors from the colonial period to the Civil War. The focus is on the evolution of a unique national literature and a characteristic world view. Meets the humanities requirement.

**ENG 210 American Literature II 3 credits**  
A survey of major American authors from the Civil War to the present. The focus is on trends in American literature since the turn of the 20th century. Meets the humanities requirement.

**ENG 211 British Literature I 3 credits**  
A survey of British literature from Beowulf through the end of the 18th century. The focus is on major authors and significant historical influences in the development of British literature. Meets the humanities requirement.

**ENG 212 British Literature II 3 credits**  
A survey of British literature from the publication of *Lyrical Ballads* in 1798 to the present. Meets the humanities requirement.

**ENG 214 World Literature Survey 3 credits**  
Survey of world literature, British and American excluded, from the Renaissance to the present. This survey will include selections from masterpieces of African, Arabic, Asian, Caribbean, European, Australasian, Indian, Latin American, and Russian fiction, drama, and poetry in translation. Selections will vary depending on the session. Meets the humanities requirement.

**ENG 216 Mythology 3 credits**  
A survey of the major themes and genres in Western mythology, the foundational narratives of the Western literary and artistic traditions. Myths and myth-patterns from both classical Greek and Roman authors as well as those from Scandinavian/Germanic and Egyptian cultures will be examined, including their influence from ancient to modern times. Meets the humanities requirement.

**ENG 224 Modern Poetry 3 credits**  
This course draws upon a wide range of poetic experience, exploring what poetry is, how it works, and what is required to enter and traverse the world of a poem. Meets the humanities requirement.

**ENG 248 Survey of the Mystery Story 3 credits**  
Exploration of the mystery story by examining its historical development from the mid-nineteenth century to the present, and by examining a spectrum of writers—mystery specialists and literary writers—from Europe, America, South Africa and Latin America. Techniques and development will be discussed and evaluated. Meets the humanities requirement.

**ENG 250 Special Topics 3 credits**  
Special Topics courses are studies of selected problems, periods or movements in the subject area not otherwise included in the curriculum. They are typically chosen from a faculty member's particular expertise and field of scholarly inquiry, and offered to a student or group of students forming an interest in the particular subject matter. The 250 designation denotes a General Education level of instruction and may include an appropriate General Education task to be completed. The 450 designation denotes a senior level degree of sophistication expected in both learning and instruction. A single course may be offered at both levels simultaneously, in which case the syllabus will clearly differentiate the course expectations and assessment measures for students enrolled at each of the two levels. A Special Topics course must be approved by the School of Liberal Arts Curriculum Committee before it is offered, and it must address one or more Major Outcomes within the discipline.

**ENG 265 African American Literature 3 credits**  
Survey of African American writing, film and thought from colonial times to the present, with emphasis in the developing relationship between the larger American culture and African American reactions and contributions to it.

**ENG 270 Craft and Technique of Creative Writing 3 credits**  
Students in this course will study the techniques of reading and writing short stories, poems, and creative non-fiction. They will evaluate creative work, both their own and that of established, published authors, for style, dialogue, character, tone, narrative, form, and voice. Students will become familiar with what makes good writing, as well as spend time writing their own creative work. Prerequisite: ENG 170.

**ENG 275 Television 3 credits**  
Same as COMM 275.

**ENG 290 The Movies 3 credits**  
Same as COMM 290.

**ENG 299 Special Project 1-3 credits**  
A Special Project allows the student to expand on work already completed in previous coursework. It is undertaken with the guidance of one or more faculty members and is intended to encourage the student into original investigation of a defined problem within the discipline. Examples include theses and themed portfolios or exhibitions.

**ENG 301 Writing Strategies 3 credits**  
Opportunity to develop professional competence in expository and research writing and to enhance one's sense of the English language and its structure. Designed for upper class students preparing for careers in professions which emphasize written communication skills.

**ENG 311 Urban Cinema 3 credits**  
This is a course in the history and aesthetics of African American film. It includes study and analysis of films made primarily, although not exclusively, by African American directors and utilizing largely African American casts and crews. It will approach these films from both social and aesthetic perspectives and investigate commonalities among them as well as overall shifts in the perspectives which inform them. Prerequisite: ENG 101. Recommended: ENG 102. Encouraged: ENG 290 or ENG 265.

**ENG 330 Shakespeare 3 credits**  
An introduction to Shakespeare's writing through an analysis of selected tragedies, comedies, histories, and poems. The goal of this course is to make Shakespeare accessible to 21st century audiences from both literary and performance perspectives. Meets the humanities requirement. Prerequisite ENG 102

**ENG 331 Modern and Contemporary Literature 3 credits**  
A survey of American and British poetry and prose from WWII to the present day. The course will concentrate on specific form, content, meaning and symbolism singular to this period. The course will analyze the emerging trends of "modern" literature and the effects

of social mores upon the genre. Prerequisite: Completion of one sequence of British, American or World literature.

**ENG 332 Adolescent Literature 3 credits**

This course traces the historical and cultural development of literature for young adults. The course will include a critical study and evaluation of books written for and marketed to adolescents. Does not satisfy the general education requirement for literature or education. Prerequisite: ENG 102 and ENG 125.

**ENG 340 The Novel 3 credits**

A study of the historical development of the English novel and its influences as a distinct literary type. The course includes a critical study of representative works by several major British and American novelists.

**ENG 342 Medieval Literature 3 credits**

A survey of the scholarly, saucy, and salacious English literature of the fourteenth and fifteenth century, when English became a recognized language of literary expression and exploration. This course will examine some of the major works that emerged from this period, including Arthurian legends, Pearl, Sir Gawain and the Green Knight, and Piers Plowman, as well as key genres such as romances and devotional writings: exploring both what "literature" meant to writers in late medieval England, and also what it meant to be writing in English at the time. Prerequisites: ENG 102 and ENG 211.

**ENG 344 Restoration and 18th Century Literature 3 credits**

A survey of the broad-ranging literature of the "eighteenth" century- from the restoration of the English monarchy in 1660 to the rise of Romanticism- including poetry, prose, drama and, to a lesser degree, philosophical treatises. Prerequisites: ENG 102 and ENG 212.

**ENG 352 Best Sellers 3 credits**

This class introduces students to best selling books from the New York Times best seller list in order to learn more about the American psyche, what energizes a writer in creating a book, how long it takes a writer to create a book and what factors cause a book to become a best seller. Meets the humanities requirement. Prerequisite ENG 102

**ENG 353 Romantic and Victorian Poets 3 credits**

Focused study of the major British poets of the 19th Century including William Wordsworth, John Keats, Robert Browning and Alfred Lord Tennyson among others. Prerequisites: ENG 211 and ENG 212, junior or senior status.

**ENG 355 Harlem Renaissance 3 credits**

Investigation of the flowering of African American art and culture during the 1920s and beyond in the phenomenon generally known as the Harlem Renaissance. Includes consideration of music and design as well as of literature in the developing social milieu. Prerequisites: ENG 265 or ENG 291.

**ENG 365 Women and Literature 3 credits**

An examination of the image of women presented in literature, contrasting traditional and contemporary, male and female depictions. The emphasis is on the writings of women. Meets the humanities requirement. Prerequisite ENG 102

**ENG 370 Non-Fiction Workshop 3 credits**

This course provides the opportunity to develop skill in writing, to improve sense of language structure and to find satisfaction in written communication. The emphasis is on the development of a personal expository style. Prerequisites: ENG 170 and ENG 270.

**ENG 371 Fiction Workshop 3 credits**

This workshop is designed to give students intensive practice in story craft through writing and evaluating their own work, and critiquing the work of their peers. Emphasis will be placed on revising, re-imagining, developing, shaping and polishing student writing. Prerequisites: ENG 170 and ENG 270.

**ENG 372 Poetry Workshop 3 credits**

This workshop is designed to give students intensive practice in crafting poetry through writing and evaluating their own work, and critiquing the work of their peers. Emphasis will be placed on revising, re-imagining, developing shaping, and polishing student writing. Prerequisites: ENG 170 and ENG 270.

**ENG 375 Literature of the American Midwest 3 credits**

This course explores imaginative responses to the experience of the Middle West, from pioneer times through the mid-20th century. Meets the humanities requirement. Prerequisite ENG 102

**ENG 383 American Renaissance 3 credits**

Consideration of the major voices of and influences on the development of a distinctive American literature in the mid-19th century. Includes study of Emerson, Thoreau, Melville, Longfellow, Dickinson and Whitman. Prerequisites: ENG 209 and ENG 210.

**ENG 403 Internship 3 credits**

**ENG 422 Critical Theory 3 credits**

This course examines the principles that determine the judgement of literary critics and writers. Emphasis is on the historical development of critical theory from Plato to the present day. Prerequisites: completion of one sequence of British, American, or World literature.

**ENG 450 Special Topics 3 credits**

Special Topics courses are studies of selected problems, periods or movements in the subject area not otherwise included in the curriculum. They are typically chosen from a faculty member's particular expertise and field of scholarly inquiry, and offered to a student or group of students forming an interest in the particular subject matter. The 250 designation denotes a General Education level of instruction and may include an appropriate General Education task to be completed. The 450 designation denotes a senior level degree of sophistication expected in both learning and instruction. A single course may be offered at both levels simultaneously, in which case the syllabus will clearly differentiate the course expectations and assessment measures for students enrolled at each of the two levels. A Special Topics course must be approved by the School of Liberal Arts Curriculum Committee before it is offered, and it must address one or more Major Outcomes within the discipline.

**ENG 499 Special Project 1-3 credits**

A Special Project allows the student to expand on work already completed in previous coursework. It is undertaken with the guidance of one or more faculty members and is intended to encourage the student into original investigation of a defined problem within the discipline. Examples include theses and themed portfolios or exhibitions.

## English as a Second Language

**ESL 011 Reading I 0 credit**

Reading skills development is the focus for this course. Students have short readings on a variety of topics to work on finding meaning in context, reading comprehension, identifying main ideas and significant details, retelling stories, and scanning for specific information. As students read out loud, they practice sounding out words and using correct pronunciation. Through vocabulary instruction and academic reading, students begin building high frequency vocabulary necessary at the undergraduate level. Through the act of extensive reading, students improve reading fluency. An introduction to both the university and community library is made.

**ESL 012 Grammar I 0 credit**

This course will help students become familiar with and comfortably use basic grammatical concepts like parts of speech, verb tenses, modals, count and noncount nouns, coordinating conjunctions, and quantity and degree words. The basic idea of comparatives and superlatives and gerunds and infinitives are introduced.

**ESL 013 Writing I**

**0 credit**

Because students are at the initial stage of English writing, they first develop solid sentence structure and then move to paragraph writing. As students are introduced to the paragraph and the process of writing (brainstorming, preparing a first draft, revising, editing, and publishing the final product), they are also introduced to graphic organizers that help them organize their ideas for writing. Students learn and practice writing a paragraph with its different parts: a topic sentence, supporting details, and a concluding statement. Students learn the importance of good punctuation in writing. To enhance students' writing, students learn the different spelling rules. This course will prepare students for the intermediate intensive English writing course.

**ESL 014 Listening/Speaking I**

**0 credit**

This course is designed to help students begin speaking in different scenarios, feel more comfortable while speaking, and speak more often. Students are given speech patterns as a foundation for their speaking. Listening is a large component to dialogue, so students will practice listening comprehension through identification of significant details. They will also be given strategies for checking understanding. Distinguishing close sounds will be practiced such as with numbers and contractions. Body language is studied as a way for students to potentially determine meaning in conversation. To improve pronunciation, students work with American Speechsounds software on individual phonetic sounds. The International Phonetic Alphabet (IPA) is introduced to assist with pronunciation learning. The connection between pronunciation and intonation is introduced.

**ESL 015 American Culture I**

**0 credit**

This course will assist intensive English students in improving their listening, speaking, reading, and writing skills through the exploration of American culture. Students gain an understanding of how Americans interact and do things. They learn how to effectively communicate around town and on campus. Culturally appropriate behavior within the context of an American community and university is learned. Service learning is conducted at local destinations such as convalescent homes and public schools to better understand culture within these places and increase students' sense of global citizenship. Field trips focused on American culture and history are frequently taken to give students practical exposure and experience. Involvement in campus life is encouraged to help students begin using their English outside of the classroom in natural settings.

**ESL 021 Reading II**

**0 credit**

This reading course complements ESL 023 Writing II with emphasis on recognizing and detecting the writing devices and grammar that make text understandable for readers. The students learn such strategies and skills for recognizing main ideas and supporting details; getting meaning from context; skimming for main ideas; summarizing; drawing conclusions; and building vocabulary. Pronunciation, intonation, and decoding are focused on in the context of reading. Students begin putting ideas together from readings, and sharing them with the class. The students do extensive reading to build reading fluency. An introduction to undergraduate textbooks is made to begin helping with adaptation to undergraduate studies and the advanced reading course (ESL 031).

**ESL 022 Grammar II**

**0 credit**

Students will begin examining grammar academically in relationship to speaking, reading, and writing. After reviewing present and past verb tenses, perfect tenses are practiced. Previously learned grammar concepts such as count and noncount nouns, the definite article, modals, the future, prepositions, comparatives and superlatives, and gerunds and infinitives will be looked at more thoroughly. Students become familiar with and comfortable using new grammar concepts related to pronouns, adverbs, and phrasal verbs. The dependent clause is introduced on a sentence structure level. Students begin looking for patterns in grammar.

**ESL 023 Writing II**

**0 credit**

In ESL 023 Writing II, students move from paragraph writing to short essays of different genres. They learn how to present information into a well-organized format according to U.S. academics, which puts emphasis on the thesis statement and transitional expressions. Graphic organizers and concept maps are used to help students brainstorm and organize their thoughts. In order to help the students navigate the writing process; they prewrite, prepare first drafts, revise, edit, and publish their work. Through this process, students begin applying their grammar knowledge, enhance vocabulary, focus on mechanics, and improve spelling. Students move from primarily using simple sentences to predominantly using compound and complex sentences. This course will prepare students for the advanced ESL writing course.

**ESL 024 Listening/Speaking II**

**0 credit**

ESL Listening/Speaking II will assist ESL students in improving their academic listening and speaking skills through the observation and exposure to a variety of authentic listening and speaking situations - radio programs, songs, discussions, role play, real life occurrences, and speeches. Students have the opportunity to observe undergraduate courses in order to begin self-assessing their academic listening skills and gain exposure to the undergraduate classroom. To improve pronunciation, students work with American Speechsounds software on phonetic sounds at word level. The International Phonetic Alphabet (IPA) is reviewed to assist with pronunciation learning. The study of intonation complements the students' study of pronunciation.

**ESL 025 American Culture II**

**0 credit**

Students will explore the foundation of the United States' history, government, and culture through the integration of listening, speaking, reading, and writing. This foundation will prepare students for a deeper study of American culture and values in ESL 035 American Culture III. Service learning is conducted at local destinations such as convalescent homes and public schools to better understand culture within these places and increase students' sense of global citizenship. Field trips focused on American culture and history are frequently taken to give students practical exposure and experience. Students begin to be kept accountable for getting involved in campus events and clubs to gain an improved understanding of campus life and more thoroughly enjoy it.

**ESL 031 Reading III**

**0 credit**

This course prepares the students for undergraduate academic reading. The students learn how to write longer summaries, critically analyze text, and develop context specific vocabulary. Students will also be taught such skills as recognizing topic sentences, supporting details, and the outline used in paragraphs and essays, as well as getting meaning from context, the significance of punctuation, and the importance of parts of speech. Students begin reading with natural intonation. Students participate in class discussion about what they have read. The students do extensive reading to build reading fluency. A deeper interaction with undergraduate textbooks is conducted in preparation for undergraduate studies. The different parts of an academic journal are learned so students are more prepared for academic research, and they will also learn how to navigate the library for such research.

**ESL 032 Grammar III**

**0 credit**

This course prepares students for grammar necessary in the undergraduate classroom. The final past time verb tenses are studied, and a comparison of verb tenses is conducted. There is a more in depth look at modals, pronouns, dependent clauses, and infinitives and gerunds. The new grammatical concept learned in this course is the passive voice. Emphasis is put on the importance of grammar function for academic writing purposes. Students use an online corpus to find grammatical patterns.

**ESL 033 Writing III**

**0 credit**

ESL 033 Writing III assists students in getting ready for undergraduate writing through application of grammar knowledge, integration

of credible sources, development of writing fluency, and discovery of identity as an English writer. Students are exposed to different kinds of writing styles and genres, but will primarily focus on essay production.

**ESL 034 Listening/Speaking III 0 credit**

Students focus on preparing their listening and speaking skills for the undergraduate classroom through participation in a variety of authentic listening and speaking situations—academic lectures, note taking, class discussions, debates, role play, real life occurrences, presentations and speeches. Students have the opportunity to observe undergraduate courses in order to do a final self-assessment of their academic listening skills and readiness for the undergraduate classroom. To improve pronunciation, students work with American Speechsounds software on phonetic sounds at the phrase and sentence level. To become a more natural and fluent listener and speaker; linking, reductions, and emotional expression are studied within the framework of intonation.

**ESL 035 American Culture III 0 credit**

A higher level of language production is expected of the students as they explore themes of American culture. Students give presentations related to pieces of American culture using pertinent technology. Service learning is conducted at local destinations such as convalescent homes and public schools to better understand culture within these places and increase students' sense of global citizenship, and students in this course take a leadership role on these service learning trips. Field trips focused on American culture and history are frequently taken to give students practical exposure and experience. Students are required to participate in at least one club for full involvement and integration into campus life. At times, guest speakers visit the classroom to shed light on any given topic related to American culture and history.

## Exercise and Sport Studies

**EXSS 100 Activity Courses 1 credit**

Designed to provide the skills and appreciation of recreational sports that can benefit individuals during both their college and postcollege days. A maximum of nine semester credits in activity credits will be allowed toward the bachelor's degree. An activity course can be taken only one time for credit. The activity classes are offered in the following areas: Aerobics, Badminton, Fishing, Volleyball, Basketball, Golf, Walking for Fitness, Biking, Water Aerobics, Physical Conditioning, Weight Training, Soccer.

**EXSS 101 Introduction to Exercise and Sport Studies 2 credits**

Careers are examined in the fields of health, physical education and recreation. An overview is given of the philosophy, purposes and principles in the fields related to physical education, recreation, coaching and training.

**EXSS 102 First Aid/CPR/AED Programs 1 credit**

This course gives individuals in the workplace the knowledge and skills necessary to recognize and provide basic care for injuries and sudden illnesses, including using an automated external defibrillator (AED) for victims of sudden cardiac arrest, until advanced medical personnel arrive and take over.

**EXSS 105 Aquatics 3 credits**

A basic orientation to the water. The student will demonstrate proficiency in the four basic strokes by swimming 50 yards in freestyle, side stroke, breast stroke and back stroke. The course equips students with basic water safety skills and knowledge, allowing them to be reasonably safe in or about the water.

**EXSS 111 Officiating Sports 2 credits**

This course presents the rules and mechanics of officiating football, basketball, baseball, softball, volleyball and wrestling. Included are the qualifications for approval and certification in the Iowa High School Athletic Association and the Iowa Girls High School Athletic Union.

**EXSS 118 Gymnastics and Dance Activities 2 credits**

This course provides theory and practice in movement education. Developmentally appropriate individual and group gymnastics and dance activities will be presented and practiced in class.

**EXSS 125 Recreational Sport Programming and Leadership 3 credits**

An overview of programming elements and techniques in recreational sports. Topics include informal, intramural, club and extramural programming; values of recreational sports; programming techniques; publicity and promotion; facility utilization; equipment; and safety and liability.

**EXSS 130 Teaching Team and Individual Sports 2 credits**

In this course, students will develop an understanding of the differences between team and individual sports. The focus will be on gaining practical knowledge of most sports offered in a high school athletic or physical education setting, to include history, rules, court dimensions, fundamentals, basic strategies, equipment, and safety precautions.

**EXSS 170 Medical Terminology 3 credits**

This course is designed to develop medical terminology language skills. Learners will demonstrate knowledge of word construction, definitions and use of terms related to all areas of health science. The course includes a basic understanding of anatomy of the human body, functions of health and disease, and the use of language in health careers. The use of medical dictionaries, Internet sites, and other modern technologies will be introduced.

**EXSS 182 Water Safety Instructor 3 credits**

The purpose of this instructor course is to train instructor candidates to teach American Red Cross swimming and water safety courses. Prerequisites: EXSS 102 and EXSS 105 or evidence of having passed level 5 of the Red Cross Learn to Swim Program.

**EXSS 183 Lifeguarding/Lifeguarding Instructor 3 credits**

The primary purpose of the American Red Cross lifeguarding program is to provide lifeguard candidates and lifeguards with the skills and knowledge necessary to keep the patrons of aquatic facilities safe in and around the water. Red Cross certification is available to those who qualify. Prerequisites: EXSS 102 and EXSS 105 or evidence of having passed level 5 of the Red Cross Learn to Swim Program.

**EXSS 219 Sport Ethics 3 credits**

Contemporary sport is struggling to find solid ethical ground. This course will investigate multiple aspects of sport ethics through a review of a wide range of literature in sport.

**EXSS 226 Foundations of Physical Fitness 2 credits**

This course is an introduction to the five components of physical fitness including cardiorespiratory endurance, muscular endurance, muscular strength, flexibility and body composition. Emphasis will be placed on individualized analysis of physical fitness and development of an exercise prescription program. Other topics to be explored are the physiological foundations of exercise, structure, and function of the body and principles of physical training and conditioning.

**EXSS 236 Coaching of Sports 2 credits**

This course explores the theory and methods of coaching sports, covering the technical, administrative and organizational aspects of the process. Emphasis is placed on the fundamentals, tactics, conditioning and conducting of practice sessions.

**EXSS 240 Adapted Physical Education 2 credits**

A study of deviations from normal patterns of growth and development, including methods of recognizing physical divergences, screening and referral for further examination. In addition, adaptive exercises and activities for prevention and correction of deviations are reviewed.

**EXSS 250 Special Topics 1-3 credits**

**EXSS 280 Personal, School and Community Health 3 credits**  
A study of personal health care, health practices and attitudes as related to the individual, school setting and general public. Topics include: consumer health awareness, health practices, consumer practices, aging, stress, cancer, drugs, mental health, sexuality and various diseases.

**EXSS 283 Sports Nutrition 3 credits**  
This course will focus on basic concepts of nutrition in respect to the needs of athletes and physically active individuals and application of those concepts. Topics include functions of food and nutrients, principles of metabolism and digestion, hydration and electrolyte balance, dietary planning, body composition, dietary changes to enhance performance, current trends in sports nutrition, and supplements and ergogenic aids.

**EXSS 288 Ethics and Legal Responsibilities of Coaches 1 credit**  
The purpose of the course is to educate students of the ethical and legal responsibilities they have when they receive their coaching authorization certification or teaching-coaching certification in the State of Iowa.

**EXSS 290 Introduction to Personal Training 3 credits**  
This course is designed to give students the knowledge and understanding necessary to prepare for the ACE Personal Trainer Certification Exam and become effective personal trainers. This course presents the ACE Integrated Fitness Training (ACE IFT) Model as a comprehensive system for designing individualized programs based on each client's unique health, fitness, and goals. The information covered in this course and the ACE IFT Model will help students learn how to facilitate rapport, adherence, self-efficacy, and behavior change in clients, as well as design programs that help clients to improve posture, movement, flexibility, balance, core function, cardiorespiratory fitness, muscular endurance and strength, and sports performance.

**EXSS 299 Special Project 1-3 credits**

**EXSS 302 Exercise Physiology 3 credits**  
A study of the human physiology parameters as related to physical activity and work. Included is the development of fitness factors to provide a more well-defined personal fitness program. Prerequisites: BIO 268 or BIO 270.

**EXSS 305 Kinesiology 3 credits**  
A study of the anatomical and mechanical considerations involved in movement in an athletic or physical education setting. The last half of the course requires the application of biomechanical principles in the analysis of sport skills. Prerequisites: BIO 268 or BIO 270.

**EXSS 318 Psychology of Exercise & Sport 3 credits**  
This course is an examination of major psychological theories and research related to sport and exercise participation and performance. It is designed to introduce students to the field of sport and exercise psychology by providing an overview of topics, such as personality, motivation, coaching and leadership strategies, team dynamics, performance enhancing strategies, and gender and cultural issues. Prerequisite: PSY 190.

**EXSS 334 Sport Law and Legal Issues 3 credits**  
This course will present comprehensive evaluation of legal principles and cases surrounding the administration of athletic programs. The purpose of the course is to introduce the student to areas of the legal system that impact the policies and procedures developed by athletic administrators. The course will also allow students to become familiar with necessary legal vocabulary and precedent setting cases which have played major roles in the progression of Sport Law. The course is designed to provide students with learning experiences that will equip them to identify potential areas of liability in athletic programs and approach them with viable, preventative solutions and strategies to lessen these potential areas of liability.

**EXSS 336 Teaching Physical Education K-12 3 credits**  
Students in this course will study human growth and development related to the physical education of children in elementary, middle, and high school. Emphasis is placed on the impact of developmental movement experiences, curriculum, teacher behavior, class management, dance activities, play environments, materials, and developmentally appropriate activities. Prerequisites: EDU 110, EDU 319, and admittance to the Teacher Education Program. Same as EDU 336.

**EXSS 337 Teaching Health K-12 3 credits**  
This course is a study of methods, materials, curriculum development with an emphasis on nutrition, safety and healthy lifestyle. Included is information for use in health activities and presentations for students in elementary, middle, and high school. It provides information on current health legislation and public policy. Prerequisites EDU 110, EDU 319, and admittance to the Teacher Education Program. Same as EDU 337.

**EXSS 346 Diversity in Sport Organizations 3 credits**  
This course will provide an overview of diversity, description and details of the various forms of diversity and information and examples of how to effectively manage diversity in sport organizations. Prerequisite: EXSS 101.

**EXSS 348 Sports Administration 3 credits**  
The purpose of this course is to prepare potential athletics administrators with a fundamental overview of the components involved in sports programming and athletics administration. Focus points will include history of sports administration, legal issues, ethics, management concerns, marketing, facilities, and leadership skills. In general, this course will provide an overview of the field of sports administration.

**EXSS 354 Methods of Teaching Strength and Conditioning 3 credits**  
In this course students will develop an understanding of strength training. The focus will be on gaining an understanding of safety, room layout, equipment, how muscles develop (physically and chemically) and strategies of strength training. Prerequisite: EXSS 100 activity course: Weight Training.

**EXSS 355 Administration of Intercollegiate Athletics 3 credits**  
This course will cover topics including the NCAA, its member divisions and conferences, athletic department administration and the responsibilities of the athletic directors, coaches and their staff, and management of student-athletes from multiple perspectives.

**EXSS 360 Motor Learning 3 credits**  
An examination of factors that affect the acquisition and performance of motor skills. Topics include perception, psychomotor learning, practice methods and theories of neuromuscular integration. Prerequisites: BIO/ EXSS 268 or BIO 270, and junior or senior status.

**EXSS 363 Sport Marketing 3 credits**  
The purpose of this course is to explore the basic concepts and principles of sports marketing as it relates to strategic planning, marketing analysis, legal considerations, and media concerns. This course will also focus on concepts as they relate to sports marketing such as licensing, sponsorship, advertising, public relations, and consumer behavior. Prerequisite: BA 208.

**EXSS 370 Administration, Assessment and Curriculum in EXSS 2 credits**  
This course is intended to provide an understanding of the administration of secondary physical education programs with an emphasis on class and extracurricular activities. It will also teach prospective physical education teachers how to assess students' physical, social, mental and cognitive abilities in the classroom and extracurricular activities.



**EXSS 371 Planning Facilities for Physical Activity 3 credits**

The purpose of this course is to familiarize students with the knowledge and foundational principles pertinent to the planning techniques concerning indoor and outdoor facility development used for college athletics, sport, recreation and physical education.

**EXSS 403 Internship in EXSS 3-6 credits**

A practical experience in a field situation under field/faculty supervision. A diary of the experience and a term paper are required.

**EXSS 430 Research Methods in Exercise and Sport Studies 3 credits**

This course introduces students to research in sport administration, ethical issues related to research projects, the step by step process to address research questions, common research designs used in sport administration, and the statistical methods utilized in the sport administration field. Prerequisites: EXSS 100 and EXSS 348 and MATH 220.

**EXSS 435 Governance and Policy in Sport Organizations 3 credits**

This course will identify the structure and function of sport organizations and the issues that sport managers will have to address. Where the power lies and how individual sport organizations fit into the greater sport industry play a critical role in how successful a sport manager will be in an ever more global sport industry. Prerequisite: EXSS 101.

**EXSS 450 Special Topics 1-3 credits**

**EXSS 499 Special Project 1-3 credits**

## Geography

**GEOG 100 Introduction to Physical Geography 3 credits**

This course provides a framework for understanding the areal and spatial interrelationships and processes that operate in the physical environment in order to develop a better comprehension of the physical world around us. The content of the course will examine Earth-sun relationships, latitude, longitude, maps, plus the physical factors associated with meteorology, climate, and earth surface processes.

**GEOG 200 World Regional Geography 3 credits**

This course provides an introduction to the basic concepts and supporting facts about contemporary world geography. Emphasis is placed upon component countries' world roles, physical and cultural characteristics, relation to other world areas and associated problems. The course examines population, economic activity, landforms, climate, cultural conflict and other pertinent natural and human processes that underlie the areal and spatial differentiation of the world.

**GEOG 299 Special Project 1-3 credits**

**GEOG 311 Cartography 3 credits**

This course introduces students to both historic and contemporary theories and techniques of cartography. Mental maps, the map as a physical object, and the mapping process are examined. Students apply techniques and tools to construction and use of maps in spatial analysis including gathering, manipulation, and representation of geographic data with an emphasis on thematic mapping and maps as a communication medium. The course covers introductory GIS, GPS, projections, and datum. Mapping projects may involve the surrounding community. Prerequisites: GEOG 100 or GEOG 200 recommended.

**GEOG 356 Introduction to Geographic Information Systems 3 credits**

Geographic information systems (GIS) are an increasingly important analysis tool in many fields. In this hands-on course, students develop spatial reasoning ability and sharpen their skills in analyzing spatial data. Topics covered include principles of storing, analyzing and displaying spatial data; procurement of spatial information, and data

manipulation and display techniques. Students will learn practical applications of GIS and the use of common spatial analytical techniques. Prerequisite: CS 102, or consent of instructor.

**GEOG 386 GIS Applications 3 credits**

Students will apply spatial analytical techniques and modeling to geographical problem solving in business, urban planning, natural resource management, and other fields. Prerequisite: GEOG356, or consent of instructor.

**GEOG 426 Principles of Remote Sensing 3 credits**

An understanding of the principles of remote sensing requires knowledge of the electromagnetic spectrum, interactions of electromagnetic energy with the atmosphere and Earth's surface, and remote sensing sensors and platforms. Students will learn to accurately interpret aerial photographs and to procure and process satellite imagery for use in mapping and decision support. Applications of GIS and remote sensing will include global monitoring, agriculture, and oceanography. Prerequisite: GEOG356, or consent of instructor.

**GEOG 456 Geographic Information Systems Automation and Customization 3 credits**

Students will utilize scripting and other techniques to perform spatial analysis, automate tasks and develop custom extensions. These techniques and capabilities are an essential foundation for more powerful analyses, efficient data pre-processing, and developing user interfaces and tools to provide access to GIS functionality to non-expert users across an organization. Prerequisite: GEOG356, or consent of instructor.

## Health Services Administration

**HSA 205 Introduction to the American Health System 3 credits**

A macro-level examination of the origin, structure and operation of the American health system and its subsystems and components. Topics include the hospital system, public health system, long-term care systems, financing system, health services delivery systems, healthcare providers and contemporary issues confronting the American Health System.

**HSA 240 Interdisciplinary Service Learning 3 credits**

This course will provide student experience in a collaborative service-learning framework. Students will be expected to exhibit the skills to work with an interdisciplinary team, communicate efficiently, comprehend cultural and social factors that influence patients, and work effectively with community service organizations. Prerequisite: HSA 205

**HSA 241 Healthcare Informatics 3 credits**

This course provides an overview of health informatics and data analytics as it relates to managing health services organizations. Health informatics principles and policies will be covered including health data content, collection, quality, access, and retention. The challenges faced by health services administrators related to health informatics including strategic plan alignment, governance, planning initiatives, and assessing and achieving value will also be discussed. Prerequisites: CS 102 and HSA 205 or consent of instructor

**HSA 306 Long-Term Care Administration 3 credits**

An examination of the origins, organization and operations of long-term care facilities such as assisted living homes, hospice and nursing homes. Topics include the continuum of long-term care, and the role and relationship of various long-term care facilities and programs to acute care and the American Health System. Prerequisite: HSA 205.

**HSA 312 Community and Public Health 3 credits**

An examination of the origin, structure and issues relating to the provision of community and public health services. Topics include an introduction to epidemiology, community needs assessment, social and cultural influences on utilization of community and public health services and the problems related to community and public health. Prerequisite: HSA 205.

**HSA 330 Teaching Methodology 3 credits**

This course provides an overview of methods of teaching for successful learning. A wide variety of teaching/learning styles and assessment strategies will guide dental hygienists to provide effective education in patient care and in dental hygiene educational settings. Prerequisite: HSA 240

**HSA 344 Population Health Management 3 credits**

Examines population health management focusing on strategies to improve health and quality of care with an emphasis on cost control management. Prerequisite: MATH 220.

**HSA 360 Healthcare Law and Ethics 3 credits**

This course is designed to provide an introduction to legal and ethical issues related to the operations of health services organizations. Topics will include an examination of major ethical theories, ethics and compliance laws, HIPAA, DNR orders, living wills, power of attorney, informed consent, and an overview of the legal system as it relates to health services delivery. Prerequisite: HSA 205

**HSA 362 Financial Management of Health Services Organizations 3 credits**

An analysis of the financial management of health services organizations and issues related to the financial management of health services organizations, particularly acute care facilities such as hospitals. Topics include the economic analysis of public and private financing, health insurance, and other forms of health services payment. Prerequisites: BA 201 and BA 210.

**HSA 440 Health Services Administration 3 credits**

An analysis of the structure and operation of various types of health services organizations, including their internal departments, and management of the facilities with particular emphasis on acute care facilities. Prerequisite: BA 210.

**HSA 460 Health Services Policy and Regulation 3 credits**

An examination of the regulatory environment and health policy formation process at the federal, state and local levels. Topics include the historical process of key health legislation such as Medicare and Medicaid, cost controls, regulatory compliance and oversight, utilization review, prospective payment system, value based purchasing, and political factors related to formulation and implementation of health policy.

**HSA 475 Teaching Methodology Practicum 3 credits**

This course correlates with HSA 330 Teaching Methodology, which provides an overview of teaching techniques for successful learning. A wide variety of teaching/learning styles and assessment strategies will guide dental hygienists to provide effective education to various audiences in patient care and in dental hygiene educational settings. This course requires students to observe, perform, and apply teaching methodologies for useful education in variable settings; in didactic and/or clinical dental hygiene educational programs or approved alternate sites such as private practice, public health, and professional mentoring situations. Prerequisite: HSA 330

**HSA 490 Health Program Planning and Evaluation 3 credits**

An examination of the major concepts, methodologies and issues related to the planning and evaluation of health services delivery programs. Topics include internal and external validity threat, experimental, quasi-experimental and non-experimental study designs, and analysis techniques. Prerequisite: HSA 362.

## History

**HIST 100 World History to 1500 3 credits**

This course provides a broad overview of world history, beginning with the development of agriculture in Neolithic times and ending with the Protestant Reformation in the 16th century. Major topics

include ancient civilizations of Mesopotamia, Egypt, Indus Valley and Yellow River Valley; classical Greece; Roman Empire; development of Hinduism, Judaism, Buddhism, Confucianism, Taoism, Christianity and Islam; China and Japan through the 16th century; feudal Europe; the Renaissance; African societies; and pre-Columbian America and Reformation. Meets the social science requirement.

**HIST 101 World History Since 1500 3 credits**

This course is a continuation of HIST 100 and provides a broad overview of world history, beginning with European expansion over the globe in the 16th century and extending through the present. Major themes examined are colonization, slavery, the Industrial Revolution, imperialism, worldwide conflicts, East vs. West, decolonization and the collapse of communism. Meets the social science requirement.

**HIST 110 American History to 1877 3 credits**

This course provides a broad overview of U.S. history, from the earliest colonial settlements through the end of the Reconstruction period following the Civil War. Major themes examined are colonial society and life, the struggle for independence, adoption of the Constitution, the early national period, sectionalism, the Civil War and Reconstruction. Meets the social science requirement.

**HIST 111 American History Since 1877 3 credits**

This course is a continuation of HIST 110 and provides a broad overview of U.S. history from the end of the Reconstruction period following the Civil War through the present. Major themes examined are industrialization, urbanization, protest and reform movements, emergence of the U.S. as a world power, the Great Depression, World War II, the Cold War, the turbulent 1960s, and domestic and foreign problems of the 1970s and 1980s.

**HIST 214 World at War, 1914-1945 3 credits**

This course examines the causes, military struggles, home fronts, and consequences of both World War I and World War II. Other topics covered include the Holocaust, the rise of Nazism in Germany, Fascism in Italy, communism in the Soviet Union and Japanese militarism.

**HIST 220 History of Wisconsin 3 credits**

This course surveys Wisconsin's past, and focuses on the social history of its diverse peoples. It begins with the era prior to European exploration, and ends in the 1990s. Learners will be introduced to the "Wisconsin Character" concept. Meets the social science requirement.

**HIST 222 History of Iowa 3 credits**

This course is designed to introduce students to the political, economic, and social forces that have shaped Iowa history from settlement to present. Meets the social science requirement.

**HIST 240 Your Community as Part of U.S. History 3 credits**

This course will examine historical events and the impact they have had on a specific community or regional area of the United States. Meets the social science requirement.

**HIST 245 Global Women's Activism 3 credits**

This course examines how women all over the world have countered their low status and power with activism that advances the cause of global feminism. The course takes a cross cultural perspective covering women from different ethnicities, religions, backgrounds, sexual preferences, races, etc. The course will discuss women's activism as both local and national concepts and how that activism translates into an emerging global feminism that both unites women on like issues and separates them on individual cultural issues. For the most part, this course will have a twentieth and twenty-first century focus.

**HIST 250 Special Topics 3 credits**

Special Topics courses are studies of selected problems, periods or movements in the subject area not otherwise included in the curriculum. They are typically chosen from a faculty member's particular expertise and field of scholarly inquiry, and offered to a student or group of students

forming an interest in the particular subject matter. The 250 designation denotes a General Education level of instruction and may include an appropriate General Education task to be completed. The 450 designation denotes a senior level degree of sophistication expected in both learning and instruction. A single course may be offered at both levels simultaneously, in which case the syllabus will clearly differentiate the course expectations and assessment measures for students enrolled at each of the two levels. A Special Topics course must be approved by the School of Liberal Arts Curriculum Committee before it is offered, and it must address one or more Major Outcomes within the discipline.

**HIST 270 Historical Methods and Historiography 3 credits**

This course is designed to introduce students to the craft of doing history. Instead of learning about what happened in the past, this course teaches students how to research and write about historical events, including learning and understanding the various interpretations of history or historiography. Topics covered include using research tools, evaluating primary and secondary sources, proper documentation, good writing, objectivity, critical thinking, and historiography. Prerequisites: sophomore status, history majors and minors only or consent of instructor.

**HIST 281 Western Economic History: 1600-Present 3 credits**  
Same as ECON 281.

**HIST 299 Special Project 1-3 credits**

A Special Project allows the student to expand on work already completed in previous coursework. It is undertaken with the guidance of one or more faculty members and is intended to encourage the student into original investigation of a defined problem within the discipline. Examples include theses and themed portfolios or exhibitions.

**HIST 302 Modern East Asia 3 Credits**

This course explores the political, economic, intellectual, social, and cultural history of China and Japan from the late 19th century through the present. Prerequisite: Junior status or special permission from instructor.

**HIST 330 African American History 3 credits**

This course examines the experiences of African Americans in the United States from the colonial era to the present. Topics to be covered include the Trans-Atlantic slave trade; the development of slavery; slave culture; black abolition and northern black life: the Civil War and the black war effort; emancipation and the freedmen's community; Reconstruction; disfranchisement and segregation; Booker T. Washington and W.E.B. DuBois; black institution building; the Second World War and the black war effort; black protest movements and the civil rights era; and an assessment of the current state of blacks in American life.

**HIST 342 The Development of American Foreign Policy 3 credits**

A survey of U.S. foreign relations from colonial time to the present, with emphasis on the constitutional, institutional and political factors shaping the formation and execution of American diplomacy. Prerequisite: PS 100. Same as PS 342.

**HIST 343 U.S. Women's History 3 credit**

This course provides a survey of the major themes and events in the history of women in the United States from colonial settlement to the present. Particular attention is given to how women's experiences in the family, the work place and the political arena have been shaped and molded by persistent cultural ideals and by class and race. Prerequisite: HIST 110.

**HIST 355 Modern World History 3 credits**

This course provides a specialized examination of world history in the Twentieth Century. Prerequisite: HIST 101.

**HIST 367 Atlantic Revolutions 3 credits**

This course examines the causes, consequences, and inter-relatedness of the American, French, Haitian, and Spanish-American Revolutions

from roughly 1763 to 1840. Topics covered include rights, slavery, social justice, political philosophy, and colonialism. Prerequisite: HIST 101 or HIS 110.

**HIST 371 New Nation, 1787-1848 3 credits**

This course covers the era of the New Nation, 1787-1848. It has three sections: the first covers the Early National Era, including the creation of a new government at the Constitutional Convention, the rise of political parties, and the early challenges for America's first presidents; the second covers the era of the Market Revolution, including the second war with Britain and the beginning of the Industrial Revolution; the third covers the antebellum era, including the growth of slavery and social reform. The course will focus on the social, political, cultural, and economic aspects of the time periods covered. Prerequisite: HIST 110.

**HIST 372 Civil War and Reconstruction, 1848-1877 3 credits**

This course covers the pivotal period of the Civil War and Reconstruction, approximately 1848 to 1877. This course will cover the military, political, economic, social, and cultural events that worked to define the history of America during this period. This course is divided into three parts: The Sectional Conflict, The Civil War, and Reconstruction. Prerequisite: HIST 110.

**HIST 373 Industrialization and Reform, 1877-1914 3 credits**

This course focuses on American History from 1877 to 1914, focusing on the Industrial Revolution and subsequent Progressive reform movements. Other themes include the rise of Jim Crow, Populism, imperialism, urbanization, immigration, westward expansion, and American socialism. Prerequisite: HIST 111.

**HIST 374 Modern America, 1945-Present 3 credits**

This course provides specialized study of the historical period examined in the second half of HIST 111. Topics include World War II, Cold War, the Civil Rights movement, Vietnam, Watergate, stagflation, the 1980s and contemporary American life. Prerequisite: HIST 111.

**HIST 450 Special Topics 3 credits**

Special Topics courses are studies of selected problems, periods or movements in the subject area not otherwise included in the curriculum. They are typically chosen from a faculty member's particular expertise and field of scholarly inquiry, and offered to a student or group of students forming an interest in the particular subject matter. The 250 designation denotes a General Education level of instruction and may include an appropriate General Education task to be completed. The 450 designation denotes a senior level degree of sophistication expected in both learning and instruction. A single course may be offered at both levels simultaneously, in which case the syllabus will clearly differentiate the course expectations and assessment measures for students enrolled at each of the two levels. A Special Topics course must be approved by the School of Liberal Arts Curriculum Committee before it is offered, and it must address one or more Major Outcomes within the discipline.

**HIST 496 Senior Thesis 3 credits**

This course is the capstone course for the History major. Students will research and write original essays on a topic of their choosing. Prerequisite: Senior standing; History majors only.

**HIST 499 Special Project 1-3 credits**

A Special Project allows the student to expand on work already completed in previous coursework. It is undertaken with the guidance of one or more faculty members and is intended to encourage the student into original investigation of a defined problem within the discipline. Examples include theses and themed portfolios or exhibitions.

**Honors**

**HON 100 Honors Freshman Seminar 3 credits**

This course will ask students to engage in their academic experience, and thus is focused on critical thinking, identity, and critical and cultural

literacy. The purpose of the Honors Freshman Seminar is to encourage students to become considered, thoughtful, and purposeful members of a community of learners, while challenging them to consider how they receive, process, and analyze the information they are confronted with every day. This class asks students to examine their own critical thinking process, and nurture an awareness of their individual learning process as well as their place in the world.

**HON 110 Honors Arts and Humanities 3 credits**

This course examines selected topics and traditions within the Arts and Humanities. The specific content of the course will depend on which of the General Education tasks the course meets. The selected subjects will vary from year to year depending on the themes of respective honors cohort.

**HON 120 Honors Behavioral Science 3 credits**

This course examines selected topics within the Behavioral Sciences. The course will meet the Behavioral Science General Education Task, but the specific content of the course will vary from year to year depending upon the faculty teaching the course.

**HON 130 Honors Natural Science 3 credits**

This course examines selected topics within the Natural Sciences. The course will meet the Natural Sciences General Education Task, but the specific content of the course will vary from year to year depending upon the faculty teaching the course.

**HON 200 Honors Cultures 3 credits**

This course requires students to recognize and evaluate issues from a variety of cultural contents and propose creative and culturally relevant solutions to those issues. The course will meet the Cultures general education task, but the specific content of the course will vary from year to year depending upon the faculty teaching the course.

**HON 220 Honors Sophomore Seminar 3 credits**

This course prepares students to carry out interdisciplinary research. Topics include information literacy and an introduction to research methods in multiple disciplines. The course culminates in the creation of a proposal for research. Prerequisites: Sophomore status and Honors standing.

**HON 399 Honors Research 1 credit**

This semester-long course is for junior and senior honors students to work on the individual interdisciplinary projects each will present as part of the Honors Senior Symposium (HON 499). This course is taken on a pass/fail basis only and may be repeated for up to three total credits. Prerequisite: HON 220.

**HON 499 Honors Senior Symposium 1 credit**

This semester-long course is the capstone course for the Honors Program, culminating in a public presentation of a student's Senior Honors Project. This course is taken on a pass/fail basis only. Prerequisite: HON 399.

## Information Systems

**IS 310 Systems Analysis and Design 3 credits**

This course discusses how computer-based technologies and tools can most effectively contribute to business processes and methods. The course covers a systematic methodology for analyzing a business problem or opportunity, determining what role computer-based technologies can play in addressing the business need and articulating business requirements for the technology solution via in-house development, development from third-party providers, or purchased commercial-off-the-shelf (COTS) packages. Prerequisite: BA 222 and CS 130 or consent of instructor.

**IS 320 Enterprise Architecture 3 credits**

This course explores the design, selection, implementation and management of enterprise IT solutions. The focus is on applications and infrastructure and their fit with the business model including frameworks and strategies for infrastructure management, system administration,

data/information architecture, content management, distributed computing, middleware, legacy system integration, system consolidation, software selection, total cost of ownership calculation, IT investment analysis, and emerging technologies. Prerequisite: IS 310.

**IS 348 Business Process Management 3 credits**

This course is an introduction to key concepts and approaches to business process management and improvement. The course covers how to identify, document, model, assess, manage and improve core business processes using information technology. The course also covers the technology challenges and approaches to organizational change, domestic and offshore outsourcing, and interorganizational processes. Prerequisites: IS 310 and BA 222.

**IS 360 IT Security and Risk Management 3 credits**

This course is an introduction to the fundamental principles and topics of Information Technology Security and Risk Management at the organizational level. The course covers critical security principles that enable IS professionals to plan, develop, and perform security tasks. The course also covers hardware, software, processes, communications, applications, and policies and procedures with respect to organizational IT Security and Risk Management. Prerequisite: IS 320.

**IS 370 IT Audit and Controls 3 credits**

This course is an introduction to the fundamental concepts of the information technology audit and control function. The course covers information controls, the types of controls and their impact on the organization, and how to manage and audit them. The course also covers the concepts and techniques used in information technology audits, the process of creating a control structure with goals and objectives, audit an information technology infrastructure against it, and establish a systematic remediation procedure for any inadequacies. Prerequisite: IS 320.

**IS 410 IS Strategy, Management, and Acquisition 3 credits**

This course explores the issues and approaches in managing the information systems in organizations and how the IS integrates, supports, and enables various types of organizational capabilities. The course uses a senior management perspective in exploring the acquisition, development and implementation of plans and policies to achieve efficient and effective information systems. The course also addresses issues relating to defining the high-level IS infrastructure and the systems that support the operational, administrative and strategic needs of the organization. Prerequisite: CS 400.

**IS 420 Enterprise Systems and Integration 3 credits**

This course explores the theoretic and practical issues related to the application of enterprise systems within organizations. The course covers how enterprise systems integrate information and organizational processes across functional areas with a unified system comprised of a single database and shared reporting tools. An integrated project, which requires the application of conceptual as well as technical (software) skills of students, will be required. Prerequisite: IS 320.

**IS 436 ITIL System Administration I 3 credits**

This course is part I of an introduction to the theory and concepts of information technology systems management based upon the standard best practices known as ITIL or the Information Technology Infrastructure Library. This course will describe the progression of ITIL through version 3 and cover topics from the service strategy, design, and transition to core volumes. Fundamental concepts, such as the process model based view of controlling and managing operations and BPMN business process modeling notation will also be covered. Prerequisite: IS 310 or consent of instructor.

**IS 437 ITIL System Administration II 3 credits**

This course is part II of an introduction to the theory and concepts of information technology systems management based upon the standard best practices known as ITIL or the Information Technology Infrastructure Library. This course will describe topics from the ITIL service

transition, operation, and continual service improvement core volumes. Advanced concepts, such as contrasting ITIL to other service management frameworks and Six Sigma will also be covered. Prerequisite: IS 436 or consent of instructor.

**IS 499      *Special Project*      1-3 credits**  
This course is for research projects in the Information Systems field.

## Information Technology

**IT 310      *Networking*      4 credits**  
This course is an introduction to machine to machine communication architectures for modern computer systems. The course covers the selection, design, deployment, integration, and administration of network and communication infrastructures in an organization. Topics include LANs, WANs, service providers, packets, hubs, routers, switches, internet protocols, network administration and security. Prerequisite: CS 212.

**IT 320      *Web Systems and System Integration*      4 credits**  
This course is an introduction to web technologies and systems integration. The course covers basic web design, configuration, management and security. The course also covers various P2M, M2P, and P2P, M2M communication standards and protocols and various frameworks and architectures used in web systems and system integration. Topics included are hypertext, self-descriptive text, web page design and development, web navigation systems, digital media, web services and vulnerabilities of web systems. Prerequisite: CS 212.

**IT 348      *Advanced Networks*      3 credits**  
This course covers the basic knowledge needed to design current and future networks capable of providing ubiquitous high-quality support in heterogeneous environments. This course also provides an in-depth view of networking issues and solutions which strengthens the student's understanding of fundamental concepts of network communication. Topics include the requirements and design of networks, congestion control, routing, scheduling, and overlay and wireless architectures. Prerequisite: IT 310.

**IT 360      *Computer Forensics and Incident Response*      3 credits**  
This course is an introduction to the steps and techniques required for effective response to cybersecurity incidents. The course covers how to detect an incident, the actions that must be taken to mitigate harmful effects of the incident, how to identify the vulnerabilities that led to incident, and the actions required to prevent similar occurrences in the future. The course also covers the strategies for developing appropriate security policies and procedures, as well as techniques for preserving evidence. Prerequisite: IT 310.

**IT 370      *Network Management*      3 credits**  
This course is an introduction to the application of networking concepts related to the management of computer networks. The course covers the general challenges faced in the management of modern data and telecommunications networks with an emphasis on data network management. The OSI and TMN compliant Network Management Package is used as a real-world reference. Real-world examples are utilized to illustrate lecture topics and a case study/team project is researched and presented. Prerequisite: IT 348.

**IT 390      *Programing for the WWW*      3 credits**  
This is an advanced web programming course focusing on multi-tiered design on Internet applications, transactions, creating components, and Web services using the .NET framework. Client-side and server-side facilities are covered. Prerequisite: IT 320 or consent of instructor.

**IT 391      *e-Commerce Technology*      3 credits**  
This course covers emerging online technologies and trends and their influence on the electronic commerce marketplace. While the focus of this course is electronic commerce information technology, e-commerce web site planning, online store implementation, instal-

lation, administration, and security, students will be introduced to search engine prioritization concepts, web site statistics collection and analysis, online auctions, and various legal and ethical issues.

**IT 410      *Information and System Security*      3 credits**  
This course is an introduction to Information Assurance and Security (IAS). The course covers the knowledge required for information assurance and security and how to apply this knowledge to manage the threats against computing, communication, and organizational systems. The course also covers the frameworks to be security aware, operational issues, policies and procedures, attacks and defense mechanisms, risk analysis, and incident recovery. Prerequisite: CS 400.

**IT 420      *System Security and Risks*      3 credits**  
This course is an introduction to the knowledge and implementation of attacks on systems for system security and testing purposes. The course goes into the hacker classification, the culture of hacking and cracking, social and technical attacks, and the defenses employed to counter these threats. Prerequisite: IT 310.

**IT 499      *Special Project*      1-3 credits**  
This course is for research projects in the Information Technology field.

## Interdisciplinary

**ID 102      *Using the Internet for Research*      1 credit**  
Students will learn the skills necessary to search the Internet to locate needed information and materials, evaluate critically the materials they find, and how to cite what they find in a bibliography. Students will receive course materials via e-mail from the instructor, including "lecture" and discussion material along with references to supporting/clarifying information on the World Wide Web.

**ID 119      *College Success*      2 credits**  
This course introduces the concept of personal wellness as a holistic lifestyle that promotes healthy decision-making. This course teaches students how to make the transition from high school to college utilizing the UIU Wellness Model. That Model encompasses the components of Intellectual, Social, Emotional, Physical, Cultural, Financial, Ethical & Occupational.

**ID 120      *Strategies for Success in College*      3 credits**  
This course provides an in-depth exploration of adult learning theory. Students will examine techniques for successful course navigation, choice of a major, and degree completion. Study will also focus on various teaching and learning models, delivery methods and how those relate to individual learning styles.

**ID 200      *Short-term International Travel*      3 credit**  
This course provides the opportunity for students to experience first-hand cultures outside the Anglo-American tradition. After initial preparation in the classroom, the class will then travel to the destination(s) being studied for a period between 7 and 21 days. Upon return, students will write a paper reflecting on the experiences and learning. The specific destination(s) and areas of academic focus will be determined by the instructor. Students will be responsible for paying all travel costs according to the payment schedule put in place by the instructor. This course is offered on a pass/fail basis only.

**ID 300      *Practicum in Small Group Instruction*      1 credit**  
This course allows the student to develop and apply skills in team building, conflict management and group dynamics. Additional emphasis will be placed on researching and development of lesson plans and writing and critiquing of journals. Students will be college seminar assistants.

**ID 301      *Critical Thinking*      3 credits**  
This course helps the student develop and strengthen the ability to reason soundly and critically. It addresses the purpose and process of critical thinking, language and critical thinking, patterns of argument,

and modes of reasoning. Prerequisites: ENG 102 or 202. May not be used to satisfy a humanities general education requirement.

**ID 350 Student Development Seminar 1 credit**  
An overview of a student's development in the transition from high school to college life. Prerequisite training to become a resident assistant.

**ID 370 Careers: Theory and Strategies 1 credit**  
The Careers: Theory and Strategies class introduces students to the world of career planning, job searching skills and techniques and incorporating knowledge acquired in college into a professional setting. The course will include theory as well as practical application of knowledge.

## Mathematics

**MATH 090 Foundations of Mathematics 3 credits**  
This course emphasizes study skills for algebra and calculator use while covering the following topics: basic algebra including real numbers, variable expressions, solving equations and equation applications. This course is designed for students who have not had a mathematics course for several years or who have never had an algebra course. This course is the first in a series of two courses that will prepare the student for the general education requirement in mathematics. This course may not be taken for credit after successfully completing a higher level math course. Note: credit from courses below the 100-level does not count toward the minimum 120 hours required for graduation.

**MATH 095 Beginning Algebra 3 credits**  
This course covers topics needed to successfully complete the College Mathematics course. Topics include: polynomials and exponents, factoring and solutions of quadratic equations, rational expressions and equations and linear equations. This course will prepare students for the general education requirement in mathematics. This course may not be taken for credit after successfully completing a higher level math course. Note: credit from courses below the 100-level does not count toward the minimum 120 hours required for graduation. Prerequisite for Fayette campus only: Pass MATH 090 or ACT math score  $\geq 15$  or an alternative placement mechanism as approved by the math department or instructor approval.

**MATH 100 Critical Reasoning and Quantitative Problem Solving 1 credit**  
This course discusses a variety of mathematical techniques to improve your ability to critically reason and solve quantitative problems in realistic contexts. Topics Include; logical analysis, sets, unit analysis, money management.

**MATH 105 College Mathematics with Applications 3 credits**  
This course is a survey of mathematical applications of functions. Topics that will be covered include: fundamental concepts of algebra, algebraic equations and inequalities; functions and graphs; zeros of polynomial functions; exponential and logarithmic functions; systems of equations and inequalities. The mathematics of personal finance will also be studied. Prerequisite: Pass MATH 095 or ACT math score  $\geq 19$  or an alternative placement mechanism as approved by the math department or instructor approval.

**MATH 107 College Algebra 3 credits**  
This course is a study of functions, with specific focus on polynomial, rational, radical, exponential, logarithmic, and piecewise-defined functions. Representing functions, graphing functions, combining functions, and modeling with functions will be discussed. Prerequisite: Pass MATH 095 or ACT math score  $\geq 21$  or an alternative placement mechanism as approved by the math department or instructor approval.

**MATH 109 Quantitative Methods 3 credits**  
This course examines quantitative methods for treating problems arising in biological, management, and social sciences. Topics include

a brief review of sets, algebra, graphs, and functions systems of linear equations and matrices; linear programming; probability, derivatives and integrals. Prerequisite: MATH 105 or approved course in Finite Mathematics or College Algebra.

**MATH 115 Trigonometry and Analytic Geometry 3 credits**  
This course is a study of trigonometry and analytic geometry. Topics include trigonometry, polar coordinates, vectors, conic sections, and parametric equations. Prerequisite: Pass MATH 107 or ACT math score  $\geq 26$  or an alternative placement mechanism as approved by the math department or instructor approval.

**MATH 120 Calculus I 3 credits**  
This is the first of four courses combining plane and solid analytic geometry and calculus. This course focuses on differentiation of all elementary and trigonometric functions, including parametric and polar functions. Prerequisite: MATH 115 or permission of the instructor.

**MATH 200 Calculus II 3 credits**  
This is a course in the calculus sequence. This course covers single variable integration techniques, and the application of single variable differential and integral calculus to curves in 2D and 3D. Prerequisite: MATH 120.

**MATH 206 Rational Problem Solving with Real Systems 3 credits**  
Students will learn how to find the optimal solution to problems involving realistic systems like those found in organizations or computer networks. Students will learn to find the optimal solution of a problem via appropriate use of either rational decision making or mathematical modeling and optimization. Topics include introductions to reasoning and logic, cost benefit analysis, mathematical modeling, graph theory, algorithms, linear programming, network analysis, queueing theory, and simulation modeling. Prerequisites: MATH 115 (at least a "C-") and MATH 220 (at least a "C-") and CS 205 (at least a "C-") or instructor approval.

**MATH 210 Calculus Series and Analysis 3 credits**  
This is a course in the calculus sequence. It covers sequences and series as well as going in depth into limits and analysis including basic proofs of calculus concepts. Prerequisite: MATH 200.

**MATH 215 Multivariable Calculus 3 credits**  
This is a course in the calculus sequence. This course covers multiple variable function and vector field differential and integral calculus. Prerequisite: MATH 200.

**MATH 220 Elementary Statistics 3 credits**  
An introduction to the simpler problems of statistical inference; descriptive statistics, probability distributions, estimation of parameters and level of significance, regression and correlation. This course may not be completed for additional credit by students who have completed MATH 226. Prerequisite: Pass (MATH 105 or above) or ((pass MATH 095 or ACT math score  $\geq 19$ ) and pass MATH 100) or ACT math score  $\geq 24$  or an alternative placement as approved by the math department or instructor approval.

**MATH 250 Special Topics 3 credits**

**MATH 299 Special Project 1-3 credits**

**MATH 300 Differential Equations 3 credits**  
An introduction to ordinary differential equations with elementary applications. Prerequisite: MATH 215 or instructor approval.

**MATH 301 Linear Algebra 3 credits**  
This course develops the algebra and geometry of finite-dimensional linear vector spaces and their linear transformations. Also studied are the algebra of matrices and the theory of eigenvalues and eigenvectors. Prerequisite: MATH 210.

**MATH 302 Mathematical Statistics I** **3 credits**  
This course examines simple probability models, random variables, discrete and continuous distributions, sampling, elementary hypothesis testing and the power of a test, as well as application of probability to statistical methods. Prerequisite: MATH 215 or instructor approval.

**MATH 303 Mathematical Statistics II** **3 credits**  
This course is the second part of a sequence course. It introduces students to various statistical inference topics: point estimation, interval estimation, and nonparametric tests. In addition, it also examines decision theory, regression analysis, correlation, design and analysis of experiments and time series/forecasting. Prerequisites: MATH 301, MATH 302.

**MATH 305 Discrete Mathematics** **3 credits**  
This course is an introduction to combinatorics, graph theory, and number theory and their applications. Prerequisite: MATH 310.

**MATH 310 Introduction to Advanced Mathematics** **3 credits**  
This course provides a concentrated study of logic, sets, and proofs. Students will also learn more about mathematics as a field of study and the history of mathematics. Prerequisite: MATH 200.

**MATH 333 Concepts of Geometry** **3 credits**  
A study of non-Euclidean geometry and Euclidean geometry motivated by Euclid's Parallel Postulate. The course features a historical as well as mathematically rigorous approach to geometry. Topics include Euclid's Parallel Postulate, Hilbert's Axioms, Neutral Geometry, Non-Euclidean Geometry and Hyperbolic Geometry. Prerequisite: MATH 200.

**MATH 340 Introduction to Real Analysis** **3 credits**  
An introduction to the rigorous treatment of completeness of the real numbers, convergence of sequences, limits and continuity of functions, and differentiation and integration. Prerequisite: MATH 210 or permission of the instructor.

**MATH 342 Numerical Analysis** **3 credits**  
This is a computer-oriented course, introducing students to numerical methods of solutions to mathematical problems and the programming of these methods. Some knowledge of programming is required, along with calculus and elementary matrix theory. Prerequisite: MATH 215 or instructor approval.

**MATH 382 Actuarial Science P Exam Preparation** **1 credit**  
This course aims at helping students prepare for the Society of Actuaries P Exam on probability. The application of problems encountered in actuarial science is emphasized. To this end, students will spend their time working on past problems from actual P Exams. Students will be expected to bring their questions to class, and class time will be spent working through them. In order to succeed, students need to be able to analyze a problem and quickly choose an approach to its solution. Prerequisites: MATH 302, MATH 303, BA 160, BA 201.

**MATH 391 Financial Mathematics I** **3 credits**  
This course develops the student's understanding of the fundamental concepts of financial mathematics and how those concepts are applied in calculating present and accumulated values for various streams of cash flows as a basis for future use in reserving, valuation, pricing, asset/liability management, investment income, capital budgeting, and valuing contingent cash flows. Prerequisites: MATH 215, MATH 220, BA 160, BA 161, BA 202, BA 341, BA 343.

**MATH 392 Financial Mathematics II and FM Exam Preparation** **3 credits**  
This course is the second part of a sequence course. It develops the student's understanding of the fundamental concepts of financial mathematics and how those concepts are applied in calculating present and accumulated values for various streams of cash flows as a basis for future use in reserving, valuation, pricing, asset/liability management, investment income, capital budgeting, and valuing

contingent cash flows. In addition, we also will work on some of the past Financial Mathematics Actuarial Science Exam (FM) problems to help students to prepare for the FM exam. Prerequisites: MATH 215, MATH 391, BA 310

**MATH 402 Introduction to Modern Algebra** **3 credits**  
An introduction to the study of algebraic systems, including groups, rings and fields, homomorphisms and isomorphisms. Prerequisites: MATH 210 and consent of the instructor.

**MATH 403 Internship** **3 credits**

**MATH 450 Special Topics** **1-3 credits**

**MATH 451 Seminar** **1 credit**  
Students conduct an in-depth study of a mathematical topic of interest to them which has been approved by the mathematics faculty. An oral and written presentation will be made of their findings. This is a capstone course and is required of all mathematics majors. Prerequisite: Senior status.

**MATH 499 Special Project** **1-3 credits**

## Music

**MUS 100 Introduction to Music** **3 credits**  
A study of the elements that comprise all music and a survey of the world's greatest composers and their music, from the age of Bach and Handel to the present. Meets the humanities requirement.

**MUS 121/122 Concert Choir** **1 credit**  
Must be taken in combination with the following session to receive one semester hour. May be repeated each semester for credit.

**MUS 200 American Jazz Styles** **3 credits**  
A study of jazz styles from the beginning of jazz to the present. Emphasis is on the differences as well as the similarities between the various styles. Topics covered include the music and the performers, composers and other personalities in the world of this uniquely American art form. Meets the humanities requirement.

**MUS 202 American Popular Music** **3 credits**  
An overview of popular music throughout the history of this country, with emphasis on Stephen Foster, Tin Pan Alley, jazz, rock and other recent styles; also the composers, lyricists, performers and other persons whose work and creativity have contributed to the vast body of popular music. Meets the humanities requirement.

## Nursing

**NUR 170 Medical Terminology** **3 credits**  
This course is designed to develop medical terminology language skills. Learners will demonstrate knowledge of word construction, definitions and use of terms related to all areas of health science. The course includes a basic understanding of anatomy of the human body, functions of health and disease, and the use of language in health careers. The use of medical dictionaries, Internet sites, and other modern technologies will be introduced.

**NUR 301 Logic and reasoning in Nursing** **3 credits**  
Students are introduced to the processes of inductive and deductive reasoning while gaining the skills to interpret and/or evaluate arguments, perspectives and/or beliefs. These skills are applied while dissecting the components of an argument. Student practice the art of reflection using what is learned to develop strategies, materials, and interventions to be applied in the professional setting. Prerequisite: ENG 102

**NUR 305 Professional Communication for Nurses** **3 credits**  
This course focuses on concepts related to professional communication in the delivery of health care, both individual and collaborative. Students will explore verbal, written, and electronic communications as applied to the nursing profession and interprofessional items, in-

cluding legal and ethical considerations. The impact and integration of information technology in health care will be explored. Health literacy and effective teaching/learning strategies across the life span will be included. Prerequisite: Admission to the nursing program.

**NUR 315 Professional Nursing Practice 3 credits**

The course focuses on the identification, exploration, and analysis of concepts that influence professional nursing practice. Historical, social, political, professional, legal, and ethical factors will be examined. Traditional and emerging roles of the nurse will be analyzed to identify the present and future state of professional practice in the rapidly expanding field of nursing. Prerequisite: Admission to the nursing program.

**NUR 325 Integrated Concepts of Nursing Care I 4 credits**

Concepts related to health assessment, understanding of pathophysiology and effective nursing management of health care are presented. The interrelationships among concepts are explored as well as strategies to promote optimal restoration of health while providing safe, client centered, and quality driven health care. This is the first of a two-course sequence that must be completed to fully meet the competencies related to all body systems. Prerequisites: Admission to the nursing program and NUR 305.

**NUR 331 Complementary and Alternative Health Care 1 credit**

This course examines a diverse group of health care beliefs and practices used instead of, or in concert with, western health care beliefs and practices. Students are expected to critically examine the belief systems, practices, and health outcomes for complementary, alternative, and western paradigms of health.

**NUR 335 Integrated Concepts of Nursing Care II 4 credits**

Concepts related to health assessment, understanding of pathophysiology and effective nursing management of health care are presented. The interrelationships among concepts are explored as well as strategies to promote optimal restoration of health while providing safe, client centered, and quality driven health care. This is the second of a two-course sequence that must be completed to fully meet the competencies related to all body systems. Prerequisites: Admission to the nursing program and NUR 325.

**NUR 340 Community Health Nursing 4 credits**

This course focuses on care of the community as client. Emphasis is on the role of the nurse in addressing the preventative health needs of populations at risk and other community groups at risk and other community groups in various community practice settings. Current public health problems, trends in health care delivery and community resources are examined. Students analyze the sociocultural, political, economic, ethical and environmental factors that influence community and global health. Students will implement a clinical project to meet the needs of an identified population. Prerequisite: NUR 335.

**NUR 352 Exploring Transcultural Nursing 4 credits**

This course prepares students to develop culturally sensitive perspectives on healing modalities of different cultures and their application to current nursing practice. An international or local practicum experience with the intent to create a deeper understanding and appreciation of the art and science of being a healer will be incorporated in the course. Jean Watson's 10 Carative Processes and Madeline Leininger's Transcultural Nursing form the theoretical framework guiding the exploration and integration of transcultural healing traditions. Prerequisite: Admission to the nursing program or permission of the nursing chair.

**NUR 400 Evidence Based Practice in Nursing 3 credits**

This course introduces the student to the research process and focuses on the translation of current evidence into practice. Emphasis is on critical analysis of published research studies to facilitate implementation of evidence-based decisions in nursing practice. Prerequisites: Admission to the nursing program and MATH 220 or its equivalent.

**NUR 420 Nursing Leadership and Management 3 credits**

In this course the student examines theory and concepts needed for successful leadership and management roles in the rapidly changing health care environment. Concepts of quality and safety are explored along with teamwork and effective communication for nurse leaders. Prerequisites: Admission to the nursing program and NUR 400.

**NUR 430 History of Nursing 2 credits**

Focus is on the history of nursing, nursing education, and health care from primitive times to current day. Course content includes study of historical periods and figures such as Florence Nightingale, Lavinia Doci, and Lillian Wald. Emphasis is on the relationship between nursing and society and the impact on modern nursing. Prerequisite: Admission to the university.

**NUR 432 Honoring Self-Care: Balancing Mind, Body, and Spirit 2 credits**

In this course students will explore the meaning of self-care, and its application to professional nursing. Multiple modalities will be introduced to expand the knowledge, understanding, and need for self-care. Students will also develop a personal self-care plan, implement the plan into their personal and professional lives, and evaluate the outcome. Prerequisite: Admission to the nursing program.

**NUR 434 Introduction to Global Health 2 credits**

This course introduces the student to global health concepts and the network of organizations working to advance health care internationally. Emphasis will be placed on the global burden of disease and determinates of health students will be introduced to programs, systems, and policies affecting global health. Prerequisite: Admission to the nursing program.

**NUR 436 Understanding Nursing Theory 3 credits**

This course will introduce students to nursing theorists and the foundations of their theories. Emphasis will be made on the types of theories and how these theories affect nursing practice and patient centered care. Students will begin to understand the essentials of nursing theory and the theorists behind their development. Prerequisite: Admission to the nursing program.

**NUR 438 Our Image: The Image of Nursing 2 credits**

This image of the nurse in American culture has been varied, complex, and provocative. This course will introduce students to textual images of nurses in fiction, film, television, and visual arts within the contexts of American and nursing history. Prerequisite: Admission to the nursing program.

**NUR 440 Service Learning 1-3 credits**

The primary function of this course is to serve as a structured service learning opportunity that fosters academic growth, citizenship, leadership, and civic responsibility. All requirements will be related to conducting specific services related to nursing and the community. May only be taken once. Prerequisite: Admission to the nursing program.

**NUR 442 Understanding Healthcare Policy 2 credits**

This course focuses on the healthcare policy process and the impact on nursing practice, healthcare delivery, and healthcare quality. Social, political, economical, historical, legal, ethical, and professional influences will be explored. Prerequisite: Admission to the nursing program.

**NUR 446 Principles of Fiscal Resource Management 3 credits**

This course will explore basic principles of fiscal resource management within healthcare organizations. Emphasis will be placed on the role of nurse leaders and managers in a variety of settings. Influencing factors such as healthcare reform, quality initiatives and reimbursement policies on patient care delivery and budgetary decisions will be explored. Basic fiscal resource management principles will be applied through interactive case studies. Prerequisite: Admission to the nursing program.



**NUR 450 Nursing Concepts Capstone I 2 credits**

In this course students apply the concepts and skills acquired in the RN-BSN program to demonstrate growth as a competent, caring, professional nurse. Students research and design a capstone project intended to demonstrate scholarly inquiry, nursing excellence, leadership, and communication skills that integrate the general education learning outcomes with the learning outcomes in the major. Demonstration of baccalaureate level achievement is required. Prerequisites: senior status, 27 credits of the BSN curriculum, and 15 or fewer credits remaining to be completed through Upper Iowa University.

**NUR 455 Nursing Concepts Capstone II 2 credits**

In this course students apply the concepts and skills acquired in the RN-BSN program to demonstrate growth as a competent, caring, professional nurse. Students implement and evaluate a capstone project intended to demonstrate scholarly inquiry, nursing excellence, leadership, and communication skills that integrate the general education learning outcomes with the learning outcomes in the major. Demonstration of baccalaureate level achievement is required. Prerequisite: NUR 450.

## Philosophy

**PHIL 150 Introduction to Philosophy 3 credits**

A survey of the significant theories and theorists that have shaped the way human beings perceive their relationship to, and place in, the universe large. This course examines the classic questions of human existence: who are we, where did we come from and what is our destiny. Competing philosophical viewpoints will be represented. Ultimately, students will be encouraged to develop or explain critically their own positions regarding these fundamental problems. Meets the humanities requirement.

**PHIL 202 Contemporary Ethics 3 credits**

This course covers some of the main threats to doctrines and ideas of moral philosophy, including nihilism, relativism, egoism, utilitarianism, the categorical imperative, virtue, and the social contract. Rather than keeping these as pure theoretical constructs, these ideas will be applied to real life, practical situations, such as those involving ethics in the workplace, and important current debates. Meets the humanities requirement.

**PHIL 250 Special Topic 3 credits**

Special Topics courses are studies of selected problems, periods or movements in the subject area not otherwise included in the curriculum. They are typically chosen from a faculty member's particular expertise and field of scholarly inquiry, and offered to a student or group of students forming an interest in the particular subject matter. The 250 designation denotes a General Education level of instruction and may include an appropriate General Education task to be completed. The 450 designation denotes a senior level degree of sophistication expected in both learning and instruction. A single course may be offered at both levels simultaneously, in which case the syllabus will clearly differentiate the course expectations and assessment measures for students enrolled at each of the two levels. A Special Topics course must be approved by the School of Liberal Arts Curriculum Committee before it is offered, and it must address one or more Major Outcomes within the discipline.

**PHIL 299 Special Project 1-3 credits**

A Special Project allows the student to expand on work already completed in previous coursework. It is undertaken with the guidance of one or more faculty members and is intended to encourage the student into original investigation of a defined problem within the discipline. Examples include theses and themed portfolios or exhibitions.

## Physical Science/Physics

**PHY 105 Conceptual Physics 3 credits**

This course introduces a broad range of topics in physics covering mechanics, thermodynamics, electricity, waves, light, nuclear, and modern physics. This course can be used to satisfy the general educa-

tion requirement for physical science. This course does not meet the requirements for pre-medical, some pre-professional programs or most science majors. This course cannot be used as an elective for the general science major.

**PHY 109 Introduction to Astronomy Laboratory 1 credit**

This course will expose students to laboratory exercises that will enhance their understanding of the fundamental principles learned in PHY 110. Co-requisite: PHY 110.

**PHY 110 Introduction to Astronomy 3 credits**

This course provides a fundamental understanding of celestial objects, with emphasis on the sun, the moon, the planets and the stars. Major topics include telescopes, the formation of the solar system and the universe, solar energy and the life cycles of stars. Meets the science requirement.

**PHY 111 Introductory Physics I 3 credits**

The first of two courses in introductory physics commonly taken by students majoring in biology, chemistry, health professions and other disciplines requiring introductory level physics. Topics include: kinematics, Newton's Laws, gravity, energy, momentum, rotational motion, solids and fluids, waves, sounds, and thermodynamics.

Prerequisite/Co-Requisite: MATH 115 Trigonometry and Analytic Geometry or instructor approval.

**PHY 112 Introductory Physics Laboratory I 1 credit**

In this course, the laboratory experiments are used to help reinforce and physically demonstrate the concepts taught in PHY 111.

**PHY 113 Introductory Physics II 3 credits**

The second of two courses in introductory physics commonly taken by students majoring in biology, chemistry, health professions and other disciplines requiring introductory level physics. Topics include: electrostatics, electricity, magnetism, light, physical and geometric optics, and nuclear physics. Knowledge of algebra, geometry and trigonometry is assumed. Prerequisite: PHY 111 or consent of the instructor.

**PHY 114 Introductory Physics Laboratory II 1 credit**

In this course, the laboratory experiments are used to help reinforce and physically demonstrate the concepts taught in PHY 113.

**PHY 250 Special Topics 3-4 credits**

## Political Science

**PS 100 U.S. Government 3 credits**

A survey of the basic constitutional principles, political institutions and public policies of American national government. Meets the social science requirement.

**PS 211 International Relations 3 credits**

A study of the changing international order and the collapse of Soviet communism; international conflict and cooperation; international organizations and a revitalized UN; the Third World and international diplomacy. Meets the social science requirement.

**PS 212 Comparative Politics 3 credits**

This course compares and contrasts various aspects of the political process in pluralistic democracies, modern authoritarian systems, and developing nations. Students are introduced to political institutions in different states and will learn how to compare them in order to develop a better understanding of events in the modern world.

**PS 222 Introduction to Political Society 3 credits**

This course contends that political symbolic action extends to popular culture. Individuals are exposed to the precepts of specific cultures through popular culture, which express current and prevailing ideas, values and social relations in political society. In an era when human beings in advanced industrial societies increasingly devote time to the

consumption of popular culture, it becomes increasingly important to recognize that popular culture supports or challenges existing political organization.

**PS 230 State and Local Government 3 credits**  
A survey of the basic principles, organizations and functions of government on the state, county, municipal, township and district levels. Meets the social science requirement.

**PS 250 Special Topics 3 credits**  
Special Topics courses are studies of selected problems, periods or movements in the subject area not otherwise included in the curriculum. They are typically chosen from a faculty member's particular expertise and field of scholarly inquiry, and offered to a student or group of students forming an interest in the particular subject matter. The 250 designation denotes a General Education level of instruction and may include an appropriate General Education task to be completed. The 450 designation denotes a senior level degree of sophistication expected in both learning and instruction. A single course may be offered at both levels simultaneously, in which case the syllabus will clearly differentiate the course expectations and assessment measures for students enrolled at each of the two levels. A Special Topics course must be approved by the School of Liberal Arts Curriculum Committee before it is offered, and it must address one or more Major Outcomes within the discipline.

**PS 299 Special Project 1-3 credits**  
A Special Project allows the student to expand on work already completed in previous coursework. It is undertaken with the guidance of one or more faculty members and is intended to encourage the student into original investigation of a defined problem within the discipline. Examples include theses and themed portfolios or exhibitions.

**PS 342 The Development of American Foreign Policy 3 credits**  
Same as HIST 342.

**PS 362 The Legislative Process 3 credits**  
A general introduction to American representative assemblies, with primary attention given to the U.S. Congress. Emphasis is on the interplay of relationships with legislative bodies affecting the shaping of legislation.

**PS 368 Political Parties and Interest Groups 3 credits**  
This course is intended to provide an in-depth survey of American political parties and interest groups. This course is designed to examine not only theories concerning political parties and interest groups but also the practical operation and reality of political parties and interest groups in American politics. Prerequisite: PS 100 or permission of instructor.

**PS 380 Congress and the Presidency 3 credits**  
A study of the interaction in the policy-making roles of the President and Congress of the United States. Emphasis is on federal legislation, crisis politics and the system of checks and balances.

**PS 403 Internship 3 credits**  
Academic credit can be received for internships in the state legislature, the U.S. Congress, election campaigns, governmental agencies, study abroad or other similar activities. Prior planning and approval is required.

**PS 411 American Constitutional Law I 3 credits**  
This course examines the role of the judiciary and the U.S. Supreme Court in the American political system. A case approach is taken to the development of U.S. constitutional law. Topics include the powers of the President and Congress, Federalism, the commerce clause, the taxing and spending power, and the contract clause.

**PS 412 American Constitutional Law II 3 credits**  
Topics covered include civil liberties, equal opportunity and equal protection under the law for minorities, freedom of speech and religion and the right to privacy, and the rights of those accused of crimes.

**PS 450 Special Topics 3 credits**  
Special Topics courses are studies of selected problems, periods or movements in the subject area not otherwise included in the curriculum. They are typically chosen from a faculty member's particular expertise and field of scholarly inquiry, and offered to a student or group of students forming an interest in the particular subject matter. The 250 designation denotes a General Education level of instruction and may include an appropriate General Education task to be completed. The 450 designation denotes a senior level degree of sophistication expected in both learning and instruction. A single course may be offered at both levels simultaneously, in which case the syllabus will clearly differentiate the course expectations and assessment measures for students enrolled at each of the two levels. A Special Topics course must be approved by the School of Liberal Arts Curriculum Committee before it is offered, and it must address one or more Major Outcomes within the discipline.

**PS 499 Special Project 1-3 credits**  
A Special Project allows the student to expand on work already completed in previous coursework. It is undertaken with the guidance of one or more faculty members and is intended to encourage the student into original investigation of a defined problem within the discipline. Examples include theses and themed portfolios or exhibitions.

## Psychology

**PSY 190 General Psychology 3 credits**  
An introduction to the scientific study of behavior and mental processes, including major approaches and methodologies. The course samples a broad range of topics, including biological foundations, development, learning, cognition, personality, abnormal psychology and social behavior. Meets the social science requirement.

**PSY 201 Adjustment 3 credits**  
A course designed to apply psychological approaches to normative events during life's developmental stages, with a focus on environmental factors and the psychology of stress in a changing world. Meets the social science requirement.

**PSY 212 Developmental Psychology: Birth to Adolescence 3 credits**  
This course focuses on how individuals grow and change from conception to adolescence. It addresses the biological factors that exist at birth, the psychosocial factors that affect changes and the resulting developmental stages. Prerequisite: PSY 190. Meets the social science requirement.

**PSY 221 Introduction to Human Services 3 credits**  
A survey of the professions, programs and agencies involved in the delivery of human services. Prerequisite: PSY 190.

**PSY 222 Developmental Psychology: Young Adulthood to Late Adulthood 3 credits**  
This course takes the learner through the developmental stages of the human life cycle from the end of adolescence to the advanced stages of aging covering the physical changes, the social challenges and the psychological growth of an individual during those years. Prerequisite: PSY 190. Meets the social science requirement.

**PSY 232 Group Dynamics 3 credits**  
An analysis of group behavior in small and large groups of various types. The focus is on social interaction in the formation and operation of groups, and on the social system's approach to understanding group behavior. Same as SOC 232. Meets the social science requirement.

**PSY 240 Conflict Resolution 3 credits**  
An overview of conflict resolution and the mediation process as an alternative dispute resolution mechanism. Learning activities—conceptual and experiential in nature—are designed to promote an integration in the areas of problem solving behavior, skill development and personal awareness. Meets the social science requirement.

**PSY 250 Special Topics**

**3 credits**

Special Topics courses are studies of selected problems, periods or movements in the subject area not otherwise included in the curriculum. They are typically chosen from a faculty member's particular expertise and field of scholarly inquiry, and offered to a student or group of students forming an interest in the particular subject matter. The 250 designation denotes a General Education level of instruction and may include an appropriate General Education task to be completed. The 450 designation denotes a senior level degree of sophistication expected in both learning and instruction. A single course may be offered at both levels simultaneously, in which case the syllabus will clearly differentiate the course expectations and assessment measures for students enrolled at each of the two levels. A Special Topics course must be approved by the School of Liberal Arts Curriculum Committee before it is offered, and it must address one or more Major Outcomes within the discipline.

**PSY 260 Gender Roles**

**3 credits**

An analysis of the changing cultural notions and social realities regarding male/female roles and relationships. Topics may include: cross-cultural research concerning gender differences; the role of various socializing agents in shaping sexual identities; and the effects of gender differences on political and economic processes. Same as SOC 260. Prerequisite: SOC 110 or PSY 190. Meets the social science requirement.

**PSY 270 Human Sexuality**

**3 credits**

An introduction to the biological, psychological and social aspects of human sexuality. The course includes a study of sexuality in relation to the life cycle.

**PSY 299 Special Project**

**1-3 credits**

A Special Project allows the student to expand on work already completed in previous coursework. It is undertaken with the guidance of one or more faculty members and is intended to encourage the student into original investigation of a defined problem within the discipline. Examples include theses and themed portfolios or exhibitions.

**PSY 302 Substance Abuse**

**3 credits**

The effects of psychoactive drugs are studied in this course, as well as the origins of substance abuse, characteristics of substance abusers, and consequences for the individual, family and society. Approaches to substance abuse treatment are discussed. Prerequisite: SOC 110 or PSY 190.

**PSY 310 Social Psychology**

**3 credits**

This course presents the social aspects of human behavior, including personal perception, social cognition, attitude formation and change, attribution, prosocial behavior and interpersonal attraction. Same as SOC 310. Prerequisite: SOC 110 or PSY 190.

**PSY 311 Psychology of Women**

**3 credits**

This course investigates issues, theories, and research findings that primarily concern women's psychological and sexual lives. It explores topics such as gender roles, feminism, sexism, sexuality, personality variables, cognitive abilities, education, violence against women, and mental health. Prerequisite: PSY 190.

**PSY 321 Death and Dying**

**3 credits**

This course offers a multidisciplinary view of death and dying in individuals, families, and across cultures. This course will explore personal and societal attitudes, social practices and institutions that facilitate and constrain grief and mourning. Prerequisite: ENG 101

**PSY 323 Cognition**

**3 credits**

An analysis of cognitive processes, including attention, perception, concept formation, language, memory, problem solving and decision making. Prerequisite: PSY 190.

**PSY 328 Reframing and Managing Stress in the 21st Century**

**3 credits**

An in-depth analysis of the theories, methods, and strategies for managing stress in our day-to-day functioning. Students will learn the conceptual and operational definitions of stress, be exposed to the psychophysiological and psychological responses to stress, and trained in specific evidence-based stress reduction strategies they will be able to use in working with their clients. Prerequisite: PSY 190

**PSY 332 Personality**

**3 credits**

A survey of the major theories of the nature and development of personality. Prerequisite: PSY 190.

**PSY 335 Biological Psychology**

**3 credits**

This course explores the relation of biological function and human behavior; the role of genetic, hormonal and neurological factors in intelligence, sex differences, biological rhythms and emotional disorders. Disturbances produced by agents such as drugs and disease are studied. Does not satisfy the general education science requirement. Prerequisite: PSY 190.

**PSY 338 Motivation**

**3 credits**

A review of the major theories that attempt to explain motivated behavior from a physiological, cognitive, social, environmental and/or learning point of view. Application of motivation theories to organizations, education, sports and daily life. Prerequisite: PSY 190.

**PSY 440 Industrial Psychology**

**3 credits**

A study of the relationship between the individual worker and the work environment. Emphasis is on the exploration and application of the most influential theories. Topics include organizational dynamics, work motivation, job satisfaction, personnel selection and training, and work group influences. Prerequisite: PSY 190.

**PSY 355 Skills and Strategies in the Helping Professions**

**3 credits**

An overview of helping techniques, theory, and practice. Learning activities—conceptual and experiential in nature—are designed to promote growth in the areas of skill, development, and personal awareness. Prerequisite: PSY 190.

**PSY 360 Abnormal Psychology**

**3 credits**

A survey of the major classifications of psychopathology, including conceptual approaches to the understanding of psychopathology, etiology and treatment. Prerequisite: PSY 190.

**PSY 373 Research Methods**

**3 credits**

This course explores the development of skills essential to critical evaluation of behavioral research. The emphasis is on understanding scientific method, research, methodologies and statistical analysis. Prerequisites: SOC 110 or PSY 190 and MATH 220.

**PSY 375 Methods in Human Services I**

**3 credits**

This course explores the assumptions, strategies and techniques used in the delivery of human services, as well as problem identification and skill development. Same as SOC 375. Prerequisite: SOC 110 or PSY 190.

**PSY 377 Methods in Human Services II**

**3 credits**

This course is designed to educate the prospective human services/social worker with the newly emerging client population in America and to recognize the impact of the interaction between clients and their environments, looking at cultural barriers, diverse at-risk populations and the systems that sustain at-risk clients. Same as SOC 377. Prerequisite: PSY 375 or by permission of the instructor.

**PSY 383 Human Behavior in the Social Environment**

**3 credits**

An analysis of individual, group and cultural influences on human behavior. The emphasis is on contrasting levels of analysis and application to a variety of environmental settings. Note: Some background in both psychology and sociology is strongly recommended. Same as SOC 383. Prerequisite: SOC 110 or PSY 190.

**PSY 391 Social Work Practice I: Individuals 3 credits**  
This course prepares the prospective human services worker for entry into the profession by emphasizing theory, practice, and personal awareness. Specific techniques of interviewing and working with individuals will be covered through reading, lecture, and in-class practice. Prerequisites: PSY 221, and PSY 383.

**PSY 392 Social Work Practice II: Families and Groups 3 credits**  
This course prepares the prospective human services worker to work with families and groups. It covers theories of family and group dynamics and examines the values and ethics of social work as they apply to work with families and small groups. Specific techniques will be covered through reading, lecture, discussion, and in-class practice. Prerequisite: PSY 391.

**PSY 393 Social Work Practice III: Communities and Social Institutions 3 credits**  
This course prepares the prospective human services worker for entry-level work with communities and social institutions. It examines the values and ethics of social work as they apply to work with large groups. Specific information about organizations and working with them will be covered through reading, lecture, and in-class role play. Some field work in the community is required. Prerequisite: PSY 392.

**PSY 394 Psychology of Aging 3 credits**  
This course is designed to provide an analysis of the factors affecting adult development and aging. Emphasis is on the psychological, cognitive, sensory, physical, personality and interpersonal changes occurring with age. Prerequisite: PSY 190.

**PSY 397 Social Gerontology 3 credits**  
This course focuses on personal, interpersonal and societal factors in the human aging process. Emphasis is on family, community and governmental responsibility in defining and resolving problems of the aged in a modern industrial society. Prerequisite: PSY 190.

**PSY 403 Internship 3 credits**  
Supervised field experience in a selected setting earning 120 hours. Consent of faculty and written reports are required. Prerequisites: PSY 190, ENG 102 or ENG 201, 30 or fewer credits remaining to be completed through Upper Iowa University, and consent of academic advisor

**PSY 409 Psychology of Disaster 3 credits**  
Focuses on the psychological and physiological human response to disasters. Using clinical research and case histories, this course studies normal and abnormal psychological reactions, the recovery process and principles of mental healthcare for victims of mass disasters. Differences between natural and man-made disasters are examined and factors that either worsen or mitigate the traumatizing after-effects are reviewed. Psychological aspects of Weapons of Mass Destruction (WMD) disasters are also considered. Learners explore how individuals react to natural disasters and terrorist mass-casualty incidents. Prerequisite: PSY 190.

**PSY 444 Assessment 3 credits**  
An introduction to the assumptions and techniques of psychological assessment. Prerequisites: PSY 190 and MATH 220.

**PSY 445 Learning and Memory 3 credits**  
An introduction to the basic principles of learning and behavior in human and nonhuman animals with emphasis on applications of Pavlovian conditioning, instrumental conditioning, and basic memory processes. Prerequisite: PSY 190.

**PSY 450 Special Topics 3 credits**  
Special Topics courses are studies of selected problems, periods or movements in the subject area not otherwise included in the curriculum. They are typically chosen from a faculty member's particular expertise and field of scholarly inquiry, and offered to a student or group of students forming an interest in the particular subject matter. The 250 designation denotes a General Education level of instruction and may include an

appropriate General Education task to be completed. The 450 designation denotes a senior level degree of sophistication expected in both learning and instruction. A single course may be offered at both levels simultaneously, in which case the syllabus will clearly differentiate the course expectations and assessment measures for students enrolled at each of the two levels. A Special Topics course must be approved by the School of Liberal Arts Curriculum Committee before it is offered, and it must address one or more Major Outcomes within the discipline.

**PSY 454 Issues and Ethics in the Helping Professions 3 credits**  
An analysis of issues and ethical problems involved in the helping professions and programs. Prerequisite: PSY 190.

**PSY 498 Senior Project 3 credits**  
A capstone project intended to integrate the general education learning outcomes with the learning outcomes in the major demonstrating baccalaureate level achievement. Prerequisites: ENG 102 and 30 or fewer credits remaining to be completed through UIU. PSY 49801 for psychology majors, PSY 49802 for human services majors, PSY 49803 for social science majors.

**PSY 499 Special Project 3 credits**  
A Special Project allows the student to expand on work already completed in previous coursework. It is undertaken with the guidance of one or more faculty members and is intended to encourage the student into original investigation of a defined problem within the discipline. Examples include theses and themed portfolios or exhibitions.

## Public Administration

**PA 250 Special Topics 3 credits**  
Special Topics courses are studies of selected problems, periods or movements in the subject area not otherwise included in the curriculum. They are typically chosen from a faculty member's particular expertise and field of scholarly inquiry, and offered to a student or group of students forming an interest in the particular subject matter. The 250 designation denotes a General Education level of instruction and may include an appropriate General Education task to be completed. The 450 designation denotes a senior level degree of sophistication expected in both learning and instruction. A single course may be offered at both levels simultaneously, in which case the syllabus will clearly differentiate the course expectations and assessment measures for students enrolled at each of the two levels. A Special Topics course must be approved by the School of Liberal Arts Curriculum Committee before it is offered, and it must address one or more Major Outcomes within the discipline.

**PA 305 Grant Writing 3 credits**  
This course is designed to introduce students to grantsmanship principles and practices. Students will develop grant-seeking and grant-writing skills through practical learning opportunities. Students will learn to develop strong problem statements and designs for grants, seek out resources for funding, write a proposal, and develop budget and management strategies for the proposed project. Prerequisite: ENG 102.

**PA 306 Principles of Emergency Management 3 credits**  
This course introduces students to the field of emergency management. Learners will analyze various aspects of terrorism and emergency management and the responsibilities of public administrators for emergency management and preparedness in a variety of situations. Procedures and requirements for emergency management, including identification of hazards and response capabilities in both government and the private sector, will be examined.

**PA 320 Political and Policy Basis of Emergency Management 3 credits**  
Introduces concepts and basic descriptive information about the political system within the context of disaster policy and explores how political factors play a role in all phases of emergency management -

regardless of the type or nature of the disaster event. Prerequisites: PS 100, PS 230 and PA 306.

**PA 332      *Emergency Preparedness and Planning*      3 credits**  
Explores the needs of public safety officials who have responsibility for emergency preparedness planning and response. Includes contexts for emergency planning—legal and jurisdictional; responsibility for planning and responding to emergencies; different types of emergencies, and an approach to planning that can be applied to emergency situations. Addresses specific issues associated with the planning process, including the role of the manager, the necessity for multi-agency involvement, various analytical techniques employed in planning, different levels of emergency planning, and different elements of the plan. Utilizes case analysis and discussion. Prerequisites: PA 306 and PA 320.

**PA 346      *Disaster Response and Recovery*      3 credits**  
Theoretical examination and practical application of post-disaster management activities including human behavior in emergency situations, warning, evacuation, sheltering, triage, damage assessment, disaster declaration, debris removal, media relations, crisis counseling, individual and public assistance, and other relevant functions. Decision making, incident command, EOC operations, coordination and service delivery strategies are also discussed. Prerequisite: PA 332.

**PA 364      *Public Administration*      3 credits**  
A study of politics, administration and bureaucratic policy making at local, state and national levels, with emphasis on the relationship between governmental bureaucracies and the political system in the United States.

**PA 371      *Urban Management*      3 credits**  
This course examines the history, growth and development of the modern urban area. Urban problems are identified, along with the management skills necessary to deal effectively with them. Urban politics and their impact on policy determination are also examined.

**PA 403      *Internship*      3 credits**  
Supervised field experience in a selected setting. Consent of the academic advisor/center director and written report are required.

**PA 404      *Integrated Emergency Management*      3 credits**  
Through a case/scenario driven approach, learners deal with scenario-related threat events of increasing complexity, urgency, and intensity. Participants develop emergency policies, plans, and procedures to ensure an effective response. Preparedness and Response, Recovery and Mitigation, Public and Media Relations, and Political/Public Policy issues are integrated through the case/scenario. Prerequisite: PA 306.

**PA 414      *Principles and Practice of Hazards Mitigation*      3 credits**  
Exploration of natural and man-made hazard mitigation and its role in disaster management; analysis of past and current government and private sector programs; examination of new approaches; structural versus non-structural actions; role of the natural environment in mitigating natural hazards; role of prevention/preparedness in reducing the impacts of future terrorism events. Prerequisites: BA 210 and PA 306.

**PA 430      *Cases in Public Administration*      3 credits**  
A concentrated study of the techniques of public administration, including the public budgeting process, law enforcement administration, recreation administration, and the administration of other public services. Prerequisite: PA 364.

**PA 440      *Public Budgeting Process*      3 credits**  
Areas studied include budget planning, formulation, execution, and auditing; the sharing of taxing and spending power between the executive and legislative branches; the agency role of advocacy in budget preparation; budgets as a reflection of public policy.

**PA 445      *Administrative Law*      3 credits**  
Areas explored include bureaucracy and the regulatory process; judicial review of administrative action; the Administrative Procedures Act of 1946; delegation, standing, exhaustion, sovereign immunity,

rulemaking, tort liability, evidence, discretion, investigation and enforcement.

**PA 498      *Senior Project*      3 credits**  
A capstone project intended to integrate the general education learning outcomes with the learning outcomes in the major demonstrating baccalaureate level achievement. Prerequisites: ENG 102 and 30 or fewer credits remaining to be completed through Upper Iowa University.

**PA 499      *Special Project*      1-3 credits**  
A Special Project allows the student to expand on work already completed in previous coursework. It is undertaken with the guidance of one or more faculty members and is intended to encourage the student into original investigation of a defined problem within the discipline. Examples include theses and themed portfolios or exhibitions.

## Religion

**REL 120      *Introduction to World Religions*      3 credits**  
An investigation of the phenomenon of religion with a special emphasis on systems of belief, codes of conduct, use of ritual and notions of the sacred. Several religious traditions (e.g., Hinduism, Buddhism, Taoism, Judaism, Christianity, Islam) will be examined and compared with reference to these issues. Meets the humanities requirement.

**REL 125      *Introduction to the Old Testament*      3 credits**  
This course is an introductory study of the Old Testament. The topics to be explored include the roots, meaning and place in history of this important book.

**REL 126      *Introduction to the New Testament*      3 credits**  
An introductory study of the New Testament. The topics to be explored include the roots, meaning and place in history of this important book.

**REL 205      *Religions of Asia*      3 credits**  
This course is intended to serve as an introduction to the major religious and cultural traditions of South and East Asia. The main countries involved are India, China, and Japan with some additional consideration of Sri Lanka, Tibet, central Asia, Korea, Myanmar and Thailand. The course will proceed primarily by textual analysis with an emphasis on historical development within each religious tradition. Meets the humanities requirement.

**REL 250      *Special Topics*      3 credits**  
Special Topics courses are studies of selected problems, periods or movements in the subject area not otherwise included in the curriculum. They are typically chosen from a faculty member's particular expertise and field of scholarly inquiry, and offered to a student or group of students forming an interest in the particular subject matter. The 250 designation denotes a General Education level of instruction and may include an appropriate General Education task to be completed. The 450 designation denotes a senior level degree of sophistication expected in both learning and instruction. A single course may be offered at both levels simultaneously, in which case the syllabus will clearly differentiate the course expectations and assessment measures for students enrolled at each of the two levels. A Special Topics course must be approved by the School of Liberal Arts Curriculum Committee before it is offered, and it must address one or more Major Outcomes within the discipline.

**REL 299      *Special Project*      1-3 credits**  
A Special Project allows the student to expand on work already completed in previous coursework. It is undertaken with the guidance of one or more faculty members and is intended to encourage the student into original investigation of a defined problem within the discipline. Examples include theses and themed portfolios or exhibitions.

## Sociology

### **SOC 110 Principles of Sociology 3 credits**

A basic introduction to sociology as a scientific analysis of the social relations and practices of human beings. Specific attention is given to social psychology, various forms of social stratification and inequality, social institutions and social change. Meets the social science requirement.

### **SOC 220 Social Problems 3 credits**

A critical investigation of selected social problems: their causes, development and the alternative social policies that address these problems. Topics will include: substance abuse, the problems of family life, poverty and its relation to different forms of social inequality. Meets the social science requirement.

### **SOC 232 Group Dynamics 3 credits**

Same as PSY 232.

### **SOC 240 Diversity in the United States 3 credits**

This course provides sociological perspectives for recognizing the diversity within our society and for analyzing the development and current position of complex subcultures within the structure of modern America. Meets firstly the cultures requirement or secondly the social science requirement, but not both.

### **SOC 250 Special Topics 3 credits**

Special Topics courses are studies of selected problems, periods or movements in the subject area not otherwise included in the curriculum. They are typically chosen from a faculty member's particular expertise and field of scholarly inquiry, and offered to a student or group of students forming an interest in the particular subject matter. The 250 designation denotes a General Education level of instruction and may include an appropriate General Education task to be completed. The 450 designation denotes a senior level degree of sophistication expected in both learning and instruction. A single course may be offered at both levels simultaneously, in which case the syllabus will clearly differentiate the course expectations and assessment measures for students enrolled at each of the two levels. A Special Topics course must be approved by the School of Liberal Arts Curriculum Committee before it is offered, and it must address one or more Major Outcomes within the discipline.

### **SOC 260 Gender Roles 3 credits**

Same as PSY 260.

### **SOC 299 Special Project 1-3 credits**

A Special Project allows the student to expand on work already completed in previous coursework. It is undertaken with the guidance of one or more faculty members and is intended to encourage the student into original investigation of a defined problem within the discipline. Examples include theses and themed portfolios or exhibitions.

### **SOC 304 Globalization 3 credits**

This course explores the impacts of globalization on social institutions, structures, and relationships. Particular emphasis is placed on global economies, organizations, and political arrangements and their roles in shaping world inequality, cultural change, and environmental impacts. Students will be required to demonstrate understanding of global societies and networks, and their position in the global society.

### **SOC 310 Social Psychology 3 credits**

Same as PSY 310.

### **SOC 334 Introduction to Sociological Research Methods 3 credits**

This course is an introduction to use of the scientific method of observation in sociology. Quantitative and qualitative research approaches are defined. Data collection techniques including experiments, survey research, field research, and unobtrusive observation are addressed in detail. Population sampling strategies and data analysis techniques are covered. Prerequisite: MATH 220.

### **SOC 347 Deviance and Social Control 3 credits**

Basic theories of the causes and consequences of deviant behavior, the contribution of agents and agencies of social control in the labeling of deviant actors and their subsequent careers. Prerequisite: SOC 110.

### **SOC 361 Marriage and the Family 3 credits**

This course represents a sociological approach to understanding the family as a social institution: courtship, marital and family practices, the family as an agent of socialization, and changes in the family in the 20th century. Prerequisite: SOC 110.

### **SOC 363 Social Stratification 3 credits**

An analysis of major theoretical perspectives on social stratification, with emphasis on the social dynamics involved. Consequences of different forms of social stratification will be emphasized. Topics may include: social mobility, social inequality, the relations between stratification and the distribution of power and the effects of industrialization on class differences. Prerequisite: SOC 110.

### **SOC 375 Methods in Human Services I 3 credits**

Same as PSY 375.

### **SOC 377 Methods in Human Services II 3 credits**

Same as PSY 377.

### **SOC 381 Political Sociology 3 credits**

This course addresses the manifestation and use of power in society. Three major theories of social power are addressed. The negotiation of power arrangements between groups and the institutionalization of power within state structures is addressed. Particular emphasis is placed on the role of social power in determining resource distributions, inequality, and the formation of laws.

### **SOC 383 Human Behavior in the Social Environment 3 credits**

Same as PSY 383.

### **SOC 384 Social Welfare Programs and Policies 3 credits**

An analysis of social policies in the United States, with emphasis on the dimensions of choice and alternative policies, along with assessment of contemporary social welfare issues, programs and legislation. Prerequisite: SOC 110.

### **SOC 392 Sociological Theory 3 credits**

Development of social theory from Auguste Comte to Anthony Giddens. A critical appreciation of the concepts, models and analytical schemes employed in contemporary theories. Prerequisites: junior status and nine credits of sociology.

### **SOC 403 Internship 3 credits**

In this course, students gain supervised field experience in a selected setting. **Note:** Consent of the academic advisor/center director is required. Prerequisite: SOC 110.

### **SOC 418 Applied Research Methods 3 credits**

Applied Research Methods is the capstone experience for sociology majors. Students will demonstrate their understanding of sociological theory and methods of scientific, sociological inquiry. Students will be required to demonstrate understanding of the discipline of sociology through formation of a sociological research question, completing a review of current literature, and developing a research proposal.

### **SOC 450 Special Topics 3 credits**

Special Topics courses are studies of selected problems, periods or movements in the subject area not otherwise included in the curriculum. They are typically chosen from a faculty member's particular expertise and field of scholarly inquiry, and offered to a student or group of students forming an interest in the particular subject matter. The 250 designation denotes a General Education level of instruction and may include an appropriate General Education task to be completed. The 450 designation denotes a senior level degree of sophistication expected in both learning

and instruction. A single course may be offered at both levels simultaneously, in which case the syllabus will clearly differentiate the course expectations and assessment measures for students enrolled at each of the two levels. A Special Topics course must be approved by the School of Liberal Arts Curriculum Committee before it is offered, and it must address one or more Major Outcomes within the discipline.

**SOC 498 Senior Project 3 credits**

**SOC 499 Special Project 1-3 credits**

A Special Project allows the student to expand on work already completed in previous coursework. It is undertaken with the guidance of one or more faculty members and is intended to encourage the student into original investigation of a defined problem within the discipline. Examples include theses and themed portfolios or exhibitions.

## Software Engineering

**SE 200 Advanced Computer Programming 4 credits**

This course is an introduction to the concepts of object oriented programming and modern programming practices. The course covers object oriented programming paradigm with the definition and use of classes, object and methods along with the fundamentals of object-oriented design including encapsulation, inheritance, polymorphism, and events. Topics also include an overview of programming language principles, simple analysis of algorithms, basic searching and sorting techniques, and an introduction to software engineering issues. Prerequisite: CS 140.

**SE 256 Game Design and Programming 4 credits**

Students will study the principles of game design and use this knowledge to program their own games. Students will also learn about a game's components: the representation of the player, of artifacts, the virtual environment that contains them, and the interaction between them and the player. Prerequisite: CS 140 or consent of instructor.

**SE 300 Data Structures and Algorithms 4 credits**

This course is an introduction to the fundamental concepts of data structures and the algorithms that proceed from them. Topics include recursion, the underlying philosophy of object oriented programming, fundamental data structures (including stacks, queues, linked lists, hash tables, trees, and graphs), the basics of algorithmic analysis, and an introduction to the principles of language translation. Prerequisite: SE 200.

**SE 310 Software Application and Interface Design 4 credits**

This course is an introduction to requirements, design, reviewing, implementation and testing of simple software solutions that interact with an operating system, a database, and network communication, and that involves graphical user interfaces. The course covers the effective use of simple data structures, frameworks, evolutionary patterns and AP is when implementing and maintaining designs. The course also covers the use of simple design patterns and the drawing simple UML class, package, and component diagrams. Prerequisite: SE 300.

**SE 348 Informatics and Knowledge Engineering 3 credits**

This course presents the concepts, techniques, and algorithms for creating effective visualizations based on principles from graphic design, visual art, perceptual psychology, and cognitive science. The course will cover the practical application of visualization, as well as building better visualization tools and systems, the available visualization techniques, and their characteristics. The course will also cover the use of available visualization toolkits to enable the rapid development of visualizations. Prerequisites: MATH 303 and SE 300 or consent of instructor.

**SE 360 Visualization and Graphics 3 credits**

This course provides students with principles and a working knowledge of visualization, and Computer Graphics. The course includes

the creation of graphics simulations for various applications such as games, scientific visualization, and virtual-reality based learning environments. Students will acquire working knowledge of the advanced techniques in graphics, and should be able to understand the role of visualization, and identify potential scientific problems. Students should be able to actively apply this knowledge to solve today's scientific problems in the area of technology, game design, engineering, and science. Prerequisites: MATH 301 and SE 300 or consent of instructor.

**SE 370 Big Data Processing, Warehousing, Data Mining 3 credits**

This course presents the concepts, algorithms, techniques, and systems in Data warehousing, Data mining and Big Data. The course introduces students to data preprocessing, data warehouse and OLAP systems, frequent pattern and association analysis, classification and prediction, clustering analysis and analysis of large amounts of data and the algorithms that are commonly used to build predictive models and find relevant patterns in data. Prerequisites: MATH 303 and SE 300 or consent of instructor.

**SE 410 Software Testing, Validation and Verification 3 credits**

This course is an introduction of testing techniques and principles. The course covers the concepts of defects vs. failures, equivalence classes, boundary testing, black-box vs. structural testing and types of defects. The course also covers test instrumentation and tools, developing test plans, managing the testing process, problem reporting, tracking, analysis and testing strategies, including unit testing, integration testing, profiling, test driven development, state based testing, configuration testing, compatibility testing, and web site testing (Alpha, beta, and acceptance testing). Prerequisite: SE 310.

**SE 420 Applications of Visualization Techniques 3 credits**

This course presents the concepts, techniques, and algorithms for creating effective visualizations based on principles from graphic design, visual art, perceptual psychology, and cognitive science. The course will cover the practical application of visualization, as well as building better visualization tools and systems, the available visualization techniques, and their characteristics. The course will also cover the use of available visualization toolkits to enable the rapid development of visualizations. Prerequisites: MATH 301 and SE 300 or consent of instructor.

**SE 499 Special Project 1-3 credits**

This course is for research projects in the Software Engineering field.

## Spanish

**SPN 101, 102 Beginning Spanish I and II 3 credits each**

An introduction to the Spanish language involving the study of basic vocabulary, verb forms and grammatical structures; listening comprehension and rudimentary speech receive special emphasis. Students

who have successfully completed two years of high school Spanish may be admitted directly into SPN 102 with permission of the instructor. Students with questions about their proficiency level should consult the instructor before signing up for a Spanish class. Native speakers of Spanish may take Spanish 101 and/or Spanish 102 only with the instructor's permission. Meets the humanities requirement.

**SPN 125 Introduction to Hispanic Culture & Society 3 credits**

A multidisciplinary study of Latin American culture(s) utilizing the contributions of geography, political science, history, sociology, anthropology, economics, literature, art and religion. Meets firstly the cultures requirement or secondly the social science requirement, but not both.

**SPN 201, 202 Intermediate Spanish I and II 3 credits each**

A consolidation of communicative proficiency in Spanish by emphasizing the four language skills of reading, writing, speaking and

listening comprehension. Vocabulary acquisition and syntax will be stressed. Prerequisite: SPN 102 or consent of the instructor.

**SPN 250 Special Topics 3 credits**

Special Topics courses are studies of selected problems, periods or movements in the subject area not otherwise included in the curriculum. They are typically chosen from a faculty member's particular expertise and field of scholarly inquiry, and offered to a student or group of students forming an interest in the particular subject matter. The 250 designation denotes a General Education level of instruction and may include an appropriate General Education task to be completed. The 450 designation denotes a senior level degree of sophistication expected in both learning and instruction. A single course may be offered at both levels simultaneously, in which case the syllabus will clearly differentiate the course expectations and assessment measures for students enrolled at each of the two levels. A Special Topics course must be approved by the School of Liberal Arts Curriculum Committee before it is offered, and it must address one or more Major Outcomes within the discipline.

**SPN 299 Special Project 1-3 credits**

A Special Project allows the student to expand on work already completed in previous coursework. It is undertaken with the guidance of one or more faculty members and is intended to encourage the student into original investigation of a defined problem within the discipline. Examples include theses and themed portfolios or exhibitions.

**SPN 301, 302 Advanced Spanish I and II 3 credits each**

Reinforcement and continued development of communicative proficiency in Spanish by focusing on vocabulary expansion, sophisticated grammatical constructions, sustained oral interactions, idiomatic expressions and selections from contemporary literature. Prerequisite: SPN 202 or consent of the instructor.

**SPN 306 Culture and Society of Spain 3 credits**

This course provides a look at the world of Spain in all facets: culture, society, politics, and economy. It provides a general historical overview (especially the age of empire), but with the most specific focus on the past century and a half, beginning with Spain's restoration and loss of the final pieces of its empire with the Spanish American War, and touching on important events and the cultural climate and forms of modern Spain. Prerequisite: at least one prior social science or culture course. Meets firstly the cultures requirement or secondly the social science requirement, but not both.

**SPN 320 Introduction to Modern Hispanic Literature 3 credits**

A survey of contemporary Hispanic literature, with selections from the short stories, essays, novels, dramas and poetry of various authors. Prerequisite: SPN 202 or consent of the instructor.

**SPN 401 Professional Spanish 3 credits**

Development of effective communication skills for a variety of professional situations—business, health care, education, human services. Emphasis is on usages in conversational contexts. Prerequisite: SPN 202 or consent of the instructor.

**SPN 450 Special Topic 3 credits**

Special Topics courses are studies of selected problems, periods or movements in the subject area not otherwise included in the curriculum. They are typically chosen from a faculty member's particular expertise and field of scholarly inquiry, and offered to a student or group of students forming an interest in the particular subject matter. The 250 designation denotes a General Education level of instruction and may include an appropriate General Education task to be completed. The 450 designation denotes a senior level degree of sophistication expected in both learning and instruction. A single course may be offered at both levels simultaneously, in which case the syllabus will clearly differentiate the course expectations and assessment measures for students enrolled at each of the two levels. A Special Topics course must be approved by the School of Liberal Arts Curriculum

Committee before it is offered, and it must address one or more Major Outcomes within the discipline.

**SPN 499 Special Project 1-3 credits**

A Special Project allows the student to expand on work already completed in previous coursework. It is undertaken with the guidance of one or more faculty members and is intended to encourage the student into original investigation of a defined problem within the discipline. Examples include theses and themed portfolios or exhibitions.

## Special Education

**SPED 250 Special Topics 1-3 credits**

Special Topics courses cover special topics not covered by current courses taught in the department. The particular topic selected is to be determined by the department according to the current need and interest. This course required department chair approval.

**SPED 299 Special Project 1-3 credits**

Special Project courses are designed to provide an opportunity to complete a special project related to a student's field of study that is beyond the scope of courses offered within the university. Proposals must include an overview or abstract of the study, indicate the anticipated learning outcomes of the project, the timeline for the study and the deliverables (paper, presentation, project, etc.) upon which the study will be evaluated. Required department chair approval.

**SPED 304 Exceptional Persons 3 credits**

This course is an introduction to students with disabilities. English language learners, students placed at risk, and students who are gifted are also addressed. Upon completion of this course, the pre-service educator should have basic knowledge of teaching strategies and instructional modifications and accommodations for inclusive education. Prerequisite: none, but EDU 110 is highly recommended.

**SPED 434 Student Teaching Prekindergarten Including Special Education 4 credits**

**SPED 450 Special Topics 1-3 credits**

**SPED 459 Home, School and Community Relations 3 credits**

This course will develop the skills of listening, supporting, guiding and assisting behaviors to be utilized in developing strong relationships with parents and community members. Pre-service educators will examine the impact of cultural diversity, factors which place families at risk, advocacy and public policy. Pre-service educators will become familiar with community resources. Pre-service educators will also explore the effective use of parent-teacher conferences, home visits and interviews. Prerequisites for Instructional Strategist I endorsements: EDU 110 and admittance to the Teacher Education Program. Prerequisites for Early Childhood endorsements: EDU 110, ECE 451, ECE 455, ECE 456, and admittance to the Teacher Education Program.

**SPED 462 Individual Behavior and Classroom Management 3 credits**

This course provides strategies for identifying, anticipating, preventing and managing individual and group behavior difficulties within a class setting. The course focuses on creating positive learning environments and structuring individual and group learning activities so that instruction is enhanced, social interactions are increased and problem behaviors are prevented.

**SPED 465 Methods/Curriculum: Behavior Disorders PreK-12 3 credits**

This course provides knowledge of characteristics and application of definitions and methods for managing and teaching PreK-12 students with behavior disorders. The course will include strategies and curriculum for preventing behavior disruptions and provide opportunities



for students to develop and justify the components of Individual Education Plans (IEPs). Pre-service educators and teachers will examine appropriate assistive technology service and devices. A minimum of 10 clock hours will be spent in observing and/or assisting in a special education setting. Prerequisites: EDU 110, SPED 304, and admittance to the Teacher Education Program.

**SPED 467 Characteristics of Individuals with Disabilities PreK-12 3 credits**

This is a prekindergarten-12 introductory course for providing educational services to students with disabilities. This course will include characteristics of and current trends and issues for serving these students, basic theoretical and practical approaches, educational alternatives, implication of federal and state statutes and related services and the importance of the multidisciplinary team in providing appropriate educational programming. A minimum of 10 clock hours of field experience will be spent in observing and/or assisting with students with disabilities. Prerequisites: EDU 110, SPED 304, and admittance to the Teacher Education Program.

**SPED 468 Coordination of Occupational Programs 3 credits**

The course will provide students the opportunity to understand how to establish collaborative community relationships in order to develop cooperative occupational programs for students with exceptional needs. Students will become aware of existing services within the community and various supports to ensure smooth transitioning from education to postsecondary occupational settings. Students will examine the role of a work experience coordinator in effectively managing on-the-job training and making instructional decisions pertaining to on-the-job training. This class includes information on assessing students' job skills, locating and placing students in work experience opportunities, working with students and the job site sponsors to insure that effective training is occurring, evaluating student performance, and other related activities. Prerequisites: SPED 304 and SPED 477, and admittance to the Teacher education program.

**SPED 469 Methods/Curriculum: Learning Disabilities K-12 3 credits**

The purpose of this course is to extend the knowledge of learning disabilities for those who seek to work with students with learning disabilities ages 5-21. Addressed in this course are characteristics of learning disabilities, definitions, history, assessment, medical aspects, teaching of preschoolers through adolescents, and research-based curriculum and teaching strategies for preacademic learning, oral language, reading, writing, mathematics, and social-emotional development. Pre-service educators and teachers will examine appropriate assistive technology services and devices. A 10-hour experience in the field is a requirement of this course. Prerequisites: EDU 110, SPED 304, SPED 467 and admittance to the teacher education program.

**SPED 473 Methods/Curriculum: Intellectual Disabilities 3 credits**

The purpose of this course is to extend the knowledge of intellectual disabilities for those who seek to work with students with intellectual disabilities ages birth-21. This course emphasizes empirically-validated practices in the education of students with intellectual disabilities: assessment of instructional needs, instructional strategies, research-based curriculum, classroom management and behavioral support, promotion of social and communication skills, promotion of self-determination, and utilization of appropriate assistive technology services and devices. A 10-hour experience in the field is a requirement of this course. Prerequisites: SPED 304, SPED 467 and admittance to the teacher education program.

**SPED 475 Methods/Curriculum: Mild/Moderate Disabilities 5-12 3 credits**

This course provides knowledge of appropriate empirically-based curriculum and strategies useful for pre-service educators and teachers in developing methods, strategies and curriculum and adapting traditional materials for use with secondary students receiving special education services. A minimum of 10 clock hours will be spent in observing and/or assisting in a special education setting. Prerequisites: EDU

110, SPED 304, SPED 467, and admittance to the Teacher Education Program.

**SPED 477 Career and Vocational Programming 3 credits**

This course provides knowledge and application of career planning and transition for adolescents from school to adult living, including major laws, suggestions for planning and developing assessment and instructional procedures and coverage of some of the major issues facing schools, parents and students today. Included will be practice developing Individual Education Plans (IEPs) and transition services under the mandate of the Individuals with Disabilities Education Act (IDEA). The pre-service educators and teachers will spend a minimum of 10 field experience hours observing and/or completing activities in a secondary special education setting. Prerequisites: EDU 110, SPED 304, and admittance to the Teacher Education Program.

**SPED 478 Methods/Curriculum: Mild/Moderate Disabilities Prekindergarten-8 3 credits**

This course provides knowledge and application of characteristics, definitions, methods, and curriculum for managing and teaching students with mild and/or moderate disabilities in a multicategorical setting. This course will provide opportunities for developing and justifying components of Individual Education Plans. It will include strategies for note-taking and remembering spoken and written information, for solving math problems, for taking tests, writing papers and assignments and prioritizing and managing time and assignments. Assistive technology services and devices will also be examined. A minimum of 10 clock hours will be spent in observing and assisting in a special education setting. Prerequisites: EDU 110, SPED 304, SPED 467, and admittance to the Teacher Education Program.

**SPED 479 Student Teaching Instructional Strategist 4 credits**

**SPED 480 Student Teaching Instructional Strategist Elementary/Secondary 4 credits**

**SPED 482 Student Teaching Instructional Strategist 8 credits**

**SPED 483 Student Teaching Instructional Strategist Elementary/Secondary 8 credits**

**SPED 484 Student Teaching Prekindergarten Inc. Special Education 8 credits**

**SPED 494 Student Teaching Instructional Strategist Elementary/Secondary 16 credits**

**SPED 499 Special Projects 1-3 credits**

## Theatre

**THE 110 Introduction to Theatre 3 credits**

An introduction to the world of theatre through a survey of its interdependent parts: (1) the unique qualities of its varied dramatic forms, (2) genres or types of theatre into which most plays can be categorized, and (3) the relationships that exist between an audience and the major participants of a play-playwright, director, designer and actor.

**THE 213 Principles of Acting 3 credits**

A technique-oriented approach for beginning actors. This course will provide students with both theoretical and practical experience in character analysis, research, inanimate elements of production, and voice and movement with a special emphasis on the British Method of working from the outside in.

**THE 240 Oral Interpretation 3 credits**

This course introduces students to performance studies theory and embodied performance through the staged interpretation of works of fiction, nonfiction, and poetry. Students will select texts to perform, gain appreciation and understanding of their chosen texts, and communicate their interpretation of the text through purposeful performance choices on stage.

**THE 250 Special Topics 3 credits**

Special Topics courses are studies of selected problems, periods or movements in the subject area not otherwise included in the curriculum. They are typically chosen from a faculty member's particular expertise and field of scholarly inquiry, and offered to a student or group of students

forming an interest in the particular subject matter. The 250 designation denotes a General Education level of instruction and may include an appropriate General Education task to be completed. The 450 designation denotes a senior level degree of sophistication expected in both learning and instruction. A single course may be offered at both levels simultaneously, in which case the syllabus will clearly differentiate the course expectations and assessment measures for students enrolled at each of the two levels. A Special Topics course must be approved by the School of Liberal Arts Curriculum Committee before it is offered, and it must address one or more Major Outcomes within the discipline.

**THE 260     *Storytelling*     3 credits**

Students explore the intersections of identity, storytelling, and performance by crafting personal narratives and adapting them into staged performances. Students will explore how lived histories and experiences with friends, family, and community contribute to who we are and how we move through the world while experimenting with different methods and theories for adapting written narratives texts into staged performances.

**THE 299     *Special Project*     3 credits**

A Special Project allows the student to expand on work already completed in previous coursework. It is undertaken with the guidance of one or more faculty members and is intended to encourage the student into original investigation of a defined problem within the discipline. Examples include theses and themed portfolios or exhibitions.

## GRADUATE PROGRAM

### MASTER OF BUSINESS ADMINISTRATION (MBA)

- Accounting
- Corporate Financial Management
- General Management
- Human Resources Management
- Organizational Development

### MASTER OF EDUCATION (M.Ed.)

- Teacher Leadership
- Instructional Strategist
- ESL
- Reading
- Early Childhood
- Higher Education
- Talent and Gifted

### MASTER OF PUBLIC ADMINISTRATION (MPA)

- Emergency Management and Homeland Security
- General Study
- Government Administration
- Healthcare Management
- Nonprofit Organizational Management
- Public Management

### MASTER OF SCIENCE IN COUNSELING (MSC)

### MASTER OF SPORT ADMINISTRATION (MSA)

- Sport Management
- Coaching and Leadership Education

# GRADUATE PROGRAM GENERAL INFORMATION

## Applying for Admission

To qualify for admission to the Upper Iowa University Graduate Program, the student must meet the requirements listed in this section. The graduate academic advisor will evaluate prior educational experience and grades to determine admission to Upper Iowa University's Graduate Program. The student will be notified in writing of the approval or denial of admission.

Check with your program staff to determine whether graduate degrees are offered with your learning experience.

## MBA, M.Ed., MPA, MSC, MSA

### Admission Requirements:

1. A baccalaureate degree from an institution accredited by an agency that is recognized by the U.S. Department of Education Office of Post-secondary Education (USDE-OPE) or by the Council for Higher Education Accreditation (CHEA). (If from a foreign institution, an English translation and evaluation must accompany the record.)
2. GPA or GRE/GMAT score:
  - a) A cumulative GPA of 2.75 or better in undergraduate degree, or
  - b) For MBA, MSC, MPA, and MSA, an acceptable GRE or GMAT score. An acceptable score is 1090 for GRE, 308 for GRE revised General Test, or 550 for GMAT. An official GRE/GMAT transcript, which is only available for five years following completion of the GMAT or GRE must be submitted directly to Upper Iowa University. See [www.gre.org](http://www.gre.org) or [www.gmat.org](http://www.gmat.org) for information on these exams.
3. Verification of English language proficiency requirements. See page 19.

### Additional requirements for MSC:

1. 5 years work related experiences beyond their degree.
2. Completion of a Criminal Background Check and Child Abuse check through the Department of Human Services is required by agencies that host practicum students and interns.
3. Two professional and/or academic letters of recommendation.

If the minimum GPA or GRE/GMAT test score is not met, additional documentation may be requested by the graduate program chair or director for further consideration.

1. MPA: Two letters of reference, resume, and essay
2. MBA: Resume; an essay may also be requested
3. MSA: Two letters of reference, resume, and essay

4. M.Ed: Complete two graduate courses as non-degree seeking and earn a grade of B or above in each course to be considered for admission to the program
5. MSC: Interview and 3.0 GPA or better in the student's first 12 credit hours

Foundational courses are available through UIU's Undergraduate Program.

### Application Procedure

1. Submit an application for admission.  
Apply online at [uiu.edu/apply](http://uiu.edu/apply).
2. Submit official transcripts from each college or university attended. Send directly to Upper Iowa University, Attn: Student Enrollment Center, PO Box 1857, Fayette, IA 52142.
3. The complete admission file will be reviewed and a letter will be forwarded to the student concerning admission status.
4. Once admitted, the student may register for classes.

Students who complete the admission process and do not enroll within one year may be required to resubmit certain documents.

### Transferring Credits

The MBA, MSC, MPA, M.Ed., and MSA programs will accept up to 12 relevant graduate credits from graduate institutions and/or programs accredited by an agency recognized by the U.S. Department of Education Office of Post-secondary Education (USDE-OPE) or by the Council for Higher Education Accreditation (CHEA). Transfer credit should be arranged at the time of application. Only courses in which the student has earned a grade of B or above are eligible for transfer. All graduate transfer credit is subject to review and credit will be transferred only from institutions recognized by the above listed agencies or graduate level ACE evaluated coursework. Experiential learning without an ACE recommendation is not an option in the graduate program. All credit transferred must be closely related to the student's program. The substitution of any transferred course for a core or emphasis course will be based on an evaluation of the student's exposure to equivalent subject matter. Approved transfers of credit will be officially recorded after the student is accepted in the program and completed at least one course with Upper Iowa University. All requests for transfer of credit must be submitted in writing by the student to the graduate academic advisor, Upper Iowa University, PO Box 1857, Fayette, IA 52142.

### Transferring within UIU Graduate Programs

Students who have been admitted to an UIU graduate program but would like to switch to a different UIU graduate program will need to complete the Change of Major form located on myUIU. The completed form is sent by the student to [uiu.registrar.edu](http://uiu.registrar.edu) and academic advisor. To be considered for admission into the new program, the applying student must meet the new program's admission and foundational requirements. Transferring students must

meet all foundational requirements before taking graduate courses in the new program. Non-matriculated students (as defined in page 20 of the 2018-2019 Academic Catalog) must meet all foundational requirements before taking more than six graduate credits.

Students who transfer into a new program will need to meet the new program's foundational requirements before taking any additional graduate coursework.

## Writing

The ability to write clearly and succinctly is essential for success in the graduate program. Students should expect that assignments in every course will require demonstrated writing competency.

All graduate courses require the use of the current APA style guide for all formal assignments. The APA Guide for graduate students is available through University Bookstore by calling 866-225-2808 or going to the website [www.peacockconnection.bkstr.com](http://www.peacockconnection.bkstr.com).

## Graduate Tuition and Fees

Tuition per graduate semester credit for MEd/MSA courses, due prior to the first day of session.	\$465
Tuition per graduate semester credit for MSC courses, due prior to the first day of session.	\$460
Tuition per graduate semester credit for MPA courses, due prior to the first day of session.	\$535
Tuition per graduate semester credit for MBA courses, due prior to the first day of session.	\$564
Application and evaluation fee	
U.S. Online and Center Programs	\$50
MEd comprehensive exam fee	\$300
MEd special project fee	\$300
Transcribing credit as recommended by ACE guidelines, including PEP, DSST and CLEP	No Charge
Transcripts, per copy	\$8
Transcripts, per copy faxed	\$10
Transcripts, per copy faxed and mailed (written request must be made to Registrar's Office)	\$18
Graduation fee, payable at time of application for graduation	\$65

All fees are in U.S. dollars

Students receiving financial aid will be required to pay, at the time of registration or the first day of the semester, any difference between total expenses and the aid. Expenses may be charged to VISA, Discover, American Express or MasterCard, or may be paid by personal check or money order.

Student refunds will be processed the 25th calendar day of each semester if a student has completed all requirements for registration, financial aid, and attendance validation per the course catalog.

Books or instructional materials are generally required with each course. Some courses may require additional fees. Book sup-  
p-  
plc-  
p- costs are estimated at \$100-\$300 per graduate course.

## Online Program Information

### Online Program Registration

New students must register with their admissions advisor.

All returning Upper Iowa University students register through myUIU, Upper Iowa University's online portal. Access to myUIU is on the University website at <https://my.uiu.edu/ics>. Step-by-step instructions for course registration are listed on the student tab and also found under the student handouts portlet. All students are issued an username and password during the admissions process.

Tuition and any course-related fees are due at the time of registration or by the Wednesday before the start of the session. Payment may be made through the myUIU portal in a secure environment.

Registration begins approximately six weeks before the start of each session. You are strongly encouraged to register early as capacity is limited in all classes.

Session start dates are published on the website at [www.uiu.edu/cde](http://www.uiu.edu/cde). No registrations will be accepted after the published last day to register for the session.

Auditing a course is not an available option in the Online Program.

**Military Tuition Assistance:** Active-duty Army, Army National Guard, and Army Reserve personnel must register through the GoArmyEd portal. All other military personnel using military tuition assistance (MTA) will have their education officer approve the class and submit the completed TA form to your academic advisor. All military tuition assistance forms must be received before the first day of the session. Forms may be mailed to Upper Iowa University, SEC, PO Box 1857, Fayette, IA 52142 or scanned and emailed to [distance@uiu.edu](mailto:distance@uiu.edu). If you need assistance applying for Military Tuition Assistance, please contact your respective education office.

**Employee Tuition Assistance:** If you are receiving tuition assistance, a voucher approved by Upper Iowa University must accompany any portion of the payment for which you are responsible. Contact your academic advisor for more details.

### Changes in Registration (Drop Procedures)

You may drop a class at any time during the registration period and up to the last day prior to the first day of the semester.

### Changes in Enrollment

#### Validation of Enrollment/Non-Attendance

Registration for each online course must be validated by attending class (posting one or more times to any area of the online classroom) during the first seven days of the session. Failure to validate enrollment when courses begin will result in a grade of NA (never attended) and removal from the course. An NA will be recorded on your transcript and financial aid funding may be affected.

## Withdrawal

If you wish to withdraw from an active course, you must notify your academic advisor by email prior to the published last day to drop a class, which is the last day of the fifth week of the session. A grade of **W** will be recorded on the transcript. Informing the course faculty member is not sufficient notice for a drop or withdrawal.

## Administrative Withdrawal

Prior to the last date to withdraw, if a student stops attending (has not posted one or more notes to any area of the online classroom) for 14 consecutive days, the university will initiate an administrative withdrawal. A grade of **AW** will be recorded in the student's permanent record.

## Course Attendance

Course attendance for the Online Program is defined as: A student who posts at least one or more times to any area of the online classroom EACH week. The Online Program course week begins on Monday and ends the following Sunday.

To be considered in attendance, you are required to post at least once in any area of the online classroom EACH week. You must meet the attendance minimum to stay active in the class. If you do not meet this attendance requirement (posting in any area of the online classroom) for 14 consecutive days you will receive an **AW** for the course which may affect your financial aid funds for the payment for the course. Financial aid and tuition adjustments will be calculated based on the day you last posted to the online classroom. Merely logging into the online classroom website is not considered a posting for attendance or participation purposes.

If you do not drop or withdraw from the course before the last day of the fifth week of the session, you will receive a letter grade in the course based on what work you did complete in the course in relationship to the total course requirements. The policy of attendance for the program is a minimum to stay registered in the course.

## Course Participation

You are expected to actively participate in, and contribute to, the learning experience in your course. Participation means providing substantive comments, questions and contributions that advance the learning process for you and/or other students in the course. If you actively participate in the course, you should not have an attendance issue.

For grading purposes, the faculty member will determine quality of postings for participation.

Merely logging onto the classroom website is not considered posting for attendance or participation purposes.

## Collaborative Learning

Online courses may incorporate one or more collaborative learning assignments that utilize "virtual teaming." In collaborative assignments a group of students works on and submits an assignment as a team. Work done in the group is not considered participation for grade purposes. In general, all members of the

group will earn the same grade on the assignment. If the faculty member determines that one or more group members did not do a fair share of the assignment, those students may receive a lower grade. Some faculty members assign the members of groups while others allow students to self-select their group. A faculty member's policy on this will be in the course syllabus.

## Technical Requirements

It is UIU's goal to make the student's learning experience the best it can be. One way to achieve this goal is to ensure that certain essential tools are available when the student accesses their web-based course. Information related to technical requirements for the Upper Iowa University learning management system, uiuLearn, can be found under the browser information section on the uiuLearn homepage at uiuLearn.uiu.edu. The system automatically checks the user's browser to determine its compatibility. A message will appear if compatibility is not met. In the event issues arise, support information is also located at uiuLearn.uiu.edu.

## Learning Management System

Upper Iowa University utilizes Desire2Learn Brightspace learning management system (LMS). UIU has branded the LMS with the name uiuLearn. All students who enroll in online classes are expected to complete the student orientation tutorial and have appropriate knowledge to use the system effectively. The system is supported by a 24/7 helpdesk available at [helpdesk@d2l.com](mailto:helpdesk@d2l.com) or 877-325-7778. Failure to post correctly and submit assignments/exams as required does not provide the basis for appeals of tuition and/or resubmission.

## U.S. Center Program Information

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### Center Program Registration

- New students must register at the center.
- Currently enrolled students need to register through myUIU.

All Upper Iowa University students register through myUIU, Upper Iowa University's online portal. Access to myUIU is on the University website at uiu.edu. Step-by-step instructions for course registration are listed on the student tab and also found under the student handouts portlet. All students are issued a username and password through their center/program after their first Upper Iowa University registration.

Registration begins at least six weeks before the start of each semester. You are strongly encouraged to register early. Classroom capacity may limit the size of classes, but, if enrollments dictate and there is adequate lead time to make the necessary arrangements, a second section of a course may be added. Without adequate lead time, courses may close when enrollment reaches classroom capacity.

Tuition and any course-related fees are due at the time of registration or before the first night of class. International students need to contact their advisor regarding specific information on admission and registration.

## Changes in Center Program Registration

Note the following policies for changing your registration:

1. You may not add a course after it meets for 1/8 of the total hours it is scheduled to meet.
2. If you wish to withdraw from a course, you must complete a Course Withdrawal Card (contact your center office) prior to the last day of the fifth week of the session. Failure to attend class does not constitute withdrawal. Students who register for a course and fail to attend it will be assigned a grade of **NA** unless a withdrawal form is completed prior to the first day of the session.

## Validation of Enrollment

Registration for each course must be validated by attending at least one of the first three class sessions. A class session equals 2.75 hours. Failure to validate enrollment when courses begin will result in a grade of **NA** (never attended) and removal from the course.

## Administrative Withdrawal

If you miss three consecutive class sessions (a class session is defined as 2.75 hours) the center director will initiate the administrative withdrawal procedure and the staff will contact you. In the absence of extenuating circumstances, a grade of **AW** will be recorded and you will be removed from the class.

## Excused Absences/Leaves of Absence

In accordance with #34CFR668.22 Department of Education Regulation, a student may request a Leave of Absence using the criteria below. All requests will be reviewed and either approved or denied by the Provost in consultation with the appropriate stakeholders.

1. Student must submit a written request explaining the circumstances in detail and attach supporting documentation.
2. Included in the request, student must state his/her intention to return to Upper Iowa University and state intention not to enroll at other colleges during the leave of absence.
3. Student must sign and date request.
4. The maximum leave of absence is 180 days in a 12-month period.
5. Students who return within the 180 days will retain their eligibility for admission and eligibility for institutional aid.
6. Students granted a Leave of Absence will receive a "W" for all current courses.
7. Student will complete an information update form upon returning to UIU.

## Delivery, Schedule, and Refund

### Delivery & Schedule

The goal of Upper Iowa University is to offer its curriculum on a schedule that allows students to take courses and continue their careers. Please contact your program office for the course schedule and exact starting dates. A schedule is also available at [uiu.edu/cde](http://uiu.edu/cde).

### Refund Policy and Course Withdrawal

Withdrawing from classes is an expensive decision. Tuition will be adjusted based on the percentages listed below for the weeks completed in the eight-week enrollment period. If the course meets on an alternative schedule consult your program office for refund schedule. For students from Wisconsin, Maryland, Georgia, Oregon, or Arizona, state laws apply. International Center Students should check with the local center for withdrawal and refund policy.

	Refund Percentage
Withdrawal before the first class meeting	100%
Withdrawal during week one	75%
Withdrawal during week two	50%
Withdrawal after week two	0%

These percentages will also be used to determine eligibility for state aid you may have received. Examples of refund calculations are available online [www.uiu.edu/financialaid](http://www.uiu.edu/financialaid) or upon request in the Financial Aid Office.

Course withdrawal may impact financial aid eligibility. A financial aid counselor is available to discuss this decision with you.

Upper Iowa University is required to use a statutory schedule to determine the amount of Title IV aid that you have earned when you cease attendance based on the period of enrollment. Up through the 60 percent point in each period of enrollment, a pro rata schedule, based on number of days in attendance divided by number of days in the payment period, will be used to determine the amount of Title IV aid you have earned at the time of withdrawal.

Withdrawing from a course in progress may result in significant student account charges. Consult with the Business Office before withdrawing. For more information on financial aid implications, go to: [uiu.edu/financialaid](http://uiu.edu/financialaid).

## Classification and Course Loads

### Classification of Graduate Students

Registration Status

1. Full-time: A student registered in a graduate division for six or more credits each semester.
2. Half-time: A student registered for three to five credits per semester.

3. Less than full-time: A student registered for less than three credits per semester.
4. Non-Matriculated: A student attending classes for the purpose of obtaining credit, but not a candidate for degree.

## Course Loads

Students enrolled in the UIU Graduate Program are considered full-time with the completion of six or more graduate credits during each semester. Enrollment in six semester graduate credits during an eight-week session is allowed as long as the student is successfully completing the course requirements.

Graduate students should expect to spend approximately 17-20 hours per week on course-related matters (per three-credit course). Students should consider this when deciding how many credits to register for each session. Graduate students should carefully consider personal time management issues, including outside the university commitments, before enrolling in more than one graduate course in a session.

## Graduation Requirements

A student will have five years after initial enrollment in the first of either a foundational or graduate level course to complete the graduate program under the requirements in effect at the time of enrollment. If the student does not complete the graduate degree program within the five-year period, the requirements in effect at the time of the next enrollment will be used to determine the student's graduation requirements. Upper Iowa University reserves the right to make changes in its academic regulations and requirements when, in its judgment, the best interests of the institution are served.

## Additional Coursework

Students completing a graduate degree with Upper Iowa University may not take additional courses exceeding the required credits to graduate. If additional courses are desired, a letter of request must be submitted to the graduate advisor/program director with information supporting the reason for the additional courses, including but not limited to transfer of courses for an additional degree or required for employment or certification. The request must be received four weeks prior to the session start and must specifically list the courses and sessions the student plans to complete. The graduate advisor will review the request and, following discussion with the student, approve or deny the request. In general, a request will not be approved if taking the additional courses would delay or interfere with the student's progress towards a degree. Students using financial aid for degree-required courses are not eligible for additional funds for courses that do not count towards the degree.

## Multiple Masters Degrees

Students who have earned one master degree at Upper Iowa University may desire to earn one or more additional masters degrees at UIU. There may be certain courses in common for these programs.

1. A student may use a graduate course taken at UIU in satisfaction of one graduate degree towards the requirements of another graduate degree provided that the grade earned was

B or better. This grade requirement is consistent with the grade requirement for graduate courses transferred to UIU from external graduate programs.

2. Not more than 12 semester credits in total from a prior UIU master's degree or transferred from another institution may be used towards a subsequent UIU master's degree.

Graduate degrees represent attainment of advanced knowledge in specific disciplines. Therefore, each graduate degree will have its own grade point average calculation (GPA). Courses not part of the graduate degree will not be included in the calculation of a student's GPA for that degree.

Students may complete only one area of emphasis in each graduate degree. Students who wish to change areas of emphasis should submit a petition to do so to their Graduate Academic Advisor who will approve or disapprove the petition based on whether the change is justified by changes in the student's career circumstances.

## Grading System

Grades in the program are:

Grades	Quality Points
A	4.00
A-	3.67
B+	3.33
B	3.00
B-	2.67
C+	2.33*
C	2.00
C-	1.67
F	0.00

\* C+ grades and lower are below the standard expected of graduate students.

Individual instructors have the academic freedom to implement +/- grades in their courses at their discretion. The instructor's course syllabus will outline the grading scale being used.

**P** – Pass (for internship only)

**I** – Incomplete

A temporary grade assigned by the faculty member that will be changed to a letter grade of A-F by the end of the following session (center or online courses) or semester (Fayette Campus courses).

**W** – Withdrawal

The grade **W** is used to denote courses dropped (student-initiated) between the first and the fifth week of an eight-week session. Courses no longer attended after the fifth week of the eight-week session will be issued a letter grade based on work completed in relation to total course requirements.

**AW** – Administrative Withdrawal

The grade **AW** is assigned to courses in which the student has been administratively withdrawn.



**NA – Non-Attendance**

If you have not attended class (or posted in each of your registered online class(s) one or more notes to the main class meeting during the first week of the session) you will be considered to be in non-attendance and will be withdrawn from the course. An **NA** will be recorded on your transcript and financial aid funding will be affected. Excessive **NA** grades may lead to disciplinary action.

Your official grade is the grade posted to myUIU at the end of the grading period. It is your responsibility to check myUIU grades for accuracy. Grades leading to academic concern, warning, or suspension apply to one three-semester credit course or any combination of courses that equal three semester credits. A cumulative grade point average of 3.0 in graduate-level courses is required to receive a graduate degree from Upper Iowa University.

**Grade Appeal Process**

The grade for any given course is based on the achievement or success of the student as defined by the individual instructor. This may be a quantitative score or a qualitative and subjective decision. The grade received for a course is final unless the instructor makes a formal grade change.

If, under unusual circumstances, a student wishes to appeal a grade and have it changed, the student must follow these procedures within one session after the grade was earned:

1. The student will notify the instructor in writing that he or she will appeal the grade received for a specific course.
2. The student will submit a written grade appeal with supporting documentation to the Dean of the school in which the course resides.
3. The Dean of the school will obtain information from the instructor and may meet with the student or additional personnel as needed.
4. The Dean of the school will render a decision in writing to the student and faculty within 60 days of receiving the grade appeal.
5. The Dean of the school will submit a grade change to the Registrar if the grade is changed.

**Standards for Academic Standing**

Please refer to pages 10-11 for additional information regarding Standards for Academic Standing

**Satisfactory Academic Progress Policy**

Please refer to pages 11-13 for information regarding the Satisfactory Academic Policy.

## Master of Business Administration (MBA)

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The MBA Program prepares graduates to find innovative solutions to marketplace opportunities. The program offers emphases in accounting, corporate financial management, general management, human resource management, and organizational development. Skill and competence in specific business areas are developed through individual and team assignments and application of relevant theories to practical case study situations. The program provides a balance of quantitative and qualitative studies to strengthen contemporary managerial skills.

**Teaching Strategies**

Each course focuses on applying theoretical principles and practical experience to business situations and problems. Case studies, report writing and class discussions are blended to assure students an opportunity to clarify and assimilate course learning outcomes. Assessments can take a variety of forms including team projects, individual reports and case study analysis. Participation in discussions is crucial to student success.

The program concludes with BA 590 Research Seminar providing a capstone experience for the student to apply the concepts of the program in the development of a business report or proposal. The report or proposal is presented to peer students and/or business leaders using presentation software. The researched report or proposal provides the student an opportunity to demonstrate integration of the core curriculum and emphasis acquired knowledge and skills using graduate level communication and critical thinking skills.

**Program Objectives**

- To explain contemporary fiscal responsibility, apply financial theories and assess and manage risk in company's operation in a competitive environment.
- To integrate corporate entrepreneurial practices encouraging continual change, process improvement and development of leaders in the corporation.
- To compare and contrast business theories with real practice to identify opportunities and threats faced by organizations.
- To explain the ethical beliefs and responsibilities of individuals and corporations to stakeholders.
- To analyze the implications of regulatory and legal issues for corporations competing in the current economic environment.
- To develop proposals to identify and resolve problems, create change, or develop recommendations using analytical tools for business decision making.
- To identify the effect of social, economic and political changes on corporate strategy.

- To explain the interdependence of corporate functional responsibilities.
- To evaluate effective business and management practices of corporations competing in the global economy.

## Requirements for a Master of Business Administration Degree

The Upper Iowa University Master of Business Administration degree requires a minimum of 36 semester credits of graduate level course work with a minimum cumulative grade point average of 3.0 on a 4.0 scale for completion. At UIU, three-semester-credit courses are scheduled in six eight week sessions each year.

The student completes 18 semester credit hours in core requirements, 3 semester credit hours in the capstone, 15 semester credit hours in a chosen area of emphasis and any required prerequisite credits. Students choosing an emphasis with an elective can select courses in another emphasis or graduate program relevant to the student's area of emphasis.

Students entering the MBA program are required to hold a BS or BA in a business discipline or be able to demonstrate a basic level of knowledge and achievement in the following: accounting, economics, finance, management and marketing. Students who have not completed a bachelor's degree in business and cannot demonstrate a basic level of knowledge as listed above will be required to take the appropriate prerequisite courses.

### Degree Completion

To receive the Master of Business Administration degree, the student must successfully complete 36 semester credits of graduate work, including a final research project, and earn a cumulative GPA of not less than 3.0 on a 4.0 point scale.

A graduate student will have five years after initial enrollment in the first of either a foundational or graduate level course to complete the graduate program under the requirements in effect at the time of enrollment. If program requirements change, the student can elect to complete the revised curriculum or to complete under the original curriculum.

If the student does not complete the graduate degree program within the five-year period, the requirements in effect at the time of the next enrollment will be used to determine the student's graduation requirements.

Upper Iowa University reserves the right to make changes in its academic regulations and requirements when, in its judgment, the best interests of the institution are served.

### Program Requirements

#### Core requirements:

The core curriculum is a forward-thinking academic program developing comprehension and competence in financial risk, economics and change, innovation through sustainability, current legal implications, product improvement and market analysis. Many courses include group work that prepares students to

work in teams in the corporate world, a skill sought by many organizations.

		Credits
MBA 501	Managerial Communication	3
BA 504	Marketing and Product Management	3
BA 506	Organizational Strategy and Economic Change	3
BA 508	Contemporary Issue in Corporate Law and Ethics	3
BA 511	Corporate Entrepreneurship and Sustainability	3
BA 513	Financial Management	3
Capstone		
BA 590	Research Seminar	3
		<u>21</u>

### Areas of emphasis

#### Accounting

The Accounting Emphasis integrates management skills with accounting theory and practice. The Accounting Emphasis will provide students an opportunity to meet the 150 credit requirement for the Uniform CPA examination. It is strongly recommended that students have an undergraduate degree in accounting when pursuing this emphasis.

		Credits
ACCT 551	Taxation for Corporation	3
ACCT 552	Forensic Accounting	3
ACCT 553	Advanced Managerial Accounting	3
BA 533	Advanced Accounting	
	Information Systems	3
Graduate Elective		3
		<u>15</u>

#### Corporate Financial Management

The Corporate Financial Management Emphasis provides students with a broad understanding of financial management, financial institutions, and investment strategies. Graduates will evaluate investments, develop management strategies using corporate financial information, and apply various corporate financial management strategies to evaluate risk.

		Credits
FIN 551	Financial Data Analysis	3
FIN 552	Investment Management	3
ACCT 553	Advanced Managerial Accounting	3
BA 531	Financial Markets and Financial Strategy	3
Graduate Elective		3
		<u>15</u>

#### General Management

The General Management Emphasis allows learners, in collaboration with their academic advisor, to develop a program that meets their specific needs and goals. Electives can be selected from any area of emphasis or graduate program that is relevant to the student's desired outcomes.

		Credits
Graduate Elective		3

Graduate Elective	3
Graduate Elective	3
Graduate Elective	3
Graduate Elective	3
	<u>15</u>

### Human Resources Management

The Human Resource Management Emphasis assists students as they explore the theories and methods to manage the personnel resources of an organization. The emphasis has been reviewed and aligns with SHRM curriculum guidelines.

		Credits
BA 524	Managing in the International Environment	3
BA 540	Labor/Management Relations	3
BA 544	Organizational and Management Theories	3
BA 546	Compensation and Benefits	3
BA 548	Development & Management of HRM	3
		<u>15</u>

### Organizational Development

The Organizational Development Emphasis provides students with the skills and understanding of organizational structure and culture and the ability to analyze and diagnose problems to develop recommendations supporting long-term change.

		Credits
BA 520	Training and Development	3
BA 553	Organizational Development	3
BA 555	Organizational Culture	3
BA 560	Organizational Diagnosis and Intervention	3
BA 570	Team Building Techniques	3
		<u>15</u>

The student is responsible to complete all prerequisite requirements for elective courses. Exceptions must be approved by the MBA Program Director.

## School of Business Post-Graduate Certificate Programs

The Upper Iowa University Post-Graduate Certificate Program provides students an opportunity to be life-long learners by offering students the opportunity to pursue additional course work within specific emphasis areas. The 15 credit hour certificates provide a framework for professional development that challenges students to find innovative solutions to marketplace opportunities.

### Admissions Requirements

To be unconditionally accepted into the Post-Graduate Certificate Program a learner must hold a conferred Graduate Degree from an accredited institution recognized by the U.S. Department of Education or the Council of Higher Education Accreditation.

### Transfer Credits

The MBA Post-Graduate Certificate Program will accept up to 3 relevant graduate credits from institutions recognized by the

U.S. Department of Education or the Council of Higher Education Accreditation. This would require that 12 additional credits be completed through UIU.

### Certificate Completion

A graduate student will have five years after initial enrollment in the first graduate level course to complete the certificate program under the requirements in effect at the time of enrollment. If program requirements change, the student can elect to complete the revised curriculum or to complete under the original curriculum.

If the student does not complete the certificate degree program within the five-year period, the requirements in effect at the time of the next enrollment will be used to determine the student's certificate requirements.

Upper Iowa University reserves the right to make changes in its academic regulations and requirements when, in its judgment, the best interests of the institution are served.

### Certificate Areas and Requirements

#### Accounting Requirements

ACCT 551	Taxation for Corporations
ACCT 552	Forensic Accounting
ACCT 553	Advanced Managerial Accounting
BA 533	Advanced Accounting Information Systems

#### Graduate Elective

##### Corporate Financial Management

FIN 551	Financial Data Analysis
FIN 552	Investment Management
ACCT 553	Advanced Managerial Accounting
BA 531	Financial Markets and Financial Strategy

#### Graduate Elective

##### Human Resource Management

BA 524	Managing in the International Environment
BA 540	Labor/Management Relations
BA 544	Organizational and Management Theories
BA 546	Compensation and Benefits
BA 548	Development & Management of HRM

#### Organizational Development

BA 520	Training and Development
BA 553	Organizational Development
BA 555	Organizational Culture
BA 560	Organizational Diagnosis and Intervention
BA 570	Team Building Techniques

## Master of Education (M.Ed.)

Upper Iowa University's Master of Education program is designed for educators who want to develop a broad base of knowledge, skills and dispositions that will increase classroom effectiveness and enhance their capacity for teacher leadership. Within the M.Ed. emphases, we offer advanced coursework that targets the needs of those seeking endorsements in Special Education, Early Childhood Education, English as a Second Language, Talent and Gifted, and Reading. We also offer emphases in Higher Education and Teacher Leadership. We expect to serve those students who seek to earn certain teaching license

endorsements and/or meet the requirements for the Master of Education degree. Students may earn one or more of the following Iowa endorsements:

- Instructional Strategist I: Mild/Moderate (K-8 and/or 5-12)
- Instructional Strategist II: Behavior Disorders/Learning Disabilities K-12
- Instructional Strategist II: Intellectual Disabilities K-12
- Reading (K-8 and/or 5-12)
- Reading Specialist
- ESL K-12
- Early Childhood (PreK-K)
- Early Childhood Unified (Birth-Grade 3: Inclusive Settings)
- Talent and Gifted

All students who complete endorsements are encouraged to complete the additional graduate work to earn a Master of Education degree in one of the following areas of emphasis:

- Instructional Strategist
- Talent and Gifted
- Reading
- ESL
- Teacher Leadership
- Early Childhood

To be eligible for admission to the Master of Education program, the applicant must have earned a bachelor's degree from an institution recognized by its own regional accreditation association and must have earned a cumulative undergraduate grade point average of 2.75 (A = 4.0) or above.

### Program Planning

There are three categories of graduate students- those just seeking a teaching license endorsement, those seeking a graduate certificate and those seeking the Master of Education degree. Students in all three categories must follow the program plan developed for the individual. The program plan is developed by the student and his/her graduate advisor in a manner consistent with expectations of the graduate program.

### Degree Requirements

To be awarded the Master of Education, students must earn a minimum of 36 credits in an approved program of study and achieve a minimum cumulative grade point average of 3.00 for all graduate courses. They must successfully complete the Comprehensive Examination and the program completion application procedures. All requirements for the Master of Education degree must be completed within five years from the date of admission to the graduate program.

### Comprehensive Examination

Students will be required to successfully complete a written comprehensive examination. The comprehensive examination is

given at the conclusion of the student's program. The examination is scheduled through the Master of Education Office and includes a take-home examination. At least eight (8) weeks should be allowed for the examination process. After receipt of the comprehensive questions, the student will have four (4) weeks to submit written responses. Students will be assessed a \$300 fee for the exams.

## Master of Education Program Goals

Learners successfully completing the Master of Education core and an emphasis in Teacher Leadership, Special Education, Reading, Early Childhood, English as a Second Language, Talent and Gifted, or Higher Education will be able to:

1. Read and evaluate educational research and engage in a research project
2. Describe and use educational technology methods for teaching, learning, or professional productivity
3. Using your knowledge of different backgrounds, ethnicities and cultures, explain how you would collaborate effectively with constituents
4. Use research to solve problems in program finance, curriculum design, legal issues, distance learning, or assessment
5. Critique the purposes, designs, functions, or character of educational organizations
6. Develop effective leadership decision making and analytical skills

## Areas of Emphasis

The Masters of Education is offered in the following areas of emphasis:

- Teacher Leadership
- Instructional Strategist
- ESL (English as a Second Language)
- Reading
- Early Childhood
- Higher Education
- Talent and Gifted

Generally, students who pursue the Master of Education Instructional Strategist, Reading, Talented and Gifted, Early Childhood and/or ESL sequence of courses seek a teaching license endorsement. These students must complete the Iowa State Department of Education approved Upper Iowa University endorsement requirements, successfully complete the Master of Education core requirements and additional coursework in the Teacher Leadership area of emphasis, if necessary, to meet the Master of Education degree credit hour requirements.

### Teacher Leadership

To be awarded the Master of Education, Teacher Leadership emphasis, the student must earn a minimum of 36 approved credit

hours and successfully complete the Comprehensive Examination. The Teacher Leadership emphasis courses are as follows:

Core Requirements		Credits
EDU 512	Educational Research Methods	3
EDU 531	Teaching and Working in a Multicultural Setting	3
EDU 590-06	Capstone Seminar Teacher Leadership	3

#### Teacher Leadership Emphasis Requirements

EDU 516	Best Practices: Research-Based Teaching Strategies	3
EDU 519	Teaching with Technology	3
EDU 522	Assessment for Learning	3
EDU 524	Issues in Educational Psychology and Learning	3
EDU 526	Selective Methods	3
EDU 532	Professional Learning Communities	3
EDU 534	Instructional Coaching	3
EDU 536	Classroom Curriculum Design	3
EDU 538	Educational Policy and Reform	3
		<u>36</u>

#### Instructional Strategist

To be awarded the Master of Education, Instructional Strategist I emphasis, the student must earn a minimum of 36 approved graduate credit hours that include the following courses/requirements:

Instructional Strategist I K-8 Core Requirements		Credits
EDU 512	Educational Research Methods	3
EDU 531	Teaching and Working in a Multicultural Setting	3
EDU 590-04	Capstone Seminar Instructional Strategist	3

#### Instructional Strategist I Emphasis Requirements

SPED 304	Exceptional Persons (prereq to the following courses, not available for graduate credit)	
EDU 507	Diagnostic and Corrective Reading and Language Arts	3
SPED 559	Home, School, and Community Relations	3
SPED 562	Individual Behavior and Classroom Management Prek-12	3
SPED 565	Methods/Curriculum: Behavior Disorders Prek-12	3
SPED 567	Characteristics of Individuals with Disabilities Prek-12	3
SPED 578	Methods/Curriculum: Mild/Moderate Disabilities PreK-8	3
SPED 579	Clinical Teaching Experience: Instructional Strategist	4
or		
SPED 582	Clinical Teaching Experience: Instructional Strategist	8
Graduate Electives (EDU 516 and EDU 519 recommended.)		6

To complete the 36 credit hour requirements for the Master of Edu-

cation degree, students will be advised on an individual basis about appropriate coursework.

Successfully complete Comprehensive Examination.

Instructional Strategist I 5-12 Core Requirements		Credits
EDU 512	Educational Research Methods	3
EDU 531	Teaching and Working in a Multicultural Setting	3
EDU 590-04	Capstone Seminar Instructional Strategist	3

#### Instructional Strategist I 5-12 Emphasis Requirements

SPED 304	Exceptional Persons (prereq to the following courses, not available for graduate credit)	
EDU 507	Diagnostic and Corrective Reading and Language Arts	3
SPED 559	Home, School, and Community Relations	3
SPED 562	Individual Behavior and Classroom Management Prek-12	3
SPED 565	Methods/Curriculum: Behavior Disorders Prek-12	3
SPED 567	Characteristics of Individuals with Disabilities Prek-12	3
SPED 575	Methods/Curriculum: Mild/Moderate Disabilities 5-12	3
SPED 577	Career and Vocational Programming	3
SPED 579	Clinical Teaching Experience: Instructional Strategist	4
or		
SPED 582	Clinical Teaching Experience: Instructional Strategist	8
Graduate Elective		3

To complete the 36 credit hour requirements for the Master of Education degree, students will be advised on an individual basis about appropriate coursework.

Successfully complete a Comprehensive Examination.

Instructional Strategist II: Behavior Disorders/Learning Disabilities K-12 Core Requirements		Credits
EDU 512	Educational Research Methods	3
EDU 531	Teaching and Working in a Multicultural Setting	3
EDU 590-04	Capstone Seminar Instructional Strategist	3

Instructional Strategist II: Behavior Disorders/Learning Disabilities K-12 Emphasis		Credits
SPED 304	Exceptional Persons (prereq to the following courses, not available for graduate credit)	
EDU 507	Diagnostic and Corrective Reading and Language Arts	3
SPED 559	Home, School, and Community Relations	3
SPED 562	Individual Behavior	

	and Classroom Management Prek-12	3
SPED 565	Methods/Curriculum: Behavior Disorders Prek-12	3
SPED 567	Characteristics of Individuals with Disabilities Prek-12	3
SPED 569	Methods/Curriculum: Learning Disabilities K-12	
SPED 577	Career and Vocational Programming	3
SPED 579	Clinical Teaching Experience: Instructional Strategist	4
or		
SPED 582	Clinical Teaching Experience: Instructional Strategist	8
Graduate Elective		3

To complete credit hour requirements for the Master of Education degree, students will be advised on an individual basis about appropriate coursework.

Successfully complete a Comprehensive Examination.

#### **Instructional Strategist II: Intellectual Disabilities K-12**

**Credits**

##### **Core Requirements**

EDU 512	Educational Research Methods	3
EDU 531	Teaching and Working in a Multicultural Setting	3
EDU 590-04	Capstone Seminar Instructional Strategist	3

#### **Instructional Strategist II:**

##### **Intellectual Disabilities K-12 Emphasis**

Current certification in CPR

SPED 304	Exceptional Persons (prereq to the following courses, not available for graduate credit)	
EDU 507	Diagnostic and Corrective Reading and Language Arts	3
SPED 559	Home, School, and Community Relations	3
SPED 562	Individual Behavior and Classroom Management Prek-12	3
SPED 567	Characteristics of Individuals with Disabilities Prek-12	3
SPED 573	Methods/Curriculum: Intellectual Disabilities	3
SPED 577	Career and Vocational Programming	3
SPED 579	Clinical Teaching Experience: Instructional Strategist	4
or		
SPED 582	Clinical Teaching Experience: Instructional Strategist	8

Graduate Electives 9  
EDU 516 and EDU 519 recommended.

To complete the 36 credit hour requirements for the Master of Education degree, students will be advised on an individual basis about appropriate coursework.

Successfully complete a Comprehensive Examination.

#### **Reading**

To be awarded the Master of Education, Reading emphasis, the student must earn a minimum of 36 approved graduate credit hours that include the following courses/requirements:

#### **Reading K-8**

##### **Core Requirements**

EDU 512	Educational Research Methods	3
EDU 531	Teaching and Working in a Multicultural Setting	3
EDU 590-05	Capstone Seminar Reading	3

##### **Reading K-8 Emphasis**

SPED 304	Exceptional Persons*	
EDU 326	Developmental Reading and Language Arts*	
EDU 333	Literature: Birth-Adolsecence*	
EDU 335	Teaching Elementary Language Arts*	
EDU 507	Diagnostic and Corrective Reading and Language Arts	3
EDU 509	Practicum: Elementary Reading and Language Arts	3
EDU 525	Content Area Literacy	3
EDU 545	Language Acquisition	3
EDU 585	Advanced Problems in Reading and Language Arts	3

Graduate Electives 12  
(EDU 516 and EDU 519 recommended.)

\*Prerequisites; not available for graduate credit

To complete the 36 credit hour requirements for the Master of Education degree, students will be advised on an individual basis about appropriate coursework.

Successfully complete a Comprehensive Examination.

#### **Reading 5-12**

##### **Core Requirements**

EDU 512	Educational Research Methods	3
EDU 531	Teaching and Working in a Multicultural Setting	3
EDU 590-05	Capstone Seminar Reading	3

##### **Reading 5-12 Emphasis**

SPED 304	Exceptional Persons*	
EDU 326	Developmental Reading and Language Arts*	
EDU 333	Literature: Birth-Adolsecence*	
EDU 507	Diagnostic and Corrective Reading and Language Arts	3
EDU 510	Practicum: Secondary Reading and Language Arts	3
EDU 525	Content Area Literacy	3
EDU 545	Language Acquisition	3
EDU 585	Advanced Problems in Reading and Language Arts	3

One of the following: 3

ENG 102 English Composition II  
 ENG 201 Expository Writing  
 An equivalent composition course

Graduate Electives 12  
 EDU 516 and EDU 519 recommended.

\*Prerequisites; not available for graduate credit

To complete credit hour requirements for the Master of Education degree, students will be advised on an individual basis about appropriate coursework.

Successfully complete a Comprehensive Examinations.

Reading K-12 Specialist		Credits
Core Requirements		
EDU 512	Educational Research Methods	3
EDU 531	Teaching and Working in a Multicultural Setting	3
EDU 590-05	Capstone Seminar Reading	3

Reading K-12 Specialist Emphasis		Credits
EDU 507	Diagnostic and Corrective Reading and Language Arts	3
EDU 522	Assessment for Learning	3
EDU 525	Content Area Literacy	3
EDU 534	Instructional Coaching	3
EDU 545	Language Acquisition	3
EDU 580	Best Practices in Literacy Intervention	3
EDU 581	Administration of Literacy Programs	3
EDU 585	Advanced Problems in Reading and Language Arts	3
EDU 589	Reading Specialist/Literacy/Coaching Internship	3

Note: must also hold a masters degree, standard license and a teaching endorsement and have at least one year of experience which included the teaching of reading as a significant part of the responsibility.

Successfully complete a Comprehensive Examination.

### ESL

To be awarded the Master of Education ESL emphasis, the student must earn a minimum of 36 approved graduate credit hours that include the following courses/requirements:

K-12 English as a Second Language (ESL)		Credits
Core Requirements		
EDU 512	Educational Research Methods	3
EDU 531	Teaching and Working in a Multicultural Setting	3
EDU 590-02	Capstone Seminar English as a Second Language	3
English as a Second Language Emphasis		
EDU 543	Concepts of English	3
EDU 544	Curriculum and Methods of ESL	3
EDU 545	Language Acquisition	3
EDU 546	Practicum in ESL	3
EDU 547	Problems in English Grammar	3

EDU 548	Cultural and Linguistic Diversity	3
EDU 549	Clinical Teaching Experience in ESL	1

Graduate Electives 9  
 (EDU 516 and EDU 519 recommended.)

To complete the 36 credit hour requirements for the Master of Education degree, students will be advised on an individual basis about appropriate coursework. Successfully complete the Comprehensive Examination.

### Early Childhood

To be awarded the Master of Education Early Childhood emphasis, the student must earn a minimum of 36 approved graduate credit hours that include the following courses/requirements:

Prekindergarten – Kindergarten		Credits
Core Requirements		
EDU 512	Educational Research Methods	3
EDU 531	Teaching and Working in a Multicultural Setting	3
EDU 590-01	Capstone Seminar Early Childhood	3

### Early Childhood Prekindergarten – Kindergarten Emphasis

EDU 142	Human Growth, and Development	3
EDU 326	Developmental Reading	3
ECE 502	Field Exp. Prekindergarten	2
ECE 523	Health, Safety, and Nutrition in Early Childhood	3
ECE 551	Introduction to Early Child	3
ECE 552	Observation and Assessment in Early Childhood	3
ECE 556	Admin/Supervision Early Childhood	3
ECE 557	Methods/Curriculum Early Childhood	3
SPED 559	Home, School, Community Relations	3
ECE 536	Clinical Teaching Experience: Prekindergarten-Kindergarten (4) OR	8
ECE 596	Clinical Teaching Experience: Prekindergarten-Kindergarten	

Graduate Electives 9  
 (EDU 516 and EDU 519 recommended.)

To complete the 36 credit hour requirements for the Master of Education degree, students will be advised on an individual basis about appropriate coursework. Successfully complete the Comprehensive Examination.

Birth - Grade 3: Inclusive Settings		Credits
Core Requirements		
EDU 512	Educational Research Methods	3
EDU 531	Teaching and Working in a Multicultural Setting	3
EDU 590-01	Capstone Seminar Early Childhood	3

### Birth - Grade 3: Inclusive Settings Emphasis

EDU 306	Field Exp. I: Elementary (undergraduate credit)
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	(40 clock hours in grades K, 1, 2, or 3)	2
SPED 304	Exceptional Persons	3
	(prereq to the following courses, not available for graduate credit)	
ECE 501	Field Exp: Infant/Toddler	1
ECE 502	Field Exp. Prekindergarten	2
ECE 523	Health, Safety, and Nutrition in Early Childhood	3
ECE 551	Introduction to Early Child	3
ECE 552	Observation and Assessment in Early Childhood	3
ECE 556	Admin/Supervision Early Childhood	3
ECE 557	Methods/Curriculum Early Childhood	3
EDU 507	Diagnostic and Corrective Reading and Language Arts	3
SPED 559	Home, School, Community Relations	3
SPED 562	Individual Behavior/Classroom Mgmt.	3
SPED 565	Methods/Curriculum: Behavior Disabilities Prek-12	3
SPED 567	Characteristics of Individuals with Disabilities	3
SPED 578	Methods/Curriculum: Mild/Moderate PreK-8	3
ECE 537	Clinical Teaching Experience: Kindergarten - Grade 3	4
SPED 534	Clinical Teaching Experience: Prekindergarten Including Special Education	4

Note: If not endorsed in elementary education, please contact your advisor for additional requirements.

To complete the 36 credit hour requirements for the Master of Education degree, students will be advised on an individual basis about appropriate coursework. Successfully complete a Comprehensive Examination.

### Higher Education

The coursework in the Higher Education emphasis specializes in leadership and student affairs. Skill and competence in specific educational areas are developed through individual and group assignments that combine theory with practical examples. Students apply relevant theories to real-world higher education case study scenarios. The Higher Education emphasis is designed to strengthen the leadership skills for educational administrators.

### Requirements for a Higher Education Emphasis

The Higher Education emphasis requires 36 semester credits of graduate level course work with a minimum cumulative grade point average of 3.00 for completion.

### Degree Requirements

Students must complete the core requirements, the requirements of the Higher Education emphasis, and successfully complete the comprehensive examination for a total of 36 semester credits.

Core Requirements	Credits
EDU 512 Educational Research Methods	3
EDU 531 Teaching and Working	

	in a Multicultural Setting	3
EDU 590-03	Capstone Seminar Higher Education	3

### Higher Education Emphasis Requirements

HEA 504	Student Affairs Practice in Higher Education	3
HEA 508	Ethical and Legal Issues for the Administrator	3
HEA 509	Student Development Theory	3
HEA 511	Leadership and Governance in Higher Education	3
HEA 512	Finance and Budgeting in Higher Education	3
HEA 521	Politics in Higher Education	3
HEA 556	Strategic Decision Making in Higher Education	3
HEA 558	Quality Improvement and Accreditation	3

Graduate Elective	3
	<u>36</u>

### Talented and Gifted (TAG)

Core requirements	Credits
EDU 512 Educational Research Methods	3
EDU 531 Teaching and Working in a Multicultural Setting	3
EDU 590-07 Capstone Seminar TAG	3

### Talented and Gifted Emphasis

EDU 516	Best Practices: Research-Based Teaching Strategies	3
EDU 519	Teaching with Technology	3
EDU 524	Issues in Educational Psychology and Learning	3
EDU 539	Introduction to Gifted Education	3
EDU 540	Methods and Curriculum: Gifted Education PreK-12	3
EDU 541	Adminisration and Supervision of Gifted Programs	3
EDU 542	Practicum: Gifted Programs	3
Graduate Electives		<u>6</u>
		36

To complete the 36 credit hour requirements for the Master of Education degree, students will be advised on an individual basis about appropriate coursework. Successfully complete the Comprehensive Examination.

### Certificates

#### M.Ed. Literacy Coach

Certificate Course Requirements	Credits
EDU 425/525 Content Area Literacy	3
EDU 534 Instructional Coaching	3
EDU 580 Best Practices in Literacy Intervention	3
EDU 581 Administration in Literacy Programs	3
EDU 589 Reading Specialist/Literacy Coaching Internship	<u>3</u>
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**M.Ed. Teacher Leadership**

<b>Certificate Course Requirements</b>		<b>Credits</b>
EDU 516	Best Practices: Research-based Teaching Strategies	3
EDU 531	Teaching and Working in a Multicultural Setting	3
EDU 532	Professional Learning Communities	3
EDU 534	Instructional Coaching	3
EDU 536	Classroom Curriculum Design	3
		<b>15</b>

**M.Ed. Higher Education Student Affairs Certificate Course Requirements**

	<b>Credits</b>
EDU 531	Teaching and Working in a Multicultural Setting
HEA 504	Student Affairs Practice in Higher Education
HEA 509	Student Development Theory
HEA 5XX	Graduate Elective (advisor approval)
HEA 5XX	Graduate Elective (advisor approval)
	<b>15</b>

**M.Ed. Higher Education Leadership Certificate Course Requirements**

	<b>Credits</b>
HEA 508	Ethical and Legal Issues for the Administrator
HEA 556	Strategic Decision Making in Higher Education
HEA 558	Quality Improvement and Accreditation
HEA 5XX	Graduate Elective (advisor approval)
HEA 5XX	Graduate Elective (advisor approval)
	<b>15</b>

Note: Financial aid is not available for certificate programs.

## Master of Public Administration (MPA)

The Master of Public Administration (MPA) degree at Upper Iowa University prepares students to assume managerial and leadership positions at all levels of government and in nonprofit organizations. The core courses are designed to give students a broad overview of the discipline while preparing them to develop their analytical, communication, and leadership skills.

**Curriculum**

The Upper Iowa University MPA degree provides students with the current theories, concepts and learning models necessary to assume managerial and leadership roles in a public sector or nonprofit agency with an emphasis in government administration, health and human services, emergency management and homeland security, nonprofit organization, public management, or a general emphasis. Graduates will be positioned to make significant contributions to their organizations.

**Program Mission**

The UIU MPA program is a diverse community of students and faculty dedicated to the development of leadership, managerial, and analytical skills in a well-managed, collaborative and inclusive environment that ensures students' academic and professional success and guides students and faculty to promote the public interest and strengthen core democratic values through public service in government and non-profit organizations in accordance with applicable laws and policies.

**Program Values**

The UIU MPA program identifies diversity, democracy, and due process as the "core democratic values" described in our mission statement.

- 1. Diversity:** Diversity obligates public administrators to respect the humanity of all people.
- 2. Democracy:** Public administrators are committed to the inclusive, effective, and constructive participation of stakeholders in the political process by providing them with transparent, clear, accurate, and relevant information.
- 3. Due Process:** Due process includes all processes that provide important checks (procedural and substantive) on the discretionary authority of unelected public administrators.

**Program Goals and Outcomes**

**Goal 1:** Develop and maintain a collaborative and inclusive learning environment that promotes the values of diversity, democracy, and due process.

**Goal 2:** Develop and maintain a high-quality curriculum that develops students' leadership, managerial, and analytical skills for public service in government and non-profit organizations.

**Goal 3:** Develop a culture of intellectual inquiry for faculty to pursue teaching excellence and for both students and faculty to pursue scholarship that advances the public administration field.

**Program Core Competencies**

The MPA degree is a flexible program designed for those who wish to hold management and leadership positions in the government sector or in nonprofit agencies. The program core competencies are those recommended by the National Association of Schools of Public Affairs and Administration. The program is designed to promote and develop the following:

- 1. To Lead and Manage:** Public Management is the mobilization of organizational resources to accomplish the goals by balancing competing values including effectiveness and efficiency in an ethical and legal manner. Public Leadership is the ability to articulate goals consistent with laws and public policies and influence others to achieve those goals in a moral and ethical manner.
- 2. To participate in and contribute to the public policy process:** To be a relevant and involved actor in the policy process requires our students to have the ability to structure problems, collect policy relevant information, and offer viable policy recommendations.

3. To analyze, synthesize, think critically, solve problems and make decisions, the UIU MPA program uses 1987 definition of critical thinking developed by the National Council for Excellence in Critical Thinking: "Critical thinking is the intellectually disciplined process of actively and skillfully conceptualizing, applying, analyzing, synthesizing, and/or evaluating information gathered from, or generated by, observation, experience, reflection, reasoning, or communication, as a guide to belief and action."
4. To articulate and apply a public service perspective: Relying on the UIU MPA program's core values of democracy, diversity, and due process, students demonstrate the ability to determine how public administrators in public organizations should operate and how they interact with their stakeholders.
5. To communicate and interact productively with a diverse and changing workforce and citizenry: The ability to effectively communicate, both verbally and non-verbally, complex ideas to a diverse citizenry.

### MPA Foundational Requirement

MATH 220 Elementary Statistics is a foundational requirement for the MPA program and must be completed with a grade of C or better.

## Requirements for a Master of Public Administration Degree

The Upper Iowa University Master of Public Administration degree requires 36 semester credits of graduate level course work with a minimum cumulative grade point average of 3.0 on a 4.0 scale for completion. At Upper Iowa University, three-semester-credit courses are scheduled in six eight-week sessions each year.

### Degree Completion

A graduate student will have five years after initial enrollment in the first of either a foundational or graduate level course to complete the graduate program under the requirements in effect at the time of enrollment. If program requirements change, the student can elect to complete the revised curriculum or to complete under the original curriculum.

If the student does not complete the graduate degree program within the five-year period, the requirements in effect at the time of the next enrollment will be used to determine the student's graduation requirements.

Upper Iowa University reserves the right to make changes in its academic regulations and requirements when, in its judgment, the best interests of the institution are served.

## Degree Requirements

### Master of Public Administration

Students completing the 18 credit MPA core requirements will have a broad overview of the discipline with an understanding of organizations, ethics, policy and research methods. Students must take PA 500, PA 501, PA 502 and PA 503 sequentially as their first four graduate courses. The 18 credit emphasis areas provide more in-depth knowledge into the areas of health and human services, public management, nonprofit organizations, emergency management and homeland security, government administration or general emphasis. PA 590 is the last course in the program. It cannot be taken concurrently with any other course.

### Core requirements:

		Credits
PA 500	Writing in Public Administration	3
PA 501	Democracy, Public Administration, and Public Policy	3
PA 502	Introduction to Program Evaluation	3
PA 503	Program Evaluation Implementation and Evaluation	3
PA 504	Political Economy and Regulatory Policy for Public Administrators	3
PA 511	Gov't and NFP Financial Mgmt and Control	3
Capstone:		
PA 590	Research Seminar	3
		<u>21</u>

### Areas of emphasis:

#### Emergency Management and Homeland Security

This emphasis area is designed to prepare students for leadership positions in agencies and organizations with missions to protect life, liberty, and property.

Emphasis Competency: Students will possess the knowledge needed to provide strategic leadership for an all hazards/ Whole Community approach to an emergency event given a networked environment operating within a democratic political system.

	Credits
Graduate Elective	3
Choose four of the following:	12
PA 508	Terrorism and Politics
PA 522	Psychology and Culture of Terrorism
PA 523	Emergency Management, Homeland Security, and Public Policy
PA 524	Leadership Issues with Critical Incidents
PA 525	Comparative Strategies of National Security
PA 526	Emergency Management: Mitigation, Recovery, and Continuity
PA 535	Counter-Terrorism
PA 543	Emergency Management: Planning and Response

PA 555 Critical Infrastructure: Vulnerability Analysis and Protection

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### General Study

This emphasis area allows students, in collaboration with the MPA coordinator, to develop a program that meets their specific needs and goals. At least 4 of the electives (12 credits) must be MPA courses.

Select five electives with advice and consent of advisor

### Credits

Graduate Elective	3
Graduate Elective	3
Graduate Elective	3
Graduate Elective	3
Graduate Elective	3
	15

### Government Administration

This emphasis area is intended for students who are pursuing leadership positions in local, state, or national government.

Emphasis Competency: To analyze, develop, and utilize government capacity: Capacity refers to the “ability of people and institutions to do what is required of them” (Newland, 1981). Honadle (1981) provides some clarification by identifying specific activities an organization must master in order to fully develop its capacity. These activities include becoming a proactive organization that can identify where it is going, attract the resources necessary to get there, leverage its resources to maximum effect, and be adaptable in a changing environment.

### Credits

Graduate Elective	3
Choose four of the following:	12
PA 507 Ethics of Public Service	
PA 562 Seminar in Federalism and Intergovernmental Relations	
PA 563 Administrative Law	
PA 564 Seminar in State and Local Government Management	
PA 565 Advanced Policy Analysis and Evaluation	
PA 566 Economic Development: Theory and Practice	
	15

### Healthcare Management

This emphasis area is designed to provide students with specialized knowledge of the issues and challenges facing leaders in health and human services organizations.

Emphasis Competency: The student demonstrates an understanding of how to create and maintain a system of continuous quality improvement in healthcare organizations.

### Credits

PA 537 Healthcare Quality Assessment and Improvement	3
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PA 539 Healthcare Informatics Technology Management 3

Choose three of the following: 9

PA 530 Public Policy and Healthcare	
PA 531 Introduction to the Healthcare Systems	
PA 534 Healthcare Economics	
PA 536 Healthcare Law and Ethics	
PA 538 Healthcare Financial Management	

Graduate Elective

15

### Nonprofit Organizational Management

This emphasis is designed to prepare students with the knowledge and skills necessary to lead organization in the growing nonprofit sector.

Emphasis Competency: The student shows readiness for effective nonprofit organizational leadership by demonstrating the knowledge and skills needed for the development and responsible use of financial and human resources from both the public and private sectors in compliance with local, state, and federal regulations and laws.

### Credits

Graduate Elective	3
Choose four of the following:	12
PA 515 Grant Writing and Contract Management	
PA 541 Nonprofit Philanthropy and Fundraising	
PA 546 Nonprofit Marketing and Public Affairs Advocacy	
PA 547 Volunteer Recruitment and Management	
PA 567 Board Governance and Strategic Management	
PA 569 Gov't and NFP Accounting and Budgeting	

15

### Public Management

This emphasis is designed to assist students develop the knowledge and skills necessary to successfully manage in complex and dynamic public organizational settings.

Emphasis Competency: The student demonstrates the knowledge, skills and ability to evaluate and apply contemporary managerial research, theories, concepts and principles in order to successfully maximize the potential of diverse human talent in order to develop contributing and productive public employees and teams so they are able to serve the needs of diverse citizen groups.

### Credits

Graduate Elective	3
Choose four of the following:	12
PA 505 Organizational Behavior	
PA 509 Theories of Leadership	
PA 532 Human Resources Management in Public Organizations	
PA 544 Productivity Improvement in Government	

PA 545 Labor Relations and Conflict  
Resolution in the Public Sector

PA 548 Advanced Issues in Public Management

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15

### Internship

Students may complete, as an elective, an internship (PA 594). This means obtaining a full-time paid or unpaid position for a period of eight weeks (not less than 320 hours) in a public sector or not-for-profit agency. The internship typically involves the student working on an administrative policy or management issue confronting a public or not-for-profit organization. It is an opportunity for the student to relate her/his academic experience in the master's program to the issue that is the focus of the experience.

Internship positions are coordinated by the MPA Program Chair. Some internships are competitive in nature and are available on a regular basis with federal, state, county, and local governments. Others are posted from time to time as they are made known to the University. Still others become available on an ad hoc basis through the initiative of the student. A student's progress in an internship is monitored by the student's immediate supervisor at the agency sponsoring the internship and by the instructor.

The student prepares a report on the internship documenting the experience and its product, indicating the value of the experience for the student, and offers personal reflection on:

- Achievement of the the core and emphasis area competencies.
- Opportunities for integration of program values in practice.
- Future career directions based on the experience and related learning.

The report incorporates documentation prepared for and submitted to the sponsoring organization regarding the issue studied, and is submitted to the instructor of record for PA 594 as the evidence of completion of the experience. The sponsoring organization will prepare a report on the work and effectiveness of the student. These reports, along with the student's work product, will be considered in assigning a grade to the Internship. The report is graded on a pass/fail basis.

The Internship (PA 594) is graded pass/fail for transcript purposes.

### MPA Graduate Certificates

Students need to meet UIU's current admission requirements and pass MATH 220 Elementary Statistics with a grade of C or better.

Certificates are offered in Emergency Management and Homeland Security, Health and Human Services, Public Management, Nonprofit Organizational Management, and Government Administration. A certificate is composed of 15 graduate credits. Students are required to earn at least a 3.0 cumulative GPA in the required certification course work.

Emergency Management and Homeland Security Certificate  
Required:

PA 500 Writing in Public Administration

Select four of the following:

PA 508 Terrorism and Politics

PA 522 Psychology and Culture of Terrorism

PA 523 Emergency Management, Homeland Security,  
and Public Policy

PA 524 Leadership Issues with Critical Incidents

PA 525 Comparative Strategies in National Security

PA 526 Emergency Management: Mitigation,  
Recovery and Continuity

PA 535 Counter-Terrorism

PA 543 Emergency Management: Planning and Response

PA 555 Critical Infrastructure: Vulnerability  
Analysis/Protection

Health and Human Services Certificate

Required:

PA 500 Writing in Public Administration

PA 537 Healthcare Quality Assessment and Improvement

PA 539 Healthcare Informatics Technology Management

Select two of the following:

PA 530 Public Policy and Healthcare

PA 531 Introduction to Healthcare Systems

PA 534 Healthcare Economics

PA 536 Healthcare Law and Ethics

PA 538 Healthcare Financial Management

Public Management

Required:

PA 500 Writing in Public Administration

Select four of the following:

PA 505 Organizational Behavior

PA 509 Theories of Leadership

PA 532 Human Resources Management in Public Organizations

PA 544 Productivity Improvement in Government

PA 545 Labor Relations and Conflict Resolution  
in the Public Sector

PA 548 Advanced Issues in Public Management

Nonprofit Organizational Management

Required:

PA 500 Writing in Public Administration

Select four of the following:

PA 515 Grant Writing and Contract Management

PA 541 Nonprofit Philanthropy and Fundraising

PA 546 Nonprofit Marketing and Public Affairs Advocacy

PA 547 Volunteer Recruitment and Management

PA 567 Board Governance and Strategic Management

PA 569 Government and Nonprofit Accounting and Budgeting

## Government Administration

## Required:

PA 500 Writing in Public Administration

Select four of the following:

PA 507 Ethics of Public Administration

PA 562 Seminar in Federalism and Intergovernmental Relations

PA 563 Administrative Law

PA 564 Seminar in State and Local Government Management

PA 565 Advanced Policy Analysis and Evaluation

PA 566 Economic Development: Theory and Practice

## Master of Science in Counseling (MSC)

### Counseling

The MS Counseling program is a master's degree program that prepares students for practice as a mental health counselor in Iowa. The program was developed to meet CACREP standards and includes a high degree of hands-on training to teach the knowledge and skills necessary to practice.

		Credits
CNSL 510	Professional Orientation and Ethical Practice	3
CNSL 515	Human Development: Theory/Research	3
CNSL 520	Research Methods	3
CNSL 540	Multicultural Counseling	3
CNSL 543	Career Counseling	3
CNSL 550	Diagnosis and Treatment Planning	3
CNSL 552	Group Counseling	3
CNSL 554	Helping Relationships	3
CNSL 570	Advanced Counseling: Application of Theory	3
CNSL 573	Psychological Assessment	3
CNSL 575	Psychopathology	3
CNSL 576	Psychopharmacology	3
CNSL 580	Couples, Marriage, and Family Systems	3
CNSL 582	Child and Adolescent Psychology	3
CNSL 584	Addiction Counseling	3
CNSL 590	Practicum	3
CNSL 595	Comprehensive Examination	3
CNSL 597	Internship I	3
CNSL 598	Internship II	3
CNSL 599	Internship III	3
		60

## Master of Sport Administration (MSA)

The Master of Sport Administration (MSA) degree at Upper Iowa University offers students the opportunity for a market advantage by delivering business administration skills alongside sector specific knowledge in the areas of collegiate athletics, professional sport and sports business. The program offers emphases in Sport Management or Coaching and Leadership Education. A Leadership Certificate is also available.

The MSA provides a balance of quantitative and qualitative studies to strengthen contemporary sports administration skills. The degree prepares learners for wide ranging variety of career opportunities that might include civic/regional sports, sporting goods manufacturers, high school athletic departments, college and university athletics departments, professional sports leagues, faculty positions and not-for-profit sports programs.

### Program Objectives

- Evaluates the roles, functions, and interrelationships among collegiate athletics, professional sport and sport business' major constituents.
- Analyze the economic, legal, political, and technological issues that affect higher education collegiate athletics, professional sport and sport businesses and plan for changes in these issues.
- Demonstrate skills including break-even analysis, management of operational budgets, financial planning and the basis for financial compliance in higher education collegiate athletics, professional sport and sport businesses.
- Evaluate the educational, fiscal, and political elements of administrative decision-making in organizations, including hiring and dismissal practices, of higher education collegiate athletics, professional sport and sport business.
- Apply tested research designs and techniques to solve problems and discover opportunities in higher education collegiate athletics, professional sport and sport business.
- Integrate a holistic view of higher education collegiate athletic, professional sport and sport business administration that includes historical, social and political dimensions.
- Evaluate the role of leadership in higher education collegiate athletics, professional sport and sport business organizations.
- Analyze and assess facility needs within sport, including physical property and its planning, design and construction, financing, economic impact, risk management and legal issues.
- Value diversity both in and out of the workplace, model behavior becoming of a sport administration professional and practice global understanding.
- Evaluate the technical, tactical and mental training aspects of coaching.

### Degree Requirements

Students are required to complete 18 credits of core requirements and 18 credits in one of the emphasis areas for a total of 36 semester credits.

Core Requirements		Credits
SA 501	Sport Administration	3
SA 503	Ethics in Sports	3
SA 515	Sport Communication and Marketing	3
SA 525	Sport Law and Contract Negotiation	3
SA 570	Research Methods in Sport Administration	3
	or	
EDU 512	Educational Research Methods	3
SA 590	Capstone Seminar	3
		18

Emphasis in Sport Management		Credits
SA 510	Managing Intercollegiate Athletics	3
SA 520	Sport Finance	3
SA 575	Sport Facilities Management	3
SA 580	International Sport Management	3
SA 582	Current Issues in Sport	3
SA 5XX	Sport Administration Elective	3
		18

Emphasis in Coaching and Leadership Education		Credits
SA 530	Sport Leadership	3
SA 535	Sport Psychology	3
BA 570	Team Building Techniques	3
SA 536	Strength and Conditioning for Sport	3
SA 537	Technology in Sport	3
SA 5XX	Sport Administration Elective	3
		18

### Leadership Certificate

SA 530	Sport Leadership or	
BA 509	Theories of Leadership	3
SA 535	Sport Psychology	3
BA 570	Team Building Techniques	3
Any three elective courses within the MSA Program		9
		18

## Graduate Course Descriptions

### Accounting

**ACCT 551 Taxation for Corporations 3 credits**  
This course focuses on advanced topics of taxation related to business entities. The class is designed to introduce students to topics related to tax research, corporate taxation, partnership taxation, limited liability companies, and capital structure. Students will also examine how these topics effect organizational strategy and management decisions.

**ACCT 552 Forensic Accounting 3 credits**  
This course is designed to enhance a student's understanding of the emerging field of forensic accounting. The course is structured to enhance the ability of students to think critically and to develop the knowledge, skills and attitudes necessary to compete effectively in the rapidly changing world of information technology.

**ACCT 553 Advanced Managerial Accounting 3 credits**  
Managerial Accounting at the graduate level examines various methods that are utilized to make decisions within the context

of organizational strategy. Effective decisions are linked with management concepts such as strategic position analysis, value chain analyses, and the effects that decisions have on the organization's competitive position. Students will learn how to use both non-financial and financial information to create strategic recommendations for the organization.

**ACCT 554 Governmental and Not-For-Profit Accounting 3 credits**  
This course will cover financial reporting, managerial, auditing, taxation, and information systems issues in governmental and nonprofit entities. Ethics and professional standards, as well as communication and analytical skills, are developed. Students will develop skills at analyzing transactions in a governmental entity and follow their effect on the financial statements.

### Business

**BA 504 Marketing and Product Management 3 credits**  
The course will synthesize marketing and product development models in, but not limited to, the creation of customer value, consumer buying patterns, product innovation and development, strategy development, and the delivery of goods and services in a culturally diverse marketplace.

**BA 506 Organizational Strategy/Economic Change 3 credits**  
The course will examine strategy and economic systems to manage risk and assess the impact of economic changes including regionalism, government regulations, corporate governance, international fiscal and monetary policies, and the balance of payments for strategy development.

**BA 507 Ethics and Business Law for Accounting/Financial Managers 3 credits**  
This course reviews and debates the concepts of business law and ethical issues. This course will examine all elements of contract law, negotiable entrustments, business organizations, debtor-creditor relationships and property. The focus of this course will include interpretive responses and thorough written/oral communication. This course will also investigate ethical issues in contemporary topics of professional occupations with detailed examination in the accounting field.

**BA 508 Current Issues in Corporate Law and Ethics 3 credits**  
The course will examine ethical theories and styles in contemporary organizational decision making, examining the ethics of current regulatory and legal issues impacting organizations.

**BA 509 Theories of Leadership 3 credits**  
This course will include the investigation of leadership theories and explore the role of leadership in organizations. The course will also focus on the characteristics of leadership and the implications leadership has for organizations. Same as PA 509. Prerequisite: Management Principles. (MHEA students only)

**BA 510 Financial Accounting Theory 3 credits**  
This course describes the framework of accounting theory and provides application of theory to relevant issues facing modern accountants, including income concepts, financial statement presentations, long-term assets and liabilities, disclosure requirements and ethical responsibilities. Prerequisite: Undergraduate degree in accounting or 30 semester credits of undergraduate accounting.

**BA 511 Corporate Entrepreneurship and Sustainability 3 credits**  
The course synthesizes the responsibility of an organization as a leader in supporting global sustainability and integration of sustainability through entrepreneurial innovation and opportunities using industry analysis, competitive leverage, funding strategies, etc. within the organization.

**BA 513 Financial Management 3 credits**  
This course analyzes contemporary theories of finance as applied to

management decision-making including cash flow analysis, capital budgeting, risk and return, valuation models, financial instruments, statement analysis and capital structure. Prerequisites: MBA 500 or baccalaureate degree in a business discipline or basic level of knowledge in accounting or finance.

**BA 520 Training and Development 3 credits**

This course work provides a detailed review of the principles and methods for training and developing human resources in a work environment. Learning theory and principles of effective training provide the foundation, but the emphasis is on applied delivery including training and presentation skills. Methods for analyzing training and development needs and the principles and techniques of program evaluation are also emphasized. Development of a training proposal is a key element. This course provides “hands-on” experience in designing and implementing training programs.

**BA 522 Global Marketing 3 credits**

This course introduces students to marketing concepts used by domestic and foreign companies seeking to market products in global markets. Students will recognize the opportunities and challenges in today’s international business climate and understand how these opportunities and challenges are an important factor in modern marketing strategies and planning. A marketing plan/national audit of a specific product in a specific foreign market will also be designed.

**BA 524 Managing in the International Environment 3 credits**

This is a survey course of the issues presented to managers in the international environment. Students explore a variety of topics utilizing discussion, researched reports and case analysis. Students will explore issues including: the nature of international business, the external environment of international business, strategy and planning, marketing, trade practices, human resources management, financial management, and operations management in an international environment. Students also explore the ethical considerations faced by international managers in decision making.

**BA 526 International Law 3 credits**

An analysis of the U.S. and foreign laws governing international trade.

**BA 531 Financial Markets and Financial Strategy 3 credits**

Students will explore domestic and international financial markets and the environments in which they function with emphasis on the operation, regulation, use, and evaluation of principal financial markets and institutions. Related issues explored include monetary policy, arbitrage, and their effects on business valuation. Students will examine the choices available to finance businesses and selection of optimal capital structures.

**BA 533 Advanced Accounting Information Systems 3 credits**

Students explore advanced topics in Accounting Information Systems (AIS) needed to understand and use technologies in making decisions in key practice areas of the accounting profession: managerial accounting, financial accounting, auditing, and tax accounting. Course topics include the technologies involved in AIS, types of AIS applications and systems, use of systems technology and database concepts as a philosophy of AIS, internal control issues of AIS, audit issues related to AIS, and systems development issues including the Software Development Life Cycle and current trends in AIS design. Prerequisite: Undergraduate degree in accounting or 30 semester credits of undergraduate accounting.

**BA 536 Derivatives and Risk Management 3 credits**

This course introduces the student to derivative securities and their application in the context of corporate decision-making. Students will explore issues associated with the valuation, trading, hedging, and use of derivative securities covering options, swaps, forwards, and futures

that are traded or negotiated. Identification and valuation of options embedded in financial and operational decisions will be explored. Students will also explore issues including the use of insurance to transfer risk and the recognition, measurement, and management of portfolio risk.

**BA 537 Mergers, Acquisitions and Divestitures 3 credits**

Students will explore the analyses, valuation, financing and processes associated with both private and tendered acquisitions and mergers from the viewpoint of both the target and acquiring organizations. Anti-takeover defenses will be studied, including their effect on value and their effectiveness. Identification and valuation of operations to be divested will be covered, as well as common techniques such as full sale, spin-off, partial divestiture, and tracking stock.

**BA 539 Regulatory Environment of Financial Management 3 credits**

Students will explore the regulatory environment in which senior financial executives operate including SEC regulations and filings, NYSE and NASDAQ regulations and filings, and legislative requirements such as the Securities and Exchange Act and the Sarbanes-Oxley Act.

**BA 540 Labor/Management Relations 3 credits**

An investigation of the National Labor Relations Act and its implications to businesses. Labor legislation, labor unions and collective bargaining are topics to explore.

**BA 544 Organizational and Management Theories 3 credits**

This course provides an overview of the major principles of organization and management, in an integrated context. Frameworks for the analysis of managerial problems and decisions will be explored. Starting with basic organization theory and concluding with theories of micro-level processes, this course will introduce the different lenses with which to view behavioral processes within and between organizations. Special emphasis on issues of managing in a global business environment, the changing nature of governance, shareholder and stakeholder rights, multiculturalism in organizations, organizational power and domination and alternative organizational forms will be woven throughout.

**BA 545 Business Study Travel Course 3 credits**

This course is an intensive study of business in a specific country/region of the world. The course is a combination of classroom lectures and site visits to businesses. Classroom lectures and site visits provide students the basis to study the impact of economic, social, financial, infrastructure, and international elements on business. Destination of study travel course may change each time course is offered. The course will be conducted in English.

**BA 546 Compensation and Benefits 3 credits**

A study of the design and functioning of the entire compensation system with emphasis on wage and salary determination, individual group incentives, employee benefits, and non-economic rewards.

**BA 547 Contemporary Topics in Financial Accounting 3 credits**

This course covers contemporary issues in the accounting field. This class may include recent pronouncements of the Financial Accounting Standards Board (FASB), accounting and technology, cash flow analysis, and globalization in the accounting field. The focus of this class will change as the accounting field changes. Prerequisite: Undergraduate degree in accounting or 30 semester credits of undergraduate accounting.

**BA 548      Development and Management  
of Human Resources Management      3 credits**

An exploration of the principles and practices required to forecast and acquire the human resources necessary to implement operational and strategic plans in organizations. Students will develop a plan for a specific project. Topics can include compensation, motivation and quality of work life.

**BA 550      Special Topics Seminar      3 credits**

This seminar is designed to examine in-depth current developments in specific areas of practice and research. Specific content of the seminar will change with each offering and will be announced prior to the session in which it is offered.

**BA 553      Organizational Development      3 credits**

An explanation of the core values and behavioral science theories that have shaped the field and defined the practice for organizational development and a prerequisite to understanding collaborative processes for managing planned change. Students are familiarized with the intellectual legacies of the major theorists and practitioners that have influenced the evolution of organization development as well as the traditional organizational development concepts, models and interventions. Contemporary practices and future trends in the field are also examined.

**BA 555      Organizational Culture      3 credits**

This course focuses on managing the informal organization, individual idiosyncrasies, the organization as a social system, and organization politics. The course reviews various models of organizational culture, including origins and purposes, how to establish and nourish a business-supporting culture, culture audits, and culture change.

**BA 560      Organizational Diagnosis  
and Intervention      3 credits**

This course utilizes the conceptual foundations acquired in Organizational Development and Organizational Culture as a basis for analyzing and diagnosing organizational performance and designing appropriate interventions. A primary focus is on understanding and applying organizational functioning, and becoming familiarized with different interventions and organizational development technologies. Heavy emphasis is placed on applying various diagnostic models. Both in-class case analysis of organizations and outside projects which require learners to conduct a diagnosis and assessment in an organizational setting are used to facilitate the acquisition of diagnostic competence.

**BA 561      Continuous Quality Improvement      3 credits**

Continuous Quality Improvement (CQI) will be examined both as a concept and a process. The course material includes how CQI applies to organizations from all sectors, the new emerging paradigms that are represented by CQI, a focus on customers, an understanding of variation, the needed cultural change for a successful CQI implementation, as well as case studies. Emphasis will be placed on practical application of CQI concepts as they apply to organizations.

**BA 563      International Accounting      3 credits**

This course presents a conceptual framework for the understanding and application of international accounting standards. The impact of cultural and environmental factors on diverse accounting practices world wide, will be examined. Accounting practices in a numbers of countries, representing various political and economic systems, will be analyzed. Prerequisite: Undergraduate degree in accounting or 30 semester credits of undergraduate accounting.

**BA 564      International Financial Management      3 credits**

Students will explore the financial management issues faced by organizations that operate in the global economy. The course integrates macroeconomic theory with financial theory as applied to a multinational corporation operating in the global arena.

**BA 565      Implementation of Quality Systems      3 credits**

A course designed to give the student an understanding of the requirements for the effective implementation of a quality system in an organization. Emphasis will be given to the practical application of implementation strategies and processes. Prerequisite: BA 561.

**BA 567      Quality Management and Productivity      3 credits**

This course focuses on the concepts of continuous improvement and quality management, viewing quality as a systematic process that improves customer satisfaction. The course covers methods and technologies that will aid managers in assuring that the organization's quality system is effectively meeting the organization's continuous improvement goals.

**BA 569      Operations Research      3 credits**

This course focuses on quantitative decision making tools, theory, and statistical process control. Topics covered include capacity management, inventory control, queuing, and scheduling. The course includes transportation decisions and project management techniques.

**BA 570      Team Building Techniques      3 credits**

A course that will illustrate how teams benefit organizations and analyze how teams function. The student will obtain and analyze techniques used to improve group dynamics and obtain skills in how to facilitate an effective meeting.

**BA 576      Global Supply Chain Management      3 credits**

Introduces students to the concept of the supply chain management with a focus on the issues of the global business environment. Topics covered include the sets of business processes called "channels," channel integration, management functions of planning, organizing, and controlling, and collaboration. The context of the supply chain in today's world is treated as highly significant and issues of culture and globalization will be addressed throughout the course.

**BA 586      Global Business Strategy      3 credits**

Students will explore and apply the essential theories of strategic management and operations concepts employed by best-practice companies in the transnational, international and global environments. Students will examine critical success factors in establishing and operating businesses in the global environment, including companies and their environments and the various external and internal issues not normally faced when operating solely in the domestic environment.

**BA 590      Research Seminar      3 credits**

The emphasis serves to integrate the student's studies in Business Administration by examining in depth an issue or problem of significance and special interest to the student. Research, writing, and presentation skills are employed in this course. Each student will design his/her own project, subject to approval of the faculty member, in order to fulfill the course requirements. The project shall demonstrate (1) integration of the MBA program objectives, (2) graduate-level writing skills using APA format, (3) graduate level critical thinking skills and (4) in-depth understanding and application of the objectives of the area of emphasis utilizing appropriate research techniques. A PowerPoint™ presentation of the project, suitable for senior-level decision makers, is also required. Prerequisite: 9 semester credit hours or fewer remaining in program.

**MBA 500      Accounting & Finance Principles      3 credits**

This course provides an introduction to financial concepts and principles. The course provides learners with an overview of the acquisition, analysis, and reporting of accounting information from the perspective of effective management decision-making in a global business environment. Attention is also given to the role of the financial system in the economy, investment analysis, and the financial decisions of business firms as related to capital budgeting, capital structure, and responsibility in the conduct of business financial operations. Prerequisite: Graduate Standing. This course will not satisfy a Graduate Elective in any emphasis area of any graduate program.



**MBA 501 Managerial Communication 3 credits**

Communication skills have consistently been ranked in the top five characteristics of successful managers for many years. Being able to communicate effectively is also a key component for success in academic situations as well. Through-out this course students will examine various communication strategies used in the 21st Century marketplace; additionally students will learn how to utilize these strategies to communicate information effectively using a variety of communication styles/tools. The course will provide students with the feedback, tools and coaching for both their academic and professional careers.

**Counseling****CNSL 510 Professional Orientation and Ethical Practice 3 credits**

This course is designed to provide an understanding of all of the following aspects of professional counseling, including history, roles, organizational structures, standards, and credentialing.

**CNSL 515 Human Development: Theory and Research 3 credits**

This course is designed to provide an understanding of the nature and needs of persons at all developmental levels within both lifespan and multicultural contexts.

**CNSL 520 Research Methods 3 credits**

This course will provide an understanding of research methods, statistical analysis, needs assessment, and program evaluation.

**CNSL 540 Multicultural Counseling 3 credits**

This course is designed to explore the cultural context of relationships, issues, and trends in a multicultural and diverse society, and how these impact the therapist-client relationship and the counseling profession.

**CNSL 543 Career Counseling 3 credits**

This course will explore career development and the interrelationships among work, family, and other life factors.

**CNSL 550 Diagnosis and Treatment Planning 3 credits**

This course will train students to use clinical interviewing and documentation of intake assessment that will support the assigned diagnosis using the DSM5. Students will also learn to develop evidence based treatment plans that will identify specific treatment modalities and methods of measuring outcomes.

**CNSL 552 Group Counseling 3 credits**

This course will explore both theoretical and experiential understandings of group purpose, development, dynamics, theories, methods, skills, and other group approaches in a multicultural society. Prerequisite: CNSL 510.

**CNSL 554 Helping Relationships 3 credits**

This course shall provide students an understanding of counseling theories used in individual, family and couples work as well as interviewing and counseling skills to counsel patients. Students will learn about wellness as well as suicide prevention and crisis intervention.

**CNSL 570 Advanced Counseling: Application of Theory 3 credits**

This course is designed to build on the Counseling Theories course by providing an understanding of case conceptualization and application of theory within the counseling process. Prerequisite: CNSL 510, CNSL 550, CNSL 554.

**CNSL 573 Psychological Assessment 3 credits**

This course will provide an understanding of individual and group approaches to assessment and evaluation. This material will include the concepts of personality, intelligence, functional behavior analysis, and other common tools of assessment in a counseling setting.

**CNSL 575 Psychopathology 3 credits**

This course will provide an understanding of the description, classification and diagnosis of behavior disorders and dysfunction.

**CNSL 576 Psychopharmacology 3 credits**

This course extends the study of brain chemistry into the topic of drugs and the chemical treatment of emotional and behavior disorders. This course provides an overview of drugs and biological interventions commonly used in clinical practice, their underlying brain mechanisms, and the research to support their effectiveness. Students will also discuss cultural and ethical issues related to the use of medication in specific populations.

**CNSL 580 Couples, Marriage, and Family Systems 3 credits**

This course will cover an introduction to systems theory, major approaches to couples, marriage, and family therapy, and the research on family systems concepts, in-session processes, and therapy outcomes. Prerequisites: CNSL 510, CNSL 550 and CNSL 554.

**CNSL 582 Child and Adolescent Psychology 3 credits**

Explores clinical psychological treatments for children and adolescents. Specific methods currently utilized by professionals in the field to treat various forms of child psychotherapy are introduced. Specific topics include humanistic, behavioral, cognitive, play, and eclectic therapies. Prerequisites: CNSL 510, CNSL 550, CNSL 554

**CNSL 584 Addiction Counseling 3 credits**

Provides an overview of the biological, psychological, social, and spiritual dimensions of addictions and addictive behavior. Addictive behaviors are presented as part of a continuum of mental and emotional disorders. Emphasizes the biological substrate and development course of addictions and the relationship of addictive behavior to common psychological disorders. Models and theories of addictive behavior that the professional counselor needs to understand when treating clients with addictive and co-occurring disorders are reviewed. Prerequisites: CNSL 510, CNSL 550 and CNSL 554.

**CNSL 590 Practicum 3 credits**

This is a 16 week (semester long) course. Students gain a working knowledge of the theoretical concepts learned in other courses by observing licensed clinicians practice with actual clients. Students are encouraged to observe and shadow only during this introductory stage of the practicum to enhance their knowledge, skills, and confidence. Each week students will meet with other students participating in practicum to discuss what was learned at their sites and discuss issues related to their experiences. Students must complete supervised practicum experiences that total a minimum of 100 clock hours. Prerequisites: CNSL 510, CNSL 515, CNSL 540, CNSL 543, CNSL 550, CNSL 554, CNSL 575.

**CNSL 595 Comprehensive Examination 3 credits**

This course provides each student an opportunity to provide a comprehensive account of his/her theoretical orientation. Students will prepare a scholarly paper outlining a clearly defined statement of his/her theoretical orientation, a theoretically-based, culturally sensitive treatment plan for this client to illustrate the way in which the theory was developed to put into practice, and three session notes documenting how this was accomplished. Students shall identify at least three ethical dilemmas and/or decisions that were encountered in one or more practicum and/or internship sites with references from the 2014 ACA Code of Ethics as well as a discussion of how these issues were resolved. Prerequisites: CNSL 597, CNSL 598.

**CNSL 597 Internship I 3 credits**

The program requires completion of a supervised internship in the student's designated program area of 600 clock hours over three 8-week registration periods taken in sequential registration periods, begun after successful completion of the practicum. The internship is intended to reflect the comprehensive work experience of a professional counselor appropriate to the designated program area.

Each week students will meet with other students participating in practicum to discuss what was learned at their sites and discuss issues related to their experiences. Prerequisite: CNSL 590.

**CNSL 598 Internship II 3 credits**

The program requires completion of a supervised internship in the student's designated program area of 600 clock hours over three 8-week registration periods taken in sequential registration periods, begun after successful completion of the practicum. The internship is intended to reflect the comprehensive work experience of a professional counselor appropriate to the designated program area. Each week students will meet with other students participating in practicum to discuss what was learned at their sites and discuss issues related to their experiences. Prerequisite: CNSL 590.

**CNSL 599 Internship III 3 credits**

The program requires completion of a supervised internship in the student's designated program area of 600 clock hours over three 8-week registration periods taken in sequential registration periods, begun after successful completion of the practicum. The internship is intended to reflect the comprehensive work experience of a professional counselor appropriate to the designated program area. Each week students will meet with other students participating in practicum to discuss what was learned at their sites and discuss issues related to their experiences. Prerequisite: CNSL 590.

## Early Childhood Education

**ECE 501 Field Experience: Infant/Toddler 1 credit**

This experience is used with the birth-grade 3 major/endorsement. This course requires a minimum of 20 clock hours at the infant/toddler level.

**ECE 502 Field Experience: PreKindergarten 2 credits**

This experience is used with the birth-grade 3 major/endorsement. This course requires a minimum of 40 clock hours at the prekindergarten level.

**ECE 523 Health, Safety, and Nutrition in Early Childhood 3 credits**

This course helps students understand how health, safety, and nutrition affect the growth and development of children birth through age 8. The focus is on preventive health and working with families to promote wellness in young children. Topics addressed include chronic diseases and medical conditions, medical emergencies, abused and neglected children, nutrients and nutrition guidelines, health and safety education, and planning for safety in indoor and outdoor environments.

**ECE 536 Clinical Teaching Experience Prekindergarten - Kindergarten 4 credits**

Clinical teaching is a capstone experience. The student teacher accepts the major responsibilities and performs the activities of a full-time instructor under the supervision of the cooperating teacher.

**ECE 537 Clinical Teaching Experience Kindergarten - Grade 3 4 credits**

Clinical teaching is a capstone experience. The student teacher accepts the major responsibilities and performs the activities of a full-time instructor under the supervision of the cooperating teacher.

**ECE 538 Clinical Teaching Experience Birth - PreK 4 credits**

Clinical teaching is a capstone experience. The student teacher accepts the major responsibilities and performs the activities of a full-time instructor under the supervision of the cooperating teacher.

**ECE 550 Special Topics in Early Childhood 1-3 credits**

**ECE 551 Introduction to Early Childhood 3 credits**

This course provides students with a historical and philosophical foundation of early childhood education. Topics addressed include issues and trends in the field early childhood, theoretical perspectives related to child

development, the importance of play, developmentally appropriate practice, and careers and professionalism for early childhood educators. Ten clock hours of observation in an early childhood setting are required.

**ECE 552 Observation and Assessment in Early Childhood 3 credits**

This course provides guidance on the administration, organization, and operation of high quality early childhood programs for children birth to age eight. Topics include roles and responsibilities associated with the director role, state and federal guidelines, staff selection, supervision, and evaluation, planning developmentally appropriate curriculum, financial and facility management, policy development, partnerships with families, and advocacy for young children. Prerequisites: ECE 451 or ECE 551

**ECE 556 Administration and Supervision of Early Childhood 3 credits**

This course provides guidance on the administration, organization, and operation of high quality early childhood programs for children birth to age eight. Topics include roles and responsibilities associated with the director role, state and federal guidelines, staff selection, supervision, and evaluation, planning developmentally appropriate curriculum, financial and facility management, policy development, partnerships with families, and advocacy for young children. Prerequisites: ECE 451 or ECE 551

**ECE 557 Methods and Curriculum of Early Childhood 3 credits**

This course addresses the development of environments and curriculum for young children birth to preschool. Topics include developmentally appropriate practice, indoor and outdoor learning environments, the importance of play, anti-bias considerations, and exploration of curriculum models. Students will plan curricula that incorporates dramatic play, art, music, fine and gross motor activities, sensory activities, science, social studies, math, literacy, and construction. Prerequisites: ECE 451 or ECE 551

**ECE 588 Clinical Teaching Experience Birth - Prekindergarten 8 credits**

**ECE 596 Clinical Teaching Experience Prekindergarten-Kindergarten 8 credits**

Clinical teaching is a capstone experience. The student teacher accepts the major responsibilities and performs the activities of a full-time instructor under the supervision of the cooperating teacher.

**ECE 598 Clinical Teaching Experience Kindergarten - Grade 3 8 credits**

Clinical teaching is a capstone experience. The student teacher accepts the major responsibilities and performs the activities of a full-time instructor under the supervision of the cooperating teacher.

**ECE 599 Special Project in Early Childhood 1-3 credits**

## Education

**EDU 507 Diagnostic and Corrective Reading and Language Arts 3 credits**

This course specifies how to assess students and how to use assessment results to provide effective instruction. The following components are included: knowledge of existing standardized diagnostic reading instruments, development and implementation of informal reading inventories and teacher-developed instruments, determination of reading and writing instructional strategies (including content area reading strategies) linked to assessment, and writing summative reports for stakeholders. A 15 hour tutoring experience is required.

**EDU 509 Practicum: Elementary Reading 3 credits**

This course develops the student's understanding and application of curriculum development, individual assessment of student's reading, writing, language arts and integrated research abilities, and group

This course develops the student's understanding and application of curriculum development, individual assessment of student's reading, writing, language arts and integrated research abilities, and group management and motivation at the secondary level. In this course, students accept responsibilities within the classroom setting to assist in the reading instructional program by working under the guidance of the cooperating teacher in both individualized and group reading situations. Sixty clock hours of practicum required. Prerequisites: EDU 507. Prerequisite or Co-requisite: EDU 585.

This course assists Master of Education candidates in learning how to read and evaluate educational research. Candidates will translate administrative questions into research questions, select appropriate research methods and techniques, prepare a literature review, develop data collection tools, analyze data, as well as produce and present a research report. Various types of research will be studied: ethnographic, action, evaluation, descriptive, historical, correlational, experimental, quasi-experimental, and causal-comparative.

This course provides an opportunity to learn best practice related to creating effective and supportive classroom and school learning environments. The course incorporates research on the elements of effective schools and classrooms and makes use of Robert Marzano's *The Art of Science of Teaching*.

This course focuses on the design, development, and integration of educational technology methods for teaching, learning, and personal productivity. This course engages the student in the application of current research and theory into the instructional design process. Students will complete an action research project in their specialized areas. Students should be able to use basic computer software (word processing, spreadsheets, database management) upon entrance to the program.

This course will provide the requisite middle school methodology to use along with the elementary or secondary school major. Curriculum design and instructional knowledge will be presented including teaming, pedagogy and instructional methodology for a middle school. A minimum of 15 clock hours will be spent in observing and/or assisting in a middle school setting. Prerequisite: Licensed teacher.

This course will provide the requisite middle school knowledge of the growth and development of the middle school age student to include emotional, physical and mental characteristics and needs. Management of middle school students will be discussed in relation to being able to use a variety of instructional strategies learned from either elementary or secondary methods courses to modify for use with middle school age students. Specific middle school scenarios and management situations will also be discussed in relation to unique middle school management techniques. A minimum of 15 clock hours will be spent in observing and/or assisting in a middle school setting. Prerequisite: Licensed teacher

This course provides the theoretical foundation for student-involved classroom assessment. The course focuses on the role of classroom assessment in measuring student understanding and achievement as well as the various methods available to assess a variety of achievement targets. It provides complete coverage of educational assessment, including developing plans that integrate teaching and assessment, evaluating students and discussing evaluations with parents. No formal coursework in statistics or college mathematics is necessary to complete the course. The course includes comprehensive treatment of traditional and alternative assessments designed to provide practical use for classroom teachers.

This course focuses on developments in educational psychology and cognitive science as they apply to student learning and teaching. Emphasized in this course are brain-based learning, multiple intelligences, motivational theory and practice, issues related to diversity and learning as well as other current topics in educational psychology.

This course provides instruction in how to develop individualized content reading skills for elementary, middle school, junior high and high school students; how to evaluate readability of textbooks and students' ability to read texts through informal teacher made assessments; how to integrate technology in content area reading and how to develop strategies to assist students in reading their content area textbooks. In addition, participants develop knowledge of the different types of writing; knowledge of narrative, expressive, persuasive, informational, and descriptive writing; writing as communication; and differentiated instructional strategies for reading and writing in the content areas.

This course addresses cooperative, competitive, and individualistic learning. It addresses how effective teachers can integrate these three goal structures of learning into integrated units of instruction. Students will be asked to actively participate in class, complete required readings, reflect in writing, teach a lesson using cooperative learning, participate in a group presentation, and complete a culminating assignment (choose one – design a unit or a series of lessons in which you will apply cooperative learning strategies OR describe, in detail, how you will incorporate cooperative learning strategies into your teaching style).

This course will assist students in developing their own understandings of historical and contemporary issues related to diversity, equity and inclusion or inclusivity. It will examine how we research and think about race, class, gender, ethnicity, nationality, religion, age, ability and sexuality. Students will explore how the issues of personal and institutional racism and classism impact student achievement, in particular the achievement gap in American K-12 schools as well as within higher education. Broader theoretical constructs related to culture and identity will be drawn upon to inform our understanding and analysis of students within the preschool to college context.

This course affords participants an opportunity to gain a deeper understanding about the effective use of professional learning communities. This course utilizes the *Learning by Doing* handbook for professional learning communities to help PLC leaders and participants learn how to improve PLC's and increase their impact on student achievement. The process of creating common formative and common summative assessments will be explored as well as using the data from those assessments to improve learning. The final project for this course requires students to complete a PLC Action Plan that

incorporates the concepts learned in the class to a practical plan of action for achieving an effective PLC.

**EDU 534 Instructional Coaching 3 credits**

This course focuses on the role of the instructional coach in the PreK-12 educational setting. Class participants will learn to become reflective about their own teaching effectiveness and apply that knowledge to instructional coaching practices. Teachers will learn to critique instructional delivery according to research-based models, especially Marzano's Art and Science of Teaching Model. Class participants are expected to observe and conference with peers toward the goal of improved instruction.

**EDU 536 Classroom Curriculum Design 3 credits**

This course focuses on backward design. Using the Understanding by Design framework of Wiggins and McTighe, students will design curriculum that is rigorous, engaging and connected to state or national standards. Particular attention is devoted to the alignment of goals, objectives, activities and assessments of learning. Students design actual units of instruction, integrating their knowledge of design, curriculum, methods, and assessment.

**EDU 538 Educational Policy and Reform 3 credits**

This course focuses on the societal and political contexts in which schools operate. After first becoming aware of various theories regarding educational policy issues and the various dimensions (or frames of reference) from which they can be viewed, students will examine various issues that are likely to have an impact on classroom teaching and learning. Educational policy areas likely to be considered include those having to do with governance, curriculum, accountability, personnel development, and school finance.

**EDU 539 Introduction to Gifted Education 3 credits**

This course discusses the characteristics, social and emotional needs, and special populations of gifted children. Identification, assessment, counseling, parenting, and program interventions for gifted children are introduced. Prerequisite: Licensed Teacher.

**EDU 540 Methods and Curriculum: Gifted Education PreK-12 3 credits**

This course provides knowledge and application of characteristics, methods, and curriculum for teaching gifted students. Methods for teaching differentiated strategies, collaborative strategies, and critical thinking strategies throughout the PreK-12 curriculum are addressed. Prerequisites: Licensed Teacher and EDU 539.

**EDU 541 Administration and Supervision of Gifted Programs 3 credits**

This course explains the process in identifying gifted students and how to respond with appropriate programming. Designing, conducting, and reporting program evaluation and assessment are also explained. Prerequisite: Licensed Teacher and EDU 539.

**EDU 542 Practicum: Gifted Programs 3 credits**

This course develops the educator's understanding and application of curriculum, methods, assessment and program evaluation for gifted programs. Educators accept responsibilities within the classroom setting to assist the instruction program by working under the guidance of the cooperating teacher in both individualized and group situations. Sixty (60) clock hours of practicum are required in a classroom with gifted students. Prerequisite: Licensed Teacher and EDU 539 and EDU 541. May be taken as a co-requisite with EDU 540.

**EDU 543 Concepts of English 3 credits**

The course is for the purpose of developing awareness and understanding of the fundamental concepts and principles involved in writing the English language. Grammar and composition will be highlighted. Highly recommended: 3 credit hours of foreign language at the college level.

**EDU 544 Curriculum and Methods of ESL 3 credits**

This course will assist preservice educators and teachers to develop the capacity to address the differential learning and transition needs of culturally and linguistically diverse students. Understanding changes occurring in the American classroom and understanding significant factors in those changes, such as students and their families who are culturally and linguistically diverse, are goals of this course. Effective programming models are an additional understanding. In the context of these understandings, appropriate content-based instructional practices, accommodations to facilitate students' access to the curriculum, and assessment of student learning become the main foci of this course.

**EDU 545 Language Acquisition 3 credits**

Language Acquisition provides ideas for pre-service educators and teachers to promote oral language, reading, and writing development in English for K-12 English Language Students. It will provide pre-service educators and teachers with language acquisition theory, classroom organization, strategies, and assessment procedures for effective English student instruction.

**EDU 546 Practicum in ESL 3 credits**

This course develops the student's understanding and application of curriculum and methods in ESL. In this course, students accept responsibilities within the classroom setting to assist in the instructional program by working under the guidance of the cooperating teacher in both individualized and group situations. Sixty (60) clock hours of practicum are required in a classroom with ELLs present. Prerequisites: EDU 543, EDU 544 (co-requisite).

**EDU 547 Problems in English Grammar 3 credits**

This course will investigate the grammatical system of English; emphasis will be placed on tools and processes used to identify, assess, and teach grammatical patterns in written and spoken English for English Language Students. Prerequisite: EDU 543

**EDU 548 Cultural and Linguistic Diversity 3 credits**

In this course students will study how cultural and linguistic diversity are linked and how teachers must be prepared to effectively teach students whose backgrounds are different from their own. Specifically, students will study the following: 1) language, text, and context, 2) teacher ideologies and motivation for change, 3) issues of diversity and literacy learning, 4) out-of-classroom influences on literacy learning, and 5) sociolinguistics.

**EDU 549 Clinical Experience Teaching in ESL 1 credit**

**EDU 550 Special Topics 3 credits**

These courses will address specific instructional approaches that are timely and relevant to current K-12 classrooms. The topics will vary based on the identified needs of K-12 teachers and the expertise available to address these needs.

**EDU 550-1 Special Topics 1 credit**

**EDU 550-2 Special Topics 2 credits**

**EDU 550-3 Special Topics 3 credits**

**EDU 561 Environmental Issues Instruction 2 credits**

This course is designed as professional development in environmental education for pre-service and in-service educators in all subject areas. The Environmental Issues Instruction (eii) teaching model is presented in a hands-on, inquiry-based approach. Application of the model in the classroom is required to complete the course. Emphasis is placed on using research-based instructional strategies in the teaching of this environmental issues unit. This course may be repeated with different topics.

**EDU 580 Best Practices in Literacy Intervention 3 credits**

Best Practices in Literacy Intervention is a course that explores best practices in interventions and reading strategies. The course will utilize the Teaching Reading Sourcebook, which will provide an extensive list of

reading strategies targeted by skill area. Along with the Reading Sourcebook students in the course will examine the book Simplifying Response to Intervention to reflect on best practices when it comes to both school and district work regarding the three tiers of instruction and intervention work. This course is designed to prepare students for work in both a Reading Specialist and Leadership position.

**EDU 581 Administration of Literacy Programs 3 credits**

This course examines the development, implementation and evaluation of reading programs for PreK through 12 learners. This course will provide a wide system overview of reading programs in schools focusing on the administrative responsibilities needed to oversee such programs. This course will examine carefully at how legislation impacts instruction in schools. Within the course, learners will work to promote parent and community involvement as an important partnership in literacy work.

**EDU 585 Advanced Problems in Reading and Language Arts 3 credits**

This course is a continuation of the study of various types of reading problems confronting elementary and secondary school students. The course includes problems in aspects of literacy (phonemic awareness, word identification/phonics, vocabulary, fluency, and comprehension) with appropriate strategies for remediation based on scientifically-based reading research. Effective strategies that facilitate the learning of standard English by all students are included. There is a required 15-clock-hour practicum. Prerequisites: EDU 507. May be taken concurrently with EDU 509 or EDU 510.

**EDU 589 Reading Specialist/Literacy Coaching Internship 3 credits**

The reading specialist/ literacy coach internship prepares teachers to collaborate with teachers in grades K-12 toward the goal of improving reading instruction. The internship can be completed within one's own school district, requires a minimum of 60 hours with documentation of collaboration and requires submission of a portfolio. A minimum of two site-visits will be made by the course instructor. Prerequisite or Co-requisite: EDU 580.

**EDU 590 Capstone Seminar 3 credits**

This seminar serves to integrate the student's coursework in education by examining in-depth an issue or problem of significance and special interest to the student. Research, writing, and presentation skills are employed in this course. Each student will design his/her own project, subject to approval of the faculty member, in order to fulfill the course requirements. The project shall demonstrate (1) integration of the M.Ed. program objectives, (2) graduate level writing skills using APA format, (3) graduate level critical thinking skills and (4) in-depth understanding and application of the objectives of the area of emphasis utilizing appropriate research techniques. A research paper and a PowerPoint presentation are required. Prerequisite: completion of all courses in emphasis area (may take one area of emphasis course concurrently)

EDU 590-01 Capstone Seminar Early Childhood  
EDU 590-02 Capstone Seminar English as a Second Language  
EDU 590-03 Capstone Seminar Higher Education  
EDU 590-04 Capstone Seminar Instructional Strategist  
EDU 590-05 Capstone Seminar Reading  
EDU 590-06 Capstone Seminar Teacher Leadership  
EDU 590-07 Capstone Seminar Talented and Gifted

**EDU 599-1 Special Project 1 credit**

**EDU 599-2 Special Project 2 credits**

**EDU 599-3 Special Project 3 credits**

## Finance

**FIN 551 Financial Data Analysis 3 credits**

This class will examine various information technology solutions used to manage financial data/statistics and their applications. Topic coverage will include financial statement analysis, forecasting, and quantitative approaches used in conducting financial analysis.

**FIN 552 Investment Management 3 credits**

Students will review principles of investment used to develop financial plans for individuals and businesses. Through analyses of financial forecasting in a dynamic environment, students will be prepared to create limited risk solutions. They will also examine accountability of financial managers to their clients in a volatile market.

## Higher Education Administration

**HEA 504 Student Affairs Practice in Higher Education 3 credits**

This course examines the history, philosophy, purpose and functions of student affairs in a variety of higher education settings. Students will review topical areas: student services, issues, problems as well as implementing, managing and evaluating student affairs programs in college settings.

**HEA 508 Ethical and Legal Issues for Administrators 3 credits**

This course will assist present and future administrators to apply sensitivity and help with ethical and legal decision making in higher education. Issues include student, faculty, and classroom discrimination, equity, due process, disabilities, compliance, and academic freedom.

**HEA 509 Student Development Theory 3 Credits**

This course analyzes the role of the student affairs professional and the process by which development occurs. Theories of human development and learning, strategies for advising and retaining traditional and nontraditional learners are examined.

**HEA 511 Leadership and Governance in Higher Education 3 credits**

This course addresses the characteristics of fundamental reform and transformational change impacting leadership, administration, organization, and governance in contemporary higher education. An examination of the role of leadership in institutions of higher learning, including style, knowledge of the position, self-knowledge, personal characteristics, and ability to effectively initiate change, will be described. Unique challenges and opportunities effecting governance and organization in a global, market oriented, competitive system of higher education will be analyzed.

**HEA 512 Finance and Budgeting in Higher Education 3 credits**

An examination of higher education finance and budgeting systems, practices and issues. Topics include revenues vs. expenditures, cost vs. productivity the role of the public sector, student issues and budgeting.

**HEA 521 Politics in Higher Education 3 credits**

This course examines the complex political systems that shape higher education. Political actors include legislatures, interest groups, professional organizations, governmental analysts, and employee unions. Topics include accreditation, tuition, and affirmative action. Explores how to shape political options.

**HEA 550 Special Topics in Higher Education 3 credits**

This course explores in depth critical and current issues in the field of higher education, from the perspective of administrator and addresses how these critical issues impact two-year, four-year, public, private, for-profit and not-for-profit institutions.

**HEA 556 Strategic Decision Making in Higher Education 3 credits**

A survey of the theories and best practices of strategic planning and decision making in higher education. Provides students with major studies and models. Includes implementation techniques and outcomes evaluation, the impact of futuristic technologies, emerging new providers of higher education, and accreditation bodies.

**HEA 558 Quality Improvement and Accreditation 3 credits**

This course is an examination of higher education assessment and accreditation practices and the utilization of quality principles for continuous improvement. Topics include assessment models, assessment practices, quality in higher education, the quality principles and using the quality principles for continuous improvement.

**HEA 599 Special Projects in HEA 1-3 credits****Public Administration****PA 500 Writing and Public Administration 3 credits**

Writing and critical thinking within the context of public administration is the primary focus while providing a foundation on the basic principles of economics, management, finance, and democracy. Examine how public administrators use the principles of economics, management, finance, and democracy to create policy solutions for public problems. The inherent tension between political accountability and efficient performance faced by public administrators will be a recurring theme. Prerequisite: Graduate standing

**PA 501 Democracy, Public Administration, and Public Policy 3 credits**

An inquiry into the practice of public administration within a democratic state. Students will use various techniques, including the scientific method, to examine how democratic processes and institutions shape the role of public administration in developing, implementing, and administering public policy.

**PA 502 Introduction to Program Evaluation 3 credits**

A systematic approach to the planning and design of a program evaluation including the reporting of its results. This course provides students with an opportunity to employ the methodology and the qualitative tools used by evaluators to assess public programs. Students will also gain valuable experience by learning how to critically analyze evaluation research and use cost benefit analysis. (Prerequisite: PA 501 or permission of the program chair.)

**PA 503 Program Evaluation Implementation and Evaluation 3 credits**

An application of the principles of program evaluation research design is the focus of this course. Students will have an opportunity to apply quantitative research methods to program evaluation process. The basics of good program evaluation reporting will also be covered. (Prerequisite: PA 502 or permission of the program chair.)

**PA 504 Political Economy and Regulatory Policy for Public Administrators 3 credits**

This course introduces students to the method and history of political economy allowing students to compare and contrast political and market solutions to collective problems. This course also examines the underlying value judgments and ideological commitments that fuel the debates over public policy.

**PA 505 Organizational Behavior 3 credits**

Students will develop an understanding of organizational behavior by understanding what goes on in the minds of managers and employees when they interact in organizations. Students will explore motivation as well as individual and group behavior in the communication process. Management for performance will be emphasized.

**PA 507 Ethics of Public Service 3 credits**

Analyzes and discusses the role of ethics for the practice of public administration. The development of ethical codes is traced from moral and constitutional roots. Explores the conflicts faced by program managers between ethical behavior and political/program expediency utilizing case studies and legal precedents. Focuses on the role of organizational, societal, and individual values in ethical public administration, consequences of ethical and unethical behaviors, and models for resolving ethical and values-based conflict in public organizations.

**PA 508 Terrorism and Politics 3 credits**

This course reviews the history of terrorism, especially since the French Revolution; its evolving definition, and how it relates to state violence; and its protean contemporary forms.

**PA 509 Theories of Leadership 3 credits**

Same as BA 509.

**PA 511 Government and Nonprofit Financial Management and Control 3 credits**

This course is designed to cover various financial management functions. Students will develop the analytical skills necessary to make managerial decisions based on information contained in the financial statements. The political, economic, and social context of financial decisions will be explored.

**PA 515 Grant Writing and Contract Management 3 credits**

A study of the administration and management of the grants and funding contracts in public and nonprofit organizations including the basic principles, skills, methods, and techniques of grant writing. Students will explore the sources of grants, funding contracts, types of grants and contracts available, and strategies to submit proposals for grants. Students will examine the reporting requirements for contracted programs and services and prepare related materials. In addition, using hypothetical programs, students will identify applicable requests for proposals and will develop a responsive grant proposal.

**PA 522 Psychology and Culture of Terrorism 3 credits**

This course will review the definition and various forms of terrorism, as well as the strengths and weaknesses of terrorism and terrorist typologies. Various forms of political, religious, and cultural terrorism will be examined, as well as their causes. The course draws on theories and research from psychology, sociology and cultural studies to assist in reaching an understanding of terrorism from a psychological and cultural perspective.

**PA 523 Emergency Management, Homeland Security, and Public Policy 3 credits**

This course will introduce the student to the dynamic environment faced by intergovernmental actors as they strive to protect the homeland from man-made and naturally occurring incidents. The evolution of emergency management and homeland security policy will be discussed. Students will discuss how policy choices affect the practice of emergency management and homeland security.

**PA 524 Leadership Issues with Critical Incidents 3 credits**

This course examines concepts and theoretical approaches to managing critical incidents. Case studies will be used to examine the application of emergency management and homeland security strategies. This course builds on roles and responsibilities of all levels of government and the non-profit organizations in emergency management operations. Specifically, the Incident Command System, and the National Response Framework and the Stafford Act will be discussed.

**PA 525 Comparative Strategies of National Security 3 credits**

This course will examine transnational nature of crime, terrorism and assess national security strategies employed by the U.S. and other nations. This course will allow students to evaluate global threats that may impact the U.S. security interests. The focus of this course is to allow students to analyze how U.S. and foreign governments counter

criminal activities and terrorism. The emphasis will be on current global and regional threats to the U.S. national security.

**PA 526      *Emergency Management: Mitigation, Recovery, and Continuity*      3 credits**

This course will explore strategic efforts to improve emergency management mitigation and recovery efforts at the local, state, and national level. The role of domestic and international organizations in helping prevent and recover from incidents will be explored. In addition, strategies to maintain uninterrupted government functions will be introduced.

**PA 530      *Public Policy and Healthcare*      3 credits**

An exploration of the analysis, development, implementation, and evaluation of policies and programs affecting health. Focuses on healthcare institutions, with some attention to managing health problems with non-medical interventions at the community level. Uses the case method applied to realistic situations in which specific decisions must be made by health managers or officials.

**PA 531      *Introduction to Healthcare Systems*      3 credits**

The course is designed to familiarize students with the financing, operation, regulation, and structure of the American health care system. Attention will be paid to environmental forces that shape and define the healthcare system.

**PA 532      *Human Resources Management in Public Organizations*      3 credits**

This course is designed to examine human resource management in public organizations. Topics examined in the course are from a public manager perspective and emphasize the importance of the human dimension in contributing to organizational effectiveness and productivity. The course explores due process, diligence, diversity and equal opportunity in regards to the classification, recruitment, appointment, development, compensation and overall satisfaction of public employees. Democratic principles and various associated paradoxes within the context of public service to include employee rights are investigated.

**PA 534      *Healthcare Economics*      3 credits**

Students explore the effect of macro- and micro-economic theory on the design, implementation, and outcomes of health and human services programs. Students explore optimization, consumer/client demand, production/service delivery, investment decisions, market structure, and information problems as applied to the public and not-for-profit health and human services sectors.

**PA 535      *Counter-Terrorism*      3 credits**

This course will include an analysis of counter-terrorist global policies, strategies, operations, and organizations since September 11. Students will become familiar with radical extremist organizations to evaluate current U.S. counterterrorism strategy to defeat these groups. A comparison will be made of U.S. counterterrorism strategy to other western nations' strategy to defeat terrorism. Given a scenario, students will critically analyze a terrorist organization's motives, methods, and tactics to develop a counterterrorism strategy. Prerequisite: PA 508: Terror and Politics.

**PA 536      *Healthcare Law and Ethics*      3 credits**

Explores the legal and regulatory issues faced by executives responsible for delivering healthcare and social services in the not-for-profit and government sectors. The course uses readings and case analyses to develop an understanding of the range of actions available to healthcare and social service executives and the effect limitations on actions can have on the quality, efficiency, and effectiveness of the services provided. The issues of privacy concerns, conflicts of interest, and fiduciary responsibility are explored.

**PA 537      *Health Care Quality Assessment And Improvement*      3 credits**

This course examines the quality assessment of both business practices and health care delivery focusing on outcome measurements,

process/outcome relationships, and methods for process improvement. Quality management tools and techniques are reviewed with a focus on patient safety, clinical quality, care outcomes, and cost benefit analysis in patient care.

**PA 538      *Healthcare Financial Management*      3 credits**

Explores the processes and methods of financial management in the healthcare industry. Patterns of healthcare expenditures, methods of financing healthcare, financial planning and development, third party reimbursement, and internal controls in health institutions and programs management.

**PA 539      *Health Care Informatics Technology Management*      3 credits**

This course addresses the importance of information systems and information technology in improving decision-making in healthcare organizations and provides an overview of the integration of technology in the health care setting. Students will examine the processes used in the selection, application, and evaluation of computer software and hardware. Methods and processes to make informed business decisions related to the application and use of technology in health care will be discussed. Students will learn how integrated computer-based information systems can lead to decisions that improve and better coordinate care, allow for better management of medical records and orders, increase the timeliness of care, improve cost controls, enhance supply inventory and management, and become familiar with administrative data sets and information technology used in decision support.

**PA 541      *Nonprofit Philanthropy and Fundraising*      3 credits**

Students examine the ideal of philanthropy and sources of revenue for nonprofit organizations. It allows for students to expand their understanding of the theories, best practices, and skills required to generate private funds for nonprofit organizations.

**PA 543      *Emergency Management: Planning and Response*      3 credits**

Examines the theory and practice of strategic and operational planning for hazards and disasters. Reviews the principles associated with evaluation of threats, risk and vulnerabilities as related to the formulation of prevention programs and plans. The principles of risk identification and communication, management and coordination of resources, and public education will be examined. The organizational aspects of emergency management and its position within local, state, and national governments will be discussed from the federal, state, local and tribal perspectives.

**PA 544      *Productivity Improvement in Government*      3 credits**

Explores and analyzes current topics on productivity in public organizations, with particular attention to change management, transparency, performance, accountability, work management processes, private sector management practice, outcome measurement, E-Government strategy, and labor-management relations. Contemporary productivity theories of a more generalized nature also will be explored. Integrates conceptual works in productivity with case studies that describe actual operations of public productivity programs. Cases cover concepts of measurement, management practice, technology and capital investment, and labor-management relations, with an emphasis on understanding the linkages between theory and practice.

**PA 545      *Labor Relations and Conflict Resolution in the Public Sector*      3 credits**

Labor relations in public organizations including collective bargaining and employment law will be examined. Theories of conflict and methods of alternative dispute resolution will be introduced.

**PA 546      *Nonprofit Marketing and Public Affairs Advocacy*      3 credits**

Introduction to the theories of advocacy in democratic processes including the ethical, legal, and regulatory issues surrounding its practice. It also examines communication and marketing theories non-

profit organizations use to effectively connect with vital stakeholders and constituencies and to promote activities, programs, positions, and services.

**PA 547 Volunteer Recruitment and Management 3 credits**  
A critical examination of how nonprofit organizations must compete for volunteers, in an increasingly competitive market. This includes analyzing the potential conflict between nonprofit values, mission, and the requirements to manage resources efficiently and effectively.

**PA 548 Advanced Issues In Public Management 3 credits**  
Examines how managers in public and nonprofit agencies can secure and utilize legal authority, human resources, and funds to accomplish organizational goals. Employs case studies to explore current problems and emerging issues of public administration.

**PA 555 Critical Infrastructure: Vulnerability Analysis and Protection 3 credits**  
Students will explore the issues, complexities and challenges associated with developing vulnerability analyses and the subsequent allocation of resources once the vulnerability analysis has been done. The emphasis of the course is on how to use technologies such as SCADA to create a model-based vulnerability analysis in order to protect critical sectors. How to integrate vulnerability analysis into emergency management and homeland security policy and decision making will be explored.

**PA 562 Seminar in Federalism and Intergovernmental Relations 3 credits**  
Seminar examining the evolution and practice of federalism and intergovernmental relations among American national, state, metropolitan, local, and tribal governments. Students will utilize different theoretical perspectives to analyze and critically evaluate the rationale for assigning and justifying which unit of government is best situated to develop, implement, monitor, and evaluate public policy.

**PA 563 Administrative Law 3 credits**  
An introductory exploration of the regulatory process including rule making, enforcement, and adjudication. Students will examine the history and evolution of administrative law, its role in defining the power and discretion of unelected officials, and the impact it has on the democratic process.

**PA 564 Seminar in State and Local Government Management 3 credits**  
An introduction to how the American political system defines, constrains, and shapes public management at the state and local level. Of particular interest will be the role and responsibilities of public managers in promoting and upholding the public trust.

**PA 565 Advanced Policy Analysis and Evaluation 3 credits**  
This course will introduce students to the tools and techniques used by policy analysts. Students will gain an appreciation for the political and logistical issues surrounding policy implementation. They will then explore the difficulties in evaluating program efficiency and effectiveness.

**PA 566 Economic Development: Theory and Practice 3 credits**  
This is a seminar examining the theories, analytical tools, and political context of economic development at the state and local level. Students will examine current trends, issues, and controversies involving government-sponsored economic development.

**PA 567 Board Governance and Strategic Management 3 credits**  
The theory and practice of strategic management in public and nonprofit organizations will be examined. It will include a discussion of the roles and responsibilities of actors involved in strategic management including the ethical dimension of strategic planning. Students will also be introduced to the fundamentals of board governance and trusteeship.

**PA 569 Government and Nonprofit Accounting and Budgeting 3 credits**

This course is designed to allow students an opportunity to explore the foundation of government and non-profit accounting theory from a management perspective. Students will analyze and apply Generally Accepted Accounting Principles established for governmental and non-profit organizations and will become familiar with building basic fund-based financial statements. This course will also examine the budgeting policies and practices of not-for-profit and governmental organizations. Budgeting techniques will be addressed as will theories of fiscal policy.

**PA 590 Research Seminar 3 credits**

The seminar serves to integrate the learner's studies in public administration by conducting a compliance audit type program evaluation beginning with the development of appropriate standards for each of the five program competencies and the competency established for the student's emphasis area. The evaluation will demonstrate (1) integration of the MPA program objectives and competencies, (2) graduate-level writing skills using APA format (3) graduate level critical thinking skills and (4) in-depth understanding and application of the objectives of the area of emphasis utilizing appropriate research techniques. Prerequisites: completion of all core and area of emphasis courses or permission of the program chair.

**PA 594 Internship 3 credits**

Supervised field experience in a public sector or not-for-profit agency. Consent of MPA Coordinator and written report are required. Prerequisite: completion of courses in the emphasis area. This course is graded on a pass/fail basis.

## Sport Administration

**SA 501 Sport Administration 3 credits**

This course provides an overview of the components involved in sports programming and athletic administration. Specifically the course will focus on planning, organizing, leading and controlling sport situations.

**SA 503 Ethics in Sport 3 credits**

This course will investigate multiple aspects of sport ethics through a review of a wide range of literature in sport.

**SA 510 Managing Intercollegiate Athletics 3 credits**

This course will examine the leadership and management skills necessary for a fully functioning athletic department at the junior/community college level (NJCAA), and at the Division I, II & III (NCAA) levels.

**SA 515 Sport Communication and Marketing 3 credits**

This course will explain and evaluate all aspects of sport communication and its impact on the management, marketing and operational goals of sport organizations. It will also examine the growing field of sport

**SA 520 Sport Finance 3 credits**

This course will examine the impact that finances have on decision making in sport organizations. Short case studies will be utilized throughout the course to clarify a variety of procedures and policies.

**SA 521 Management and Performance Analytics in Sports 3 credits**

A discussion of the theories, concepts and development of analytics in sports administration today. Students will evaluate and analyze the methods of sport analytics, player performance, player management, sports data strategies, team management, game day operations and strategies. They will also explore methods used in sports team marketing and communications, ticket pricing, loyalty and sponsorship program development, and customer relationship marketing. This is a case-study and project-based course involving extensive sports team business data analysis.

**SA 525 Sport Law and Contract Negotiation 3 credits**

This course will outline how legal issues intertwine with sport leader



duties and responsibilities, and how to best use that information to make sound operational decisions.

**SA 530 Sport Leadership 3 credits**

This course will provide a comprehensive overview of the leadership skills needed to work in the field of sport. Research information as well as practical examples will be utilized. Decision making, organizational change, emotional intelligence, vision, strategic planning and crisis management will be reviewed.

**SA 535 Sport Psychology 3 credits**

This course is an examination of major psychological theories and research related to sport and exercise participation and performance. It will provide information on topics, such as motivational theories, cognitive theories, emotional theories, attribution theories, mental conditioning and the humanistic approach, team dynamics, performance enhancing strategies, and gender and cultural issues.

**SA 536 Strength and Conditioning for Sport 3 credits**

This course develops an understanding of, and analyzes highly effective performance training programs for any level of athlete. Areas of focus include basic physiology, periodization, nutrition, professional standards, high performance models and leadership.

**SA 537 Technology in Sport 3 credits**

This course will provide a comprehensive overview of contemporary sport technology from multiple perspectives. Innovation and improvement of sports performance will be the main emphasis areas.

**SA 540 Coaching Baseball 3 credits**

This course explores the theory and methods of coaching baseball, covering the technical, administrative, and organizational aspects of the process.

**SA 541 Coaching Women's Basketball 3 credits**

This course explores the theory and methods of coaching women's basketball, covering the technical, tactical, administrative, and organizational aspects of the process.

**SA 542 Coaching Men's Basketball 3 credits**

This course explores the theory and methods of coaching men's basketball, covering the technical, tactical, administrative, and organizational aspects of the process.

**SA 543 Coaching Cross Country 3 credits**

This course explores the theory and methods of coaching cross country, covering the technical, tactical, administrative, and organizational aspects of the process.

**SA 544 Coaching Football 3 credits**

This course explores the theory and methods of coaching football, covering the technical, tactical, administrative, and organizational aspects of the process.

**SA 545 Coaching Golf 3 credits**

This course explores the theory and methods of coaching golf, covering the technical, tactical, administrative, and organizational aspects of the process.

**SA 546 Coaching Hockey 3 credits**

This course explores the theory and methods of coaching hockey, covering the technical, tactical, administrative, and organizational aspects of the process.

**SA 547 Coaching Lacrosse 3 credits**

This course explores the theory and methods of coaching lacrosse, covering the technical, tactical, administrative, and organizational aspects of the process. Coaching men's and women's lacrosse will be addressed in this course.

**SA 548 Coaching Soccer 3 credits**

This course explores the theory and methods of coaching soccer, covering

the technical, tactical, administrative, and organizational aspects of the process.

**SA 549 Coaching Softball 3 credits**

This course explores the theory and methods of coaching softball, covering the technical, tactical, administrative, and organizational aspects of the process.

**SA 550 Special Topics 3 credits**

This course is designed to examine in-depth current developments in specific areas of interest to the student within the coaching field. Content will be developed between the academic advisor and the student as requested on an individual basis.

**SA 551 Coaching Swimming 3 credits**

This course explores the theory and methods of coaching swimming, covering the technical, tactical, administrative, and organizational aspects of the process.

**SA 552 Coaching Tennis 3 credits**

This course explores the theory and methods of coaching tennis, covering the technical, tactical, administrative, and organizational aspects of the process.

**SA 553 Coaching Track and Field 3 credits**

This course explores the theory and methods of coaching track and field, covering the technical, tactical, administrative, and organizational aspects of the process.

**SA 554 Coaching Volleyball 3 credits**

This course explores the theory and methods of coaching volleyball, covering the technical, tactical, administrative, and organizational aspects of the process.

**SA 555 Coaching Wrestling 3 credits**

This course explores the theory and methods of coaching wrestling, covering the technical, tactical, administrative, and organizational aspects of the process.

**SA 570 Research Methods in Sport Administration 3 credits**

This course will break down the research process as it relates to sport management. Research design, implementation, analysis and assessment will be discussed and a research project will be conducted.

**SA 575 Sport Facilities Management 3 credits**

This course will analyze and evaluate the management of sport facilities at all levels. Risk management and security issues, the history of the industry and financing will be discussed.

**SA 580 International Sport Management 3 credits**

This course will address specific issues affiliated with international sport management such as structure of governance, policies and procedures, and cultural differences and expectations. Discussion will also occur regarding the interrelationship between all business aspects and international sports including but not limited to sport media, sport facilities, sport event management and sport tourism.

**SA 582 Current Issues in Sport 3 credits**

This course is an overview of major issues in sport including but not limited to globalization, race and ethnicity, gender equity/Title IX, media/social media, performance enhancing drugs, youth specialization and the finance implications.

**SA 590 Capstone Seminar 3 credits**

This seminar serves to integrate the student's coursework in sport administration by examining in depth an issue or problem of significance and special interest to the student. Research, writing, and presentation skills are employed in this course. Each student will design his/her own project, subject to approval of the faculty member, in order to fulfill the course requirements. The project shall demonstrate (1) integration of the MSA program objectives, (2) graduate-level writing skills using APA format, (3) graduate level critical thinking skills and (4) in-depth under-

standing and application of the objectives of the area of emphasis utilizing appropriate research techniques. A research paper and a PowerPoint presentation are required. Prerequisite: completion of all courses in the MSA program (may take one other course concurrently).

**SA 599 Special Project 3 credits**

This course will be available to students who wish to work with their advisors on a special project that is outside the realm of the regular classes. The project will be developed on an individual basis and during the session that fits the student and advisor's schedules.

## Special Education

**SPED 534 Clinical Teaching Experiences: Prekindergarten inc. Special Education 4 credits**

**SPED 550 Special Topics in Instructional Strategist 1-3 credits**

**SPED 559 Home, School, and Community Relations 3 credits**

This course will develop the skills of listening, supporting, guiding, and assisting behaviors utilized in developing strong relationships with parents and community members. Students will examine the impact of cultural diversity, factors which place families at-risk, advocacy, and public policy. Students will become familiar with community resources. Students will also explore the effective use of parent-teacher conferences, home visits, and interviews.

**SPED 562 Individual Behavior and Classroom Management PreK-12 3 credits**

This course provides strategies for identifying, anticipating, preventing, and managing individual and group behavior difficulties within a class setting. The course focuses on creating positive learning environments, and structuring individual and group learning activities, so instruction is enhanced, social interactions are increased, and problem behaviors are prevented.

**SPED 565 Methods/Curriculum: Behavior Disorders PreK-12 3 credits**

This course provides knowledge of characteristics and application of definitions and methods for managing and teaching PreK-12 students with behavior disorders. The course will include strategies and curriculum for preventing behavior disruptions and provide opportunities for students to develop and justify the components of Individual Education Plans (IEPs). Pre-service educators and teachers will examine appropriate assistive technology service and devices. A minimum of 10 clock hours will be spent in observing and/or assisting in a special education setting.

**SPED 567 Characteristics of Individuals with Disabilities PreK-12 3 credits**

This course will address characteristics of and current trends and issues in serving students with disabilities. It offers basic theoretical and practical approaches, educational alternatives, implications of federal and state statutes and related services, and rationale for the multidisciplinary team in providing appropriate educational programming. A minimum of 10 hours of field experience is required.

**SPED 568 Coordination of Occupational Programs 3 credits**

The course will provide students the opportunity to understand how to establish collaborative community relationships in order to develop cooperative occupational programs for students with exceptional needs. Students will become aware of existing services within the community and various supports to ensure smooth transitioning from education to postsecondary occupational settings. Students will examine the role of a work experience coordinator in effectively managing on-the-job training and making instructional decisions pertaining to on-the-job training. This class includes information on assessing students' job skills, locating and placing students in work experience opportunities, working with students and the job site sponsors to insure

that effective training is occurring, evaluating student performance, and other related activities. Prerequisite: SPED 577

**SPED 569 Methods/Curriculum: Learning Disabilities K-12 3 credits**

The purpose of this course is to extend the knowledge of learning disabilities for those who seek to work with students with learning disabilities ages 5-21. Addressed in this course are characteristics of learning disabilities, definitions, history, assessment, medical aspects, teaching of preschoolers through adolescents, and research-based curriculum and teaching strategies for preacademic learning, oral language, reading, writing, mathematics, and social-emotional development. Pre-service educators and teachers will examine appropriate assistive technology services and devices. A 10-hour experience in the field is a requirement of this course. Prerequisite: SPED 567

**SPED 573 Methods/Curriculum: Intellectual Disabilities K-12 3 credits**

The purpose of this course is to extend the knowledge of intellectual disabilities for those who seek to work with students with intellectual disabilities ages birth-21. This course emphasizes empirically-validated practices in the education of students with intellectual disabilities: assessment of instructional needs, instructional strategies, research-based curriculum, classroom management and behavioral support, promotion of social and communication skills, promotion of self-determination, and utilization of appropriate assistive technology services and devices. A ten-hour experience in the field is a requirement of this course. Prerequisite: SPED 567

**SPED 575 Methods/Curriculum: Mild/Moderate Disabilities 5-12 3 credits**

This course provides knowledge of appropriate empirically-based curriculum and strategies useful for pre-service educators and teachers in developing methods, strategies and curriculum and adapting traditional materials for use with secondary students receiving special education services. A minimum of 10 clock hours will be spent in observing and/or assisting in a special education setting. Prerequisites: SPED 567

**SPED 577 Career and Vocational Programming 3 credits**

This course provides knowledge and application of career planning and transition for adolescents from school to adult living, including major laws, suggestions for planning and developing assessment and instructional procedures, and coverage of some of the major issues facing schools, parents, and students today. Included will be practice developing Individual Education Plans (IEPs) and transition services under the mandate of Individuals with Disabilities Education Act (IDEA). The student will spend a minimum of 10 field experience hours observing and/or completing classroom assignments in a secondary special education setting.

**SPED 578 Methods/Curriculum: Mild/Moderate Disabilities PreK-8 3 credits**

This course provides knowledge and application of characteristics, definitions, methods, and curriculum for managing and teaching students with mild and/or moderate disabilities in a multicategorical setting. This course will provide opportunities for developing and justifying components of Individual Education Plans. It will include strategies for note-taking and remembering spoken and written information, for solving math problems, for taking tests, writing papers and assignments and prioritizing and managing time and assignments. Assistive technology services and devices will also be examined. A minimum of 10 clock hours will be spent in observing and assisting in a special education setting. Prerequisite: SPED 567

**SPED 579    *Clinical Teaching Experience:******Instructional Strategist******4 credits***

Clinical teaching is a capstone experience. The student teacher accepts the major responsibilities and performs the activities of a full-time instructor under the supervision of the cooperating teacher.

**SPED 582 *Clinical Teaching Experience:******Instructional Strategist******8 credits***

Clinical teaching is a capstone experience. The student teacher accepts the major responsibilities and performs the activities of a full-time instructor under the supervision of the cooperating teacher.

**SPED 584    *Clinical Teaching Experience: Prekindergarten******Inc. Special Education******8 credits***

Clinical teaching is a capstone experience. The student teacher accepts the major responsibilities and performs the activities of a full-time instructor under the supervision of the cooperating teacher.

**SPED 599    *Special Projects in Instructional Strategist*    *1-3 credits***

## DIRECTORIES

---

### FACULTY

#### School Of Business

**Kristopher Blanchard, Full-Time Term Lecturer of Business (2012)**

B.S., M.B.A. Indiana State University; Ph.D. Capella University

**Chelsea Dowell, Assistant Professor of Economics (2015)**

B.S. Southern Illinois University; M.S. University of Kentucky

**Phillip Heckman Jr., Assistant Professor of Marketing (2018)**

B.A. Boston University; M.B.A. University of Phoenix

**Redmond Humphrey, Associate Professor of Management (2007)**

B.S. Southern Illinois University; M.B.A. Hawaii Pacific University

**Julie Hinders, Full-Time Term Lecturer of Health Services Administration (2016)**

B.S. Upper Iowa University; MHA Des Moines University of Osteopathic Medicine

**Christopher Kragnes, Associate Professor of Business (2010)**

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**Richard Patrick, Professor of Business (2009)**

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B.S., M.B.A. Upper Iowa University; C.P.A.

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**Betty Whitesell, Dean of the School of Business and Professor of Business (2011)**

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**Summer Zwanziger Elsinger, Associate Professor of Business (2010)**

B.S. Drake University; M.B.A. University of St. Thomas; MSc. Glasgow Caledonian University; Ph.D. Capella University

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**Shelby Kaura, Associate Professor of Human Services (2007)**

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B.A., Buena Vista University; M.A. Adler Graduate School; Ph.D. Fielding Graduate University

**Mary Reding, Writing Center Director and Full-Time Term Lecturer of English (2018)**

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**Gary Sager, Full-Time Term Lecturer of Psychology (2017)**

B.A. Lakeland College; M.A., Ed.D Northern Arizona University

**Charles Nick Serra, Professor of English (1999)**

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B.A., B.S. M.S. Columbia College

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**Elissa Wenthe, Associate Professor of Art (2008)**

B.A., B.F.A. University of Minnesota; M.F.A. Ohio University

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B.S.N. University of Phoenix; M.S.N. Allen College

**Jeffrey Butikofer, Professor of Chemistry (2005)**

B.S. Upper Iowa University; Ph.D. University of Wyoming

**Sheila Crook-Lockwood, Assistant Professor of Nursing (2013)**

B.S.N. Coe College; M.S.N. University of Phoenix

**Scott Figdore, Professor of Science/Robert L. Fox Endowed Chair of Science (1992)**

B.S. Pennsylvania State University; M.S., Ph.D. University of Wisconsin-Madison

**Nigel George, Professor of Mathematics and Physics (2003)**

B.S., M.Sc. University of Auckland; M.S., Ph.D. Yale University

**Edward Huffstetler, Interim Dean of the School of School of Science and Mathematics and Professor of English (2016)**

B.A. Coker College; M.A., Ph.D. University of Iowa

**James Jacobs, Associate Professor of Information Technology (2011)**

B.S., M.S., Ph.D. University of Southern Mississippi

**William Jones, Associate Professor of Biology (2012)**

B.S. Iowa State University; Ph.D. Baylor College of Medicine

**Katherine McCarville, Professor of Geosciences (2005)**

B.S. University of California at Los Angeles; M.Sc., Colorado School of Mines; Ph.D. South Dakota School of Mines and Technology

**Md. Manzoor Murshed, Associate Professor of Management Information Systems (1999)**

B.Sc., M.Sc., Dhaka University; M.S. Iowa State University

**Erik Olson, Professor of Chemistry (1994)**

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**Rebecca Schmidt, Assistant Professor of Biology (2013)**

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**Paul Skrade, Assistant Professor of Biology (2015)**

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**Stephanie Tippin, Associate Professor of Nursing (2012)**

B.A. University of Saint Francis; M.S.N. Ball State University

**Jennifer Wing, Assistant Professor of Nursing (2015)**

B.S.N., M.S.N. South University

## Emeritus Faculty

**Maureen Busta**, Professor of Mathematics (1994-2017)

**James Janecke**, Delano Professor of Science, Professor of Mathematics and Physics (1966-1997)

**Robert Jones**, Professor Emeritus of Music (1985-1994)

**Rick Klann**, Delano Professor of Science (1989-2017)

**Aldrich K. Paul**, President Emeritus; Professor Emeritus of Speech (1970-78)

**James Rocheleau**, President Emeritus (1984-1994)

**Emmett Van Buskirk**, Professor Emeritus of Art (1968-2000)

**Cynthia Waters**, Professor of Education (2002-2017)

## University Administration And Staff

For a listing of current administration and staff members refer to the website at [uiu.edu/resources/directory](http://uiu.edu/resources/directory).

### President's Council

Dr. William R. Duffy II

Dr. P. Joan Poor

Tiffany Adams

Ismael Betancourt

Kathy Franken

Rick Hartzell

Murtuza Siddiqui

Andrew Wenhe

Holly Wolff

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Provost

Director of Human Resources

Vice President of Student Life and International Education

Vice President for Enrollment Management

Director of Athletics

Chief Financial Officer

Vice President for External Relations

Executive Assistant to the President

## Board Of Trustees

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Dr. Jennifer Stoffel, Fayette, IA

### Student Trustee

Hayley Cessna, Spring Valley, IL

### Alumni Trustee

Angie Joseph, Yorktown, VA



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### Upper Iowa University – Blackhawk Center

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### Upper Iowa University – Cedar Rapids Center

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### Upper Iowa University – Center for Distance Education (Online and Self-Paced Degree Program)

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Website: [uiu.edu/mesa](http://uiu.edu/mesa)

**Upper Iowa University – Milwaukee Center**

620 S. 76th Street, Suite 100  
Milwaukee, Wisconsin 53214  
Phone: 414-475-4848  
Fax: 414-475-4849  
Email: [milwaukee@uiu.edu](mailto:milwaukee@uiu.edu)  
Website: [uiu.edu/milwaukee](http://uiu.edu/milwaukee)

**Upper Iowa University – New Orleans Center**

Physical Address:  
Jackson Barracks  
6400 St Claude Ave STOP 207  
New Orleans, Louisiana 70117  
Mailing Address:  
PO Box 334  
Arabi, LA 70032  
Phone: 504-682-6792  
Fax: 504-682-6793  
Email: [neworleans@uiu.edu](mailto:neworleans@uiu.edu)  
Website: [uiu.edu/neworleans](http://uiu.edu/neworleans)

**Upper Iowa University – Prairie du Chien Center**

133 South Michigan Street, Suite 200  
Prairie du Chien, Wisconsin 53821  
Phone: 608-326-4292  
Fax: 608-326-6410  
Email: [prairie@uiu.edu](mailto:prairie@uiu.edu)  
Website: [uiu.edu/prairie](http://uiu.edu/prairie)

**Upper Iowa University – Quad Cities Center**

1401 Kimberly Rd  
Bettendorf, Iowa 52722  
Phone: 563-359-7111  
Fax: 563-359-7110  
Email: [quadcities@uiu.edu](mailto:quadcities@uiu.edu)  
Website: [uiu.edu/quadcities](http://uiu.edu/quadcities)

**Upper Iowa University – Rockford Center**

1161 Tebala Blvd.  
Rockford, Illinois 61108  
Phone: 815-332-1414  
Fax: 815-332-5375  
Email: [rockford@uiu.edu](mailto:rockford@uiu.edu)  
Website: [uiu.edu/rockford](http://uiu.edu/rockford)

**Upper Iowa University – Waterloo Center**

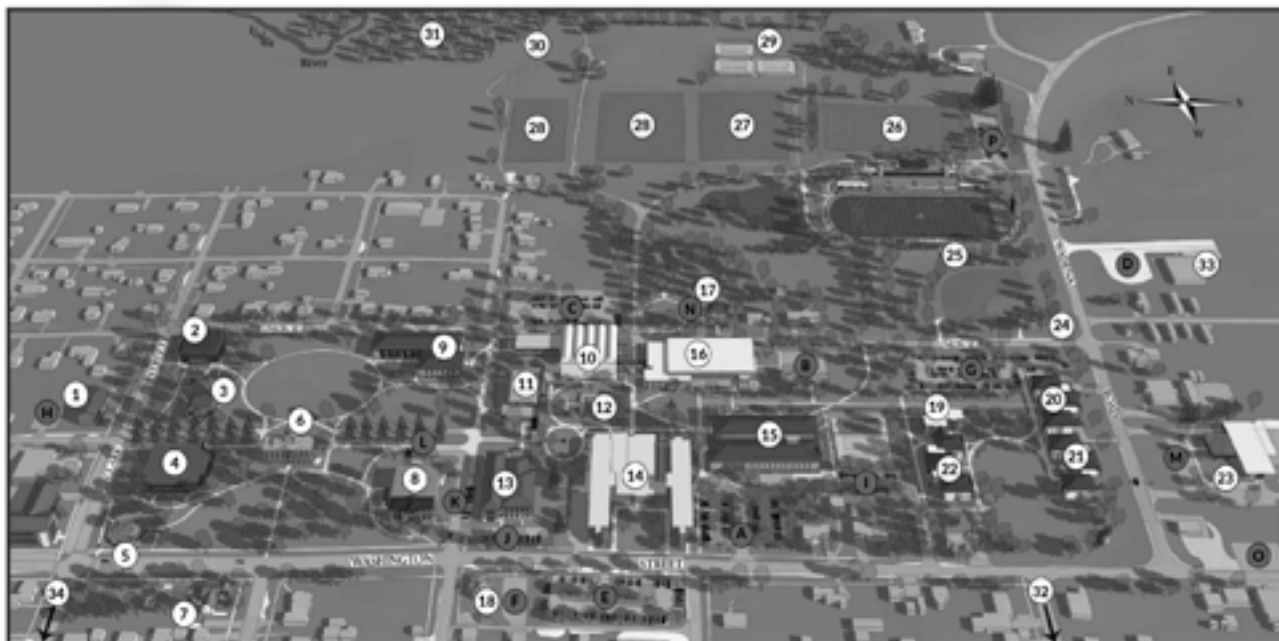
3563 University Ave  
Waterloo, Iowa 50701  
Phone: 319-232-6980  
Fax: 319-232-6971  
Email: [waterloo@uiu.edu](mailto:waterloo@uiu.edu)  
Website: [uiu.edu/waterloo](http://uiu.edu/waterloo)

**Upper Iowa University – Wausau Center**

c/o Northcentral Technical College  
1000 W. Campus Drive, Room A222  
Wausau, Wisconsin 54401  
Phone: 715-675-2775  
Fax: 715-675-1537  
Email: [wausau@uiu.edu](mailto:wausau@uiu.edu)  
Website: [uiu.edu/wausau](http://uiu.edu/wausau)

## Fayette Campus Map

Find online at: [uiu.edu/resources/map-directions.html](http://uiu.edu/resources/map-directions.html)



## CAMPUS LEGEND

### Buildings

- |   |   |
|---|---|
| 1. <b>Hofmaster Apartments</b><br>301 E. Clark Street*                        | 14. <b>Garbee Hall</b><br>605 Washington Street*                    |
| 2. <b>Edgar Fine Arts</b><br>312 E. Clark Street*                             | 15. <b>Student Center/Dining</b><br>603 Washington Street*          |
| 3. <b>Parker-Fox Hall</b><br>300 E. Clark Street*                             | 16. <b>Recreation Center</b><br>514 Union Street*                   |
| 4. <b>Colgrove-Walker Hall</b><br>301 Washington Street*                      | 17. <b>International House</b><br>513 Union Street*                 |
| 5. <b>Peacock Plaza</b>   | 18. <b>Winston House</b>  |
| 6. <b>Alexander-Dickman Hall</b><br>401 Washington Street*                    | 19. <b>Lee Tower</b><br>700 1/2 Union Street*                       |
| 7. <b>President's Home &amp; Formal Garden</b><br>308 Washington Street*      | 20. <b>South Village Hall I</b><br>211 A Wadena Road*               |
| 8. <b>Henderson-Wilder Library</b><br>411 Washington Street*                  | 21. <b>South Village Hall II</b><br>211 A Wadena Road*              |
| 9. <b>Liberal Arts</b><br>408 Union Street*                                   | 22. <b>South Village Hall III</b><br>211 A Wadena Road*             |
| 10. <b>Dorman Memorial Gymnasium</b><br>500 Union Street*                     | 23. <b>Facilities Management &amp; Services</b><br>211 Wadena Road* |
| 11. <b>Baker-Hebron Science</b><br>500 1/2 Union Street*                      | 24. <b>Eischeid Softball Complex</b>                                |
| 12. <b>Grace Meyer Square</b>   | 25. <b>Harms-Eischeid Football Stadium</b>                          |
| 13. <b>Andres Center for Business and Education</b><br>501 Washington Street* | 26. <b>Soccer Game Field</b>  |
|   | 27. <b>Soccer Practice Field</b>                                    |

- 28. **Football Practice Fields**
- 29. **Tennis Complex**
- 30. **9 Hole Disc Golf Course**
- 31. **Low Ropes Course**
- 32. **Robertson-Woods Athletic Fields**
- 33. **Peacock Arts and Athletic Center**
- 34. **Pavo Blue**

### Parking

- A. **Student Center**
- B. **Recreation Center**
- C. **Dorman Memorial Gymnasium**
- D. **Peacock Arts and Athletic Center**
- E. **Garbee Hall**
- F. **Commuter**
- G. **South Villages and Lee Tower**
- H. **Hofmaster**
- I. **Student Center Staff**
- J. **Andres Center Faculty**
- K. **Andres Center**
- L. **Henderson-Wilder Library**
- M. **Facilities Management & Services**
- N. **Center for International Education**
- O. **South Campus**
- P. **Harms-Eischeid Football Stadium**

\*911 Address