

# William Penn University 2017–2018 Catalog

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# ABOUT WILLIAM PENN UNIVERSITY



William Penn University is a liberal arts university affiliated with the Society of Friends. The university was founded by Quaker pioneers in 1873 to provide a quality education to all interested men and women regardless of race, creed, or socioeconomic status. One hundred and forty-two years later, William Penn remains devoted to this ideal. The university is firmly rooted in its Christian heritage, with certain characteristics distinctive to Quakers, but welcomes faculty, staff, and students from all faiths.

William Penn University is devoted to student learning, with a mission to provide a quality education in the liberal arts. Traditional liberal arts with a leadership focus are the core of Penn's educational program, for liberally educated women and men have the skills and confidence to face whatever the future holds. The academic program encourages intellectual inquiry and critical self-awareness but also serves the specific career interests of students in each area of study.

Students at William Penn University are expected to take an active part in their own education. They should participate fully in the intellectual and social experience of higher education by learning to ask probing questions that deal with both substance and process.

William Penn University admits students of any race, gender, age, marital status, national or ethnic origin, religion, creed, sexual orientation, or disability, and does not discriminate in the administration of any university-administered programs. While every effort is made to provide accurate and current information:

- William Penn University reserves the right to change policies, fees, curricula, calendar, or other matters without notice.
- Students enrolled at the university agree to comply with the university's Code of Conduct and applicable regulations.

## MISSION STATEMENT

William Penn University provides the opportunity for an educational experience with a focus on leadership, technology, and the Quaker principles of simplicity, peace-making, integrity, community, and equality.

**We fulfill our mission by working toward seven goals derived from the principles listed in the Mission Statement. Though each campus Department and Division interprets the goals in ways relevant to their areas of expertise, all Departments and Divisions work to realize these seven goals that are directly connected to the Mission Statement.**

Mission Statement Principles	Goals that will guide the University
	These goals identify how the principles listed in the Mission Statement will be pursued at William Penn University, how the University will provide an educational opportunity for its students, through the University's Academic Programs and Co-Curricular Departments.
<b>Leadership</b>	<b>We will influence others to worthy action.</b>
<b>Technology</b>	<b>We will master relevant technology.</b>
<b>Simplicity</b>	<b>We will focus on essential ideas and values.</b>
<b>Peacemaking</b>	<b>We will understand various view points and be able to respectfully and peaceably embrace, negotiate, or decline those views.</b>
<b>Integrity</b>	<b>We will create new and relevant knowledge and methods.</b>
<b>Community</b>	<b>We will cooperate, communicate, and coordinate our efforts. We will also participate in communities beyond the University.</b>
<b>Equality</b>	<b>We will create the opportunity for all to learn and to share their experience.</b>

# OSKALOOSA: PRIDE, PROGRESS AND TRADITION

Not all towns can successfully combine the qualities of pride, progress and tradition, but under the direction of forward-thinking residents, Oskaloosa balances these priorities, moving forward with a sense of stability. Founded in 1853, Oskaloosa is an attractive place to live with a variety of industrial, retail, and educational opportunities.

Oskaloosa is a place where residents collaborate to address the challenges of economic development, the growth of educational opportunities, and the improvement of an already excellent quality of life. These efforts have resulted in new and expanded industries and businesses, new public school buildings, an expanded public library, a state-of-the-art community auditorium, new recreation facilities, and the latest in communications technology.

## THE OSKALOOSA CAMPUS



Three buildings—Penn Hall, Lewis Hall, and the heating plant—were constructed in 1916 and 1917, following a devastating fire that destroyed the original campus. These became the hub of what is now a 75-acre campus on the north side of Oskaloosa. Spencer Chapel was added in 1923, and a number of other buildings were constructed throughout the 1960s and 1970s. The Ron Randleman Fitness Center was added in 1995, and the Twin Towers residence hall was completed in 2000. Two additional buildings opened in 2008: the Musco Technology Center and the Penn Activity Center (PAC) that will house many academic programs.

**Penn Hall** houses classrooms and many offices, including those of the president, the business office, the academic dean and the registrar. Also housed in Penn Hall are the Education Division curriculum labs, the First National Bank Midwest Reading Lab, Career Services, a computer lab and the mail room/service center.

**Wilcox Library** provides an inviting atmosphere in which students may enjoy studying, reading, and relaxing. The library holds 68,000 volumes and subscribes to 204 periodicals. Its resources include an electronic classroom, thirty-two databases providing access to 31,731 full text journals, an online catalog, and Internet access. The library is also the home of the Foyer Art Gallery, the Rains Quaker Collection, the A. Willard and Christina Hendry Jones Collection of Mid-East art and artifacts and a student lounge/study area.

**Spencer Memorial Chapel** was donated to the university by Elizabeth Spencer as a memorial to her late husband, Harry L. Spencer. The chapel, in its Georgian Colonial design, was the first building to be erected after the college became established on the new campus. Its cornerstone was laid in October 1921 and the building was dedicated in 1923.

**Dana M. Atkins Memorial Union** houses the campus bookstore, student mail boxes, a game room and the main dining hall. Meeting rooms available for use are the Mahaska State Bank Room, Chief Mahaska Room and the Scheuermann Room. Offices for Campus Ministries, Student Success Center (SSC) and Residence Life are also located in the Union. A computer lab is located on the main level of the building.

**Market Hall**, our newest of the five residence facilities, was finished late in 2012 and is located on the east side of campus; **Eltse Hall** is located just north of Market Street Hall; **Watson Hall** is an all-male residence located west of Atkins Memorial Union; **Lewis Hall**, is located east of Penn Hall; and **Twin Towers** is located directly north of Lewis Hall. **Rosenberger Apartments** are located on the southwest edge of campus and are available to married students and students with children.

The **gymnasium** was constructed in three phases, beginning in 1957. All home volleyball and basketball games are held on this court, which received a new floor in 1993 and new bleachers in 2006. In 1969, the upper gym was added and includes a regulation-size basketball court and classrooms. Physical education and some coaches' offices, as well as showers and lockers, are available in this building. In 1995, the **Ron Randleman Fitness Center** was added to the west side of the original gymnasium.

The baseball and softball diamonds are located on the west side of campus.

**Edwin H. McGrew Fine Arts Center** includes Ware Recital Hall, a rehearsal room for band and choir, and an art classroom. The nearby **Art Annex** serves as a ceramics laboratory.

The **Musco Technology Center (MTC)** opened in 2008 and is home to the Industrial Technology classrooms and programs in Digital Communication. The MTC offers film studios and editing bays along with labs for industrial technology and applied computer science. The MTC is also home to the Communication Research Institute of William Penn University (CRI).

The **PAC (Penn Activity Center)** offers a fitness center, ball courts, nearly 50 yards of artificial turf, locker rooms, athletic training facilities, a wrestling room and an elevated running track. On the academic side of the building, science labs, classrooms, faculty offices and an auditorium are housed in the center. The PAC Café serves up sandwiches, salads and other snacks.

The **Stadium** located at the Lacey Recreation Complex is an athletic facility that is utilized by a wide range of users and groups. The stadium currently consists of a field turf football field, a soccer field and an all-weather 8-lane track.

In 2014, the **Mahaska Bowl and Recreation Center**, located at 1700 A Avenue East in Oskaloosa, was gifted to William Penn University. It remains a separately managed entity, serving the public in the greater Mahaska County community, as well as providing a home for the Statesmen Men's and Women's Bowling Programs. The building houses 16 natural wood Brunswick lanes with computerized scoring and a Pro Shop for any bowling equipment needs. Leagues and Open Bowling are offered year-round. The lower level has a banquet room and partial kitchen for receptions and events.

On the north side of Penn Hall, the **George Daily Pavilion** was completed in 2017. The area features two covered pavilions and a sand volleyball court for student, faculty/staff, and alumni usage. On the east side of this area, the recreated famous "P" has been revived, made from pavers purchased by Penn alumni and friends.

## STUDENT SERVICES

Every aspect of the university experience contributes to the growth and development of the individual. Education at William Penn is viewed as inclusive. It involves the development of the total person--spiritual, social, physical, and intellectual. William Penn University promotes development in these areas that can best be attained by adopting a healthy lifestyle. William Penn University's Student Services department exists to support and complement the central mission of the university while concentrating on meeting the needs of students and promoting their personal, professional, and social development. The Student Services office seeks to enhance student life by offering students diverse opportunities leading to the development of the "whole" person. The Student Services staff assists with the activities of dozens of student organizations and encourages students to join one or more of these organizations to develop their social and leadership skills.

The responsibilities of Student Services include: residence life, religious life, judicial board, social programs, intramural sports, and the game room. Student Services staff advise the following student organizations: SGA, PASS, Greek Council, Residence Hall Association (RHA) and Inter-Varsity Christian Fellowship (IVCF).

The Student Services staff plan, implement, and evaluate activities that facilitate the developmental process of the overall student life program. The university community strives to make student life educational and enjoyable, thus enhancing the growth of each individual. Students are encouraged to take advantage of a great variety of clubs and organizations, including: cultural organizations, performing arts groups, recreational clubs, religious groups, student government, social organizations, fraternities and sororities, professional associations, and special interest groups.

The student services offices for the Online and Evening Program are located at the Des Moines office. Student services staff duplicate the services offered by the main campus staff.

## STUDENT CODE OF CONDUCT

The William Penn University Student Code of Conduct defines the minimum standards of behavior expected of students while they are on campus and in the community. Students are responsible for complying with university rules and policies as described in the Student Handbook, Housing Agreement, and catalog. While individual freedom and development are of central concern, the student is expected to make choices with awareness that his/her actions may have an effect upon the rights and freedoms of other individuals and groups. Students enrolled in the university must assume responsibility for any action that is contrary to the William Penn Student Code of Conduct. All students are responsible for understanding and abiding by the student code of conduct.

The Student Code of Conduct identifies academic conduct, conduct towards society, general conduct, and conduct towards others. A complete listing of student policies and procedures is located in the student handbook available at [www.wmpenn.edu](http://www.wmpenn.edu).

# STUDENT ORGANIZATIONS AND ACTIVITIES

## Performing Arts Organizations and Activities

Performing arts organizations offer students the opportunity to become involved in music and stage activities outside of the classroom.

William Penn University Jazz Ensemble	Pep/Marching Band
William Penn Singers	Foyer Gallery Art Shows
Student Theatre Productions	Intramural Sports

## Special Interest Groups

William Penn students interested in academic discussions, hobbies, social action, or a variety of other concerns have many different organizations to choose from, such as:

Business Club	President's Diplomats
College Democrats	Psychology/Sociology Organization
College Republicans	Residence Hall Association
Computer Club	Penn Zone Club
Creative Ink (Literary Club)	Pre-Professional Majors Club
Ecology Club	SAAC
Education Club	Southern Eyrue Belegarth (Medieval Combat Soc)
History Club	Student Ambassadors
Fishing Organization	Super Hero Club
Greek Life	TEECA
Kinesiology Club	United World Club
Media Club	

## Student Government

Student Government Association helps build the structure of the collegiate experience, provides programs, works with the administration and assists with the allocation of student life fees.

## Residence Hall Association

Residence Hall Association works with hall policies and programs while developing a sense of community for the residents.

## Religious Groups

Student organizations focus on religion and offer spiritual growth and social interaction.

Inter-Varsity Christian Fellowship	Campus Ministries	FCA	Team Christ
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## Campus Media 88.7

Campus media groups offer students the opportunity to develop their communication and artistic talents outside the classroom.

KIGC-FM Radio Station	The Chronicle (Student Newspaper)
Penn & Ink (Literary Magazine)	

## Honor Societies

These organizations encourage academic excellence and leadership development, while providing recognition for student achievement.

- Alpha Chi (National College Honor Scholarship Society)
- Alpha Lambda Delta (First Year Student Honor Society)
- Phi Alpha Theta (History Honorary Society)
- Sigma Beta Delta (National Business Society)
- Alpha Sigma Lambda (Nontraditional college student honor society)

### Professional Associations

Professional associations offer students the opportunity to develop their knowledge and appreciation for academic disciplines outside the classroom.

ISEA (Iowa State Education Association - Student Program)  
Education Club  
WPC<sup>2</sup> (William Penn Computer Club, student section of Association for Computing Machinery)  
Order of the Computing Professional

### Greek Life

Greek Life provides students with the opportunity to increase their leadership, academic, and social skills in an atmosphere of friendship and support.

Greek Council	Delta Beta Phi
Sigma Phi Sigma	Lambda Delta Nu
Pi Gamma Xi	Nu Psi Tau
Alpha Eta Omega	Theta Alpha Psi
Alpha Sigma Chi	Theta Kappa Psi

### Student Programming

PASS (Programming Activities for Students by Students) provides a variety of activities and entertainment to the campus community and opportunities for students to develop their leadership skills.

## ADMISSION TO WILLIAM PENN UNIVERSITY

In keeping with the Quaker tradition of individual worth, William Penn University considers each applicant in the light of individual potential to benefit from a William Penn education.

### Undergraduate Admissions Policy:

**FIRST TIME FRESHMEN:** Entrance requirements for admission include graduation from an accredited secondary school, a 2.0 high school cumulative grade point average (GPA) or higher on a 4.0 scale, a class rank in the top 50%, and a composite score of 18 on the ACT or equivalent SAT score. Exceptions are made only by the Admissions and Financial Aid Committee.

Students who wish to be considered for admission should forward the following items to the Admissions office:

- High school transcripts or GED results.
- ACT or SAT scores

Both the ACT and SAT are acceptable. Each student should arrange to take one of these tests as early as possible, preferably in the junior year or early in the senior year of high school. The ACT or SAT scores are waived if the student completed high school more than 5 years prior to the anticipated enrollment term.

**TRANSFER STUDENTS:** Students who wish to transfer from another college or university should supply an official transcript from each institution attended in addition to the items listed above. A high school transcript and test scores are not required for students who have successfully completed at least one year of transferrable college work.

**INTERNATIONAL STUDENTS:** An international student application requires a \$50 application fee and statement of financial support. A TOEFL exam score is required if the student has not taken the ACT or SAT for all non-native English speakers. TOEFL score minimum requirement is 500 (pencil/paper), 173 (computer-based), or 61 (Internet-Based). Official transcripts from each institution attended are also required. Individual cases of students with lower scores will be reviewed by the Admissions Committee.

The admissions decision is made on each applicant as soon as all materials are received. Following notification of acceptance, the applicant is requested to confirm the intention to enroll by submission of a \$50 tuition deposit. This deposit is applied toward the student's tuition upon enrollment. In the event of notification in writing of withdrawal prior to May 1 (or December 1 for spring semester), the deposit will be refunded in full.

**BACHELOR OF SCIENCE IN NURSING:** All students entering the BSN completion program are TRANSFER students from their pre-license program and other colleges attended. Admission to the Division of Nursing is an additional procedure after admission to William Penn University. Admission requirements are as follows:

Acceptance to William Penn University with a transcript evaluation completed and on file.

**Nursing Transfer Policy:** All courses being evaluated for transfer into William Penn University's BSN program must be completed with "C-" or above to be accepted for the nursing program. Required courses below this standard will need to be repeated, either at the community college or at William Penn University. This policy pertains to the William Penn University BSN only.

Evidence of current unencumbered Registered Nurse licensure in the State of Iowa. License must remain current while enrolled in William Penn's nursing program. Nursing courses with a clinical or preceptorship component may not be taken if the following has occurred:

- Denied licensure by the Iowa Board of Nursing
- Registered Nurse license is currently suspended, surrendered or revoked in any US jurisdiction
- Registered Nurse license is currently suspended, surrendered or revoked in another country due to disciplinary action
- Student has failed a criminal background check

Registered nurse applicants must have an admission cumulative GPA of 2.50 on a 4.0 scale and must maintain a cumulative GPA of 2.5 throughout the program. Students with an admission cumulative GPA of 2.0 may be admitted to the University and conditionally admitted to the Division of Nursing with the stipulation of earning at least a cumulative 2.50 GPA the first semester, and maintaining the cumulative 2.50 GPA throughout the program.

The RN student must provide verification of the following admission requirements:

- Criminal Background Check and Abuse Registry
- Current CPR Card
- Nursing Student Physical Examination
- Immunization Requirements (TD/tdap, Mantoux test, Seasonal Influenza, Mumps, Measles, Rubella, Chickenpox, Hepatitis B)
- Mandatory Reporter: Child and Dependent Adult Abuse
- HIPAA & Standard Precautions trainings

It is the student's financial and educational responsibility to keep verifications current through the program.

#### **Graduate Admissions Policy:**

Students applying for graduate studies at William Penn University will need to supply a complete application that will be reviewed by the Admissions and Financial Aid Committee. The following documents are required:

- Graduate Application for Admission
- Official Transcript from the institution that granted the undergraduate degree with a minimum cumulative GPA of 3.0 on a 4.0 scale
- Current resume, including work experience and educational background
- Submission of two academic or professional recommendation forms
- 500-word Statement of Purpose discussing professional goals and how, in light of strengths, a graduate degree will bring the student closer to the realization of described goals

## **FERPA POLICY**

### **WHAT IS FERPA?**

The United States Congress passed the Family Educational Rights and Privacy Act (FERPA) in 1974 to afford certain rights to students concerning their education records. The primary rights afforded to students who attend a postsecondary school such as William Penn University are the right to inspect and review their education records, the right to seek to have their records amended and the right to have some control over the disclosure of information from the records.

William Penn University may not disclose information contained in education records without the student's written consent except under certain limited conditions.

### **FERPA PROCEDURE**

These procedures, in compliance with the Family Educational Rights and Privacy Act, (FERPA) govern access to student education records and identify the procedures students may follow to obtain or restrict access to their education records.

The University Registrar is responsible for university compliance with these procedures. These procedures apply to the records of students who are both admitted and actively enrolled or who have previously attended the university on campus or via video conferences, satellite, internet, or by other electronic means. The rights are effective on the first day of each student's attendance. They do not apply to applications of persons who were not admitted or to other correspondence with the university.

### **EDUCATION RECORDS**

These procedures apply to any education record (in handwriting, print, tapes, film, electronic or other media) maintained by WPU regardless of its date of origin which is directly related to a student. The following are NOT classified as education records under FERPA:

- Records kept by faculty, staff, administrative or auxiliary personnel for their own use as memory aids or reference tools if kept in the personal possession of the person who made them and if the record has not been made available to any other person except the maker's temporary substitute. These personal notes are to be referred to in divisional and administrative records policies as "sole possession" records. Records that contain information taken directly from a student or that are used to make decisions about the student are not sole possession records.
- An employment-related record which does NOT result from student status.
- Parents' confidential financial statements, income tax records and reports received by the university.
- Records maintained by WPU health or counseling services that are used only for treatment and made available only to those individuals providing the diagnosis and treatment. Patient access to medical or counseling records is provided upon submission of written patient authorization according to university policy.
- Alumni records which contain only information about a student after he or she is no longer attending the university and do not relate to the person as a student.

### **ANNUAL NOTIFICATION – THIS INFORMATION IS TIME-SENSITIVE AND CONSTITUTES AN ANNUAL NOTIFICATION TO STUDENTS.**

Student education records at WPU are generally accessible to eligible students according to the provisions of the Family Educational Rights and Privacy Act (FERPA).

The following explains student rights to their education records, summarizes the procedures for exercising those rights, and describes student directory information that may be disclosed to the public without the students consent as required by law.

Eligible students, admitted and enrolled at WPU, generally have the right to:

1. Inspect and review their education records within a reasonable period of time upon submitting to the Registrar or appropriate office or division managing their education records a written request, with proof of identification, specifying the records to be inspected. The Registrar or appropriate office or division will notify the student of the time and place the records may be inspected.
2. Petition WPU to amend or correct any part of the education record believed to be inaccurate, misleading, or in violation of their privacy rights. Students may submit a written request to the office holding the record, clearly identifying the part of the record they want changed, and specify why it is inaccurate or misleading. If the office decides not to amend the record as requested, the office 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 university hearing process may be provided to the student when notified of the right to a hearing.
3. Control the disclosure of personally identifiable information contained in the student's education record, except as otherwise authorized by law. Examples of exceptions to consent for disclosure include:
  - Access of education records by WPU officials and agents having a legitimate educational interest in the records. This category generally includes any WPU official or agent who accesses student educational records for the purpose of performing a task or responsibility relating to his or her employment or professional responsibility at the university. These individuals may include faculty, administration, staff and other university agents who manage student education record information including, but not limited to, student education, discipline, and financial aid.
  - Parents who establish the student's dependency for federal income tax purposes.
  - Upon request, WPU will disclose education records or information without consent to officials of another college or university to which the student seeks or intends to enroll, or to a school in which the student is currently enrolled.
4. File a complaint with the U.S. Department of Education concerning failures by WPU to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, D.C. 20202-4605. [www.ed.gov/offices/om/fpco/](http://www.ed.gov/offices/om/fpco/)

### **Possible Federal and State Data Collection Use**

As of January 3, 2012, the U.S. Department of Education's FERPA regulations expand the circumstances under which your education records and personally identifiable information (PII) contained in such records – including your Social Security Number, grades, or other private information – may be accessed without your consent

First, the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or state and local education authorities (“Federal and State Authorities”) may allow access to your records and PII without your consent to any third party designated by a Federal or State Authority to evaluate a federal- or state-supported education program. The evaluation may relate to any program that is “principally engaged in the provision of education,” such as early childhood education and job training, as well as any program that is administered by an education agency or institution.

Second, Federal and State Authorities may allow access to your education records and PII without your consent to researchers performing certain types of studies, in certain cases even when we object to or do not request such research. Federal and State Authorities must obtain certain use-restriction and data security promises from the entities that they authorize to receive your PII, but the Authorities need not maintain direct control over such entities.

In addition, in connection with Statewide Longitudinal Data Systems, State Authorities may collect, compile, permanently retain, and share without your consent PII from your education records, and they may track your participation in education and other programs by linking such PII to other personal information about you that they obtain from other Federal or State data sources, including workforce development, unemployment insurance, child welfare, juvenile justice, military service, and migrant student records systems.

### **DIRECTORY INFORMATION**

WPU has designated the following student information as directory information that we may disclose to the public without the consent of the student:

- Name
- Addresses and telephone numbers
- E-mail address
- Date and birthplace
- Major field(s) of study
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Pictures
- Dates of attendance (current and past)
- Class standing (freshman, sophomore, etc.)
- Enrollment status (full-time, part-time, less than half-time)
- Academic honors, degrees and awards received
- Previous educational institutions attended
- Anticipated future enrollments
- Current individual student course schedule (as of the date the request is received.)
- Anticipated date of graduation
- Dates of Student Employment

Students have the right to restrict disclosure of the above directory information. To request restriction of disclosure, students must file a written request in the Registrar’s Office.

Please note that although the University is permitted to release Directory Information without a student’s written permission (unless the student has requested restriction of such information, see next section, we generally are not compelled to do so.) In many cases we may choose to not release Directory Information when we feel such refusal may be in the best interests of the student. For instance, as standard practice, we do not release Directory Information to third parties in the form of mailing lists or labels.

### **Restricting Academic Records**

The University determines the personal information regarding its students that can be given to the public according to the FERPA guidelines. Any William Penn University student may request restriction of the disclosure of this personally identifiable information by the following procedure:

1. Come to the Office of the Registrar in Penn Hall with a University ID card or other picture ID.
2. Request a Directory Information restriction be placed on his or her educational records.
3. Fill out and sign the written agreement provided.
4. Please note that requests must be received prior to the fall semester to avoid being published in the Student Directory.

Restrictions on education records are valid until the student has removed them or separated from the University for a period of six months, or has been verified as deceased. To remove a restriction on education records, a student should bring a University ID card or other picture and request that the restriction be removed from his or her records. Such transactions must be completed in person or in writing.

The above processes are completed through the University Registrar for the protection of students and to be in compliance with FERPA.

**LOCATIONS OF STUDENT EDUCATION RECORDS**

The following list describing the type, location and custodian of university student education records is illustrative and not comprehensive. Other student education records may be found in a variety of locations throughout campus. A student having questions concerning the location of education records should direct an inquiry to the Office of the Registrar.

<b>TYPE</b>	<b>LOCATION</b>	<b>CUSTODIAN</b>
Academic Records	PENN 217	Registrar
Admissions	PAC 203	Director of Admissions
Alumni Information	PENN 213B	Director of Alumni Relations
Business Office	PENN 223	VP for Financial Operations
Des Moines Area Campus	PENN 217	Registrar
Distance Education	PENN 316C	Director of Distance Education
Faculty Records	PENN 221	VP Academic Affairs
Financial Aid	PAC 204	Director of Financial Aid
Graduate Studies	PENN 217	Registrar
Housing	UNION 107	Director Residence Life
Security	PAC 227	VP of Operations
Information Services	PENN 111	Director of Information Services
Inquiries for other records may be directed to the office of the Registrar where your request will be received or referred to the appropriate University official.	PENN 217	Registrar

**PROCEDURE TO INSPECT EDUCATION RECORDS**

FERPA controls access to student education records. WPU will make a reasonable effort to provide eligible students and qualifying parents the rights granted by the Act. Under circumstances that prevent alteration or mutilation of records, a student with proper identification will be permitted to inspect all education records not restricted by a pledge of confidentiality or considered to be private records of university personnel. In those instances when the university is willing to allow copies, those with legitimate access to the records will be charged a reasonable fee for the copies.

Students are encouraged to submit to the record custodian or to appropriate university personnel a written request that identifies as precisely as possible the record the student wishes to inspect. However, oral requests may be honored upon proper presentation of identification and in circumstances where a written request would be burdensome or impractical. The record custodian or appropriate university personnel will make reasonably prompt arrangements, generally within 45 days, for access and notify the student of the time and place where the records may be inspected.

When a record contains information about more than one student, the student may inspect and review only that portion relating to the requesting student.

**RIGHT OF UNIVERSITY TO REFUSE ACCESS**

The following records are not available for review by students:

- The financial statements and tax returns of the student’s parents.
- Letters and statements of recommendations to which the student has waived the right of access, or which were placed in the student’s file before January 1, 1975.
- Records connected with an application to attend WPU or a component unit of WPU if that application was denied.
- Any records which are not education records as defined by FERPA or these procedures and which are not otherwise accessible pursuant to law.

**REFUSAL TO PROVIDE COPIES**

WPU reserves the right to deny transcripts or copies of education records if:

- The student has an unpaid financial obligation to the university;
- The student is in default under any federal loan program,
- There is an unresolved disciplinary action against the student;
- There is unresolved litigation between the student and the university;

- Other cases as determined by the university procedures on Registration and Academic Holds;
- Or as otherwise determined appropriate by the university.

WPU will not provide copies of those education records related to disciplinary action taken against a student, even at that student's request, unless refusal of such a request would unreasonably limit the student's right to inspect and review those records.

### **COPIES OF RECORDS**

If for any valid reason such as distance from a student's place of residence to a record location, distance between record location sites, or health, a student cannot inspect and review his or her education record in person, WPU may arrange for the student to obtain copies. A reasonable fee for copies and any applicable postage fees will be charged. The fee for copies at the Office of the Registrar will be \$.50 per page unless otherwise specified. There is no charge for search or retrieval of education records nor for personal inspection of education records.

### **DISCLOSURE OF STUDENT EDUCATION RECORDS**

WPU will disclose student education records to a third party with written consent from the student. This written consent must:

- Specify the records to be released,
- State the purpose of the disclosure,
- Identify the party or class of parties to whom disclosure may be made, and
- Be signed and dated by the student.

WPU will disclose student education records without the written consent of the student in the following limited circumstances:

- To school officials and to specified agents of the university who have a legitimate educational interest in the records.
  - A school official or specified agent of the university is:
    - the Board of Trustees or its agents; or
    - a person employed by the university in an administrative, supervisory, academic, research or support staff position, (including security personnel and health staff); or
    - a person or company, with whom the university has contracted as its agent to provide a service instead of using university employees or officials (such as Student Clearinghouse, an attorney, auditor or collection agent); (the contracted party is subject to the same conditions of use and re-disclosure of education records that govern other school officials); 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; or
    - a person employed by, under contract to, or designated by the university to perform a specific task.
  - A school official or specified agent has a legitimate educational interest if the official is:
    - performing a task that is specified in his or her position description or by contract agreement;
    - performing a task related to a student's education;
    - performing a task related to student discipline; or
    - performing a service or benefit relating to the student or the student's family, such as health care, counseling, job placement or financial aid.
  - To officials of another school, upon request, in which a student is enrolled or seeks or intends to enroll.
- To the Secretary of the U.S. Department of Education, the Attorney General of the United States, the Comptroller General of the United States, and state and local educational authorities, in connection with certain state or federally supported education programs.
- In situations where a student has sued the university, or the university has taken legal action against a student, as necessary for the university to proceed with legal action as a plaintiff or to defend itself.
- In connection with a student's request for or receipt of financial aid, as necessary to determine the eligibility, amount or conditions of the financial aid, or to enforce the terms and conditions of the aid.
- To organizations conducting certain studies for or on behalf of the university on condition that the organizations conducting the studies not permit the personal identification of students by anyone other than the organizations' representatives. Additionally, all information provided must be destroyed by the requesting organizations when no longer needed for the study's purposes.
- To accrediting organizations to carry out their functions.
- To either parent of an eligible student if the student is claimed as a dependent for income tax purposes regardless of which parent claims the student as a dependent. Parents requesting information from a student's file shall be responsible to demonstrate that the student in question is a dependent pursuant to Section 152 of the Internal Revenue Code. In addition, WPU may disclose to parents of an eligible student information regarding violations of local, state or federal law.
- To comply with a judicial order or a lawfully issued subpoena. The university will make a reasonable attempt to notify the student in advance of disclosure when non-directory information is released in response to subpoenas or court orders.
- To appropriate parties, including parents or guardians, in a health or safety emergency.

WPU may (without the consent of the perpetrating student) disclose to the victim of a crime of violence or a sex-offense, (as defined in the Clery Act) the results of any disciplinary proceeding conducted by WPU against the alleged student perpetrator regardless of the outcome of the proceeding.

#### **RECORD OF REQUEST FOR DISCLOSURE**

Each custodian of education records at WPU will maintain a record of all requests for and disclosures of information from a student's education records file made by anyone other than a school official or the student. The record will indicate the name of the party making the request and the reason for the release. The record of the request for disclosure may be reviewed by an eligible student. Re-disclosure of education records by a third party is prohibited.

#### **CORRECTION OF EDUCATION RECORDS**

Students have the right to ask to have education records corrected that are inaccurate, misleading or maintained in violation of their privacy or other rights. In all cases of challenge to the content of a student's education records, not otherwise governed by established university policy, these procedures will apply. Under these procedures, the process must be initiated within one year from the semester or term in question. The following are the applicable procedures:

- A student must file a written request with the custodian of the applicable WPU education record to amend the record.
- The request should identify the part of the record requested to be changed and specify why the student believes it to be inaccurate, misleading or in violation of the student's privacy or other rights.
- The dean or supervisor of the university area maintaining the records shall promptly review the facts and seek to resolve the complaint by informal discussions with the student.
- If the dean or supervisor decides not to comply with the request, WPU will notify the student in writing.
- A student who disagrees with the decision has a right to a hearing to challenge the information believed to be inaccurate, misleading or in violation of the student's rights. Upon written request to the University Registrar, a hearing will be scheduled and the student will be provided reasonable advance notification of the date, place and time of the hearing. The hearing will be conducted by a University FERPA Committee consisting of three disinterested individuals appointed from the Office of the Dean and the Office of the University Registrar or another appropriate custodian of the student education records. The student shall be afforded a meaningful opportunity to present evidence relevant to the issues raised in the original request to amend the student's education records. The student may have one or two individuals, physically present at the hearing panel to confer with him or her. Because the hearing is not intended to be adversarial, however, such individuals will not be allowed to address the hearing panel nor advocate, unless specifically invited to do so by the Chair. The hearing panel will prepare a written decision based on the evidence presented and/or considered at the hearing. The decision will include a summary of the evidence and the reasons for the decision.
- The hearing panel will strive to ascertain the truth and to make determinations that are reasonably supported by the evidence. Note: this hearing is an administrative proceeding and no attempt shall be made to apply the formal rules of evidence applicable in judicial proceedings. In general, any evidence, whether oral testimony or documentary, which is considered by the hearing panel to be relevant should be received subject to the discretion of the hearing panel to exclude frivolous, repetitive or merely cumulative testimony.
- If the hearing panel finds that the information is not inaccurate, misleading or in violation of the student's right of privacy or other rights, the record will be maintained, but the student will be notified of the right to place in the record a statement commenting on the challenged information and/or a statement setting forth reasons for disagreeing with the decision. The statement will be maintained as part of the student's education records as long as the contested portion is maintained. If WPU discloses the contested portion of the record, it will also disclose the statement. If the hearing panel decides that the information is inaccurate, misleading or in violation of the student's right of privacy or other rights, it will amend the record and notify the student, in writing, that the record has been amended.
- Generally, the university will follow the procedural guidelines as outlined above. However, the procedures set forth above are merely guidelines and are not intended to create any contractual obligations or expectations. The university reserves the right, at its reasonable discretion, to vary these procedures according to the circumstances of individual matters, provided that the student is not significantly prejudiced.

#### **INTERPRETATION**

Questions concerning the application of these procedures should be addressed to the Office of the Registrar, William Penn University, 201 Trueblood Avenue, Oskaloosa, IA 52577. The Registrar, in consultation with the WPU General Counsel, will determine all questions of interpretation.

# STUDENT GRIEVANCE POLICY & PROCEDURE

## Student Complaints and Grievances

### Policy

William Penn University is committed to a respectful learning environment for all members of the campus community. Students have the right to seek a remedy for a dispute or disagreement when they believe they have been treated in an improper, unfair or arbitrary manner. Additionally, students have the right to seek a remedy for issues of institutional or program quality such as William Penn University's compliance with the standards of our accrediting body, the Higher Learning Commission (HLC). No retaliation of any kind shall be taken against a student for participation in a complaint or grievance.

### Definitions

- A. **Grievance and/or Complaint** - A written claim raised by a student alleging improper, unfair, arbitrary, or discriminatory action by an employee involving the application of a specific provision of a university rule/regulation or a William Penn University policy or procedure. A grievance may also be about issues of institutional or program quality such as William Penn University's compliance with HLC standards.
- B. **Appeal** – A request for reconsideration of a grievance application of a policy or procedure.
- C. **Retaliation** – Retribution of any kind taken against a student for participating in a complaint or grievance.
- D. **Student** – An individual student, a group of students, or the student government.

### Procedures

For certain types of grievances or complaints, policies, and specific procedures may already be in place and must be followed. These procedures are found in the William Penn University Student Handbook available at [www.wmpenn.edu](http://www.wmpenn.edu). Issues related to alleged harassment, discrimination, student conduct, grade challenges, parking, etc. must be processed using existing procedures.

The procedures for all other types of complaints or grievances follow.

1. When a student has a complaint or grievance, she or he shall first meet on an informal basis with the faculty member, staff member, or university administrator directly involved in the dispute in an attempt to resolve the complaint or grievance. For full consideration, the complaint or grievance should be filed in the semester in which the concern arises, or within the first two weeks of the subsequent term.
2. When a student has a complaint or grievance which remains unresolved after consultation with the faculty member, staff member, or university administrator directly involved in the dispute, she or he may file a written account of his or her grievance with the appropriate academic dean in cases where the dispute involves teaching faculty, or the appropriate supervisor in cases where the dispute involves other university employees.

A Student Grievance Form is available for this purpose in the Office of the Vice President for Academic Affairs.

This notification shall contain a statement indicating the intention of the student(s) to proceed with the grievance, and the relief requested. The academic dean, appropriate supervisor, or designee, shall respond in writing to the student(s) within fourteen (14) days of receipt of the written, signed notice of grievance.

If the grievance is not resolved at the meeting with the supervisor, the student(s) may appeal to the area Vice President. The area vice president shall consider the appeal and make a decision. The vice president shall respond in writing to the student within fourteen (14) days of receipt of the written, signed notice of appeal. If the complaint is with the area Vice President, the student may appeal to the President of the University using the same process described above.

If the grievance is not resolved at the meeting with the area vice president, the student(s) may appeal to the University president, who will consider the appeal and make a decision. The University President shall respond in writing to the student within fourteen (14) days of receipt of the written, signed notice of appeal. The decision of the President is final and binding.

### Complaints to the Higher Learning Commission

William Penn University is accredited by the Higher Learning Commission (HLC). A student who wishes to file a complaint about William Penn University with the HLC should contact the Commission.

The Higher Learning Commission  
230 South LaSalle Street, Suite 7-500  
Chicago, Illinois 60604-1411 Phone: 800.621.7440 / 312.263.0456.  
Fax: 312.263.7462

[info@hlcommission.org](mailto:info@hlcommission.org)

### **Record Keeping**

The University maintains a record of written student complaints. All written student complaints will be filed with the Vice President for Academic Affairs. Summary information regarding student complaints

Are presented by the Vice President for Academic Affairs to the President's cabinet annually in June. Trends are reviewed and utilized in developing policies and procedures that mitigate further complaints or issues.

The log of complaints and resulting university actions is provided to the Higher Learning Commission of the North Central Association of Colleges and Schools, upon their request, and in compliance as a part of the University's periodic accreditation review.

Questions regarding student complaint/grievance policy and associated procedures should be directed to the Dr. Noel C. Stahle, Vice President for Academic Affairs at stahlen@wmpenn.edu.

Students also may contact Dr. Stahle by phone at 641-673-1010.

### **Student Grievance Procedure**

A grievance is a complaint initiated by a student who believes he/she has been unfairly treated by an employee of the University or another student of the university. A grievance also maybe initiated if a student believes he/she has experienced a breach of a contractual relationship between him/herself and the University. The process to resolve grievances is noted below:

1. The student must make every reasonable effort to resolve the problem with the William Penn University employee.
2. The student consults first with the instructor/staff to understand the nature of the grievance – i.e. related to admission, program progress, advising, graduation, etc. The objective of the meeting is to allow all parties to reach a mutual understanding of the grievance(s). If no resolution is possible after this meeting with the instructor/staff:
3. The student may in writing (via email) request to meet with the Division Chair. The Chair must receive the written request within fourteen (14) calendar days of the meeting with the instructor/staff, which should include 1) the student's detailed response, 2) documentation supporting the student's grievance. The Chair will reply via email within seven (7) calendar days to set up a meeting. Chair and student will review all factors related to the grievance with the goal of seeking a fair and equitable resolution. If no agreement can be achieved:
4. All documentation concerning the grievance will be forwarded to the relevant Academic Dean (based on the relevant campus). The student may in writing (via email) within seven (7) days request to meet with the Academic Dean. As needed, the Dean may present the grievance to the Academic Council (AC) for review and counsel. The decision of the Academic Dean is final.
5. All parties in this grievance process agree to cooperate openly, respectfully, honestly, and in good faith.

## **ACADEMIC POLICY FOR TRANSFER CREDIT**

It is the student's responsibility to secure an official transcript from any previous institution. Transfer students have approximately 4 weeks from the beginning of their first enrolled term to provide official transcripts to William Penn University. At the end of this period, if official transcripts have not been received, financial aid may be modified and academic credit will not be awarded for this prior work. A student may appeal to the Dean's Office to have past credit transferred in, after the allowable time frame has passed.

Policies relating to the acceptance of transfer credits are as follows:

1. All academic courses passed at another accredited (Regional or CHEA approved accreditation) degree granting institution may be accepted providing the overall grade point average for those courses is 2.0 or above. A minimum grade of "C-" is required in English Composition I and English Composition II. Only computer courses that are ten years old or less may be accepted. For those students with an overall grade point average of less than 2.0, only courses with a grade of "C-" or above will transfer. WPU may accept up to 94 credit hours as needed for the student's degree program at William Penn University.
2. A.A., B.A. and B.S. degree graduates of (Regional or CHEA approved) accredited degree granting institutions are accepted as having completed all Penn Leadership Core requirements, with the exception of LDRS 290 Quaker Values and LDRS 390 Contemporary Leadership, with possible exceptions into certain majors.
3. Course work from non-accredited institutions will be accepted based on recommendations from the American Council on Education (ACE), the National Program for Non-collegiate Sponsored Instruction (PONSI), the College Level Examination Program (CLEP), the Defense Activity for Non-Traditional Education Support (DANTES, DSSST), and individualized articulation agreements with other institutions. In some cases, credit may be granted through assessment of a documented portfolio.

4. Official transcripts of all work must be submitted for credit to be granted. Transcripts must be sent from the originating institution directly to the Office of the Registrar at William Penn University.
5. Coursework from non-United States institutions will be evaluated based upon receipt of an official line-by-line international credit evaluation performed by the World Education Services ([www.wes.org/index.asp](http://www.wes.org/index.asp)) or the AACRAO Foreign Education Credential Service ([www.ies.aacrao.org/evaluations/](http://www.ies.aacrao.org/evaluations/)). Please access their website to order evaluations to be sent to William Penn University.
6. Students desiring credit for military experience must provide an official transcript from the Joint Services Transcripts (JST).
7. The Education Division only accepts transfer credits of courses within the major which are ten years old or less with a C- or above.
8. Upon admission, unless special circumstances are agreed upon, at least one-half of the total credit required for the baccalaureate degree in nursing are granted and applied to the program, based on active RN license and/or academic transfer credit. This qualifies students to transfer at the junior level. The Nursing Division only accepts transfer credits with a "C-" or above. Additional general education and support course credit may be transferred as determined by WPU Registrar.

For additional transfer credit information, contact Admissions or the Office of the Registrar.

## COORDINATING PROGRAMS

In addition to accepting an AA degree, William Penn University has agreements with several Iowa community colleges which enable students to include their vocational course of study with their liberal arts studies.

Students who complete the requirements for the A.A.S. or AS/CO at these community colleges and the specified requirements for coordinating program at William Penn University will receive a B.A. with the major specified below.

Specific course requirements for these coordinating programs are available in the offices of Admissions, the Registrar, and the Dean of the College of Arts, Sciences, and Professional Studies.

### **DES MOINES AREA COMMUNITY COLLEGE**

Bachelor of Arts with a major in Technical Studies for numerous AAS degrees from DMACC and a Bachelor of Science in Nursing for Nursing AAS degrees.

### **INDIAN HILLS COMMUNITY COLLEGE**

Coordinating programs are available in the following areas *and more*:

<b>IHCC Technical Program</b>	<b>William Penn major</b>
Agricultural/Biofuels Process Technology	Industrial Technology
Automotive Technology	Industrial Technology
Aviation Maintenance Tech	Industrial Technology
Computer Networks and Security	Applied Computer Science Industrial Technology
Computer Software Development	Applied Computer Science
Construction Management	Industrial Technology
Construction Technology	Industrial Technology
Criminal Justice – AAS Degree	Sociology/Criminology
Diesel Power Systems	Industrial Technology
Digital Forensics	Applied Computer Science Sociology/Criminology emphasis

Early Childhood Associate	Elementary Education
Electronic Engineering Tech	Applied Computer Science Industrial Technology
Health Information Technology	Biology Kinesiology
Industrial Technology Education, AGS Degree	Secondary Education Industrial Technology
Laser/Electro-Optics Technology	Industrial Technology
Machine Technology	Industrial Technology
Nursing, Associate Degree	Bachelor of Science in Nursing Biology Kinesiology
Paramedical Specialist	Biology
Physical Therapist Assistant	Biology Kinesiology
Radiologic Technology	Biology Kinesiology
Robotics/Automation Technology	Industrial Technology

This agreement also covers the Bachelor of Arts with a major in Technical Studies for 28AAS degrees from Indian Hills Community College.

**IOWA CENTRAL COMMUNITY COLLEGE**

A coordinating program available in the following area:

**Iowa Central**  
Nursing (AAS)

**William Penn**  
Bachelor of Science in Nursing

**IOWA STATE UNIVERSITY**

Students choosing to major in mechanical engineering enroll in a 3+2 program. They will attend William Penn University for the first three years, studying mathematics, physics, chemistry, computer science, engineering, economics, writing, and completing the Penn Leadership Core program. During the last two years of college, they will attend Iowa State University, Ames, Iowa to complete a Bachelor of Science in Mechanical Engineering degree. Upon completing their college work, they will transfer the necessary credits back to William Penn University and receive their WPU B.A. in addition to the ISU B.S.M.E.

Students must come to WPU with a 'C' grade or better in a high school or college Pre-Calculus course or have completed MATH 140 at WPU with a 'C' grade or better before declaring Mechanical Engineering as their major. Students will begin as Industrial Technology-Engineering Technology majors until they meet this requirement.

**IOWA VALLEY COMMUNITY COLLEGE**

Coordinating programs are available in the following areas and more:

**Iowa Valley CC**  
Broadcast/Mass Media Studies (AS/CO)  
Communications/Public Relations/Journalism (AA)  
Industrial Maintenance Technology (AAS)  
Nursing (AAS)

**William Penn University**  
Communications - Digital Broadcasting  
Communications - Digital Broadcasting  
Industrial Technology  
Bachelor of Science in Nursing

This agreement also covers the Bachelor of Arts with a major in Technical Studies for 30AAS and AS/CO degrees from IVCC District.

**IOWA WESTERN COMMUNITY COLLEGE**

Coordinating programs (2+2) are available in the following areas and more:

**Iowa Western CC**

Music (AA)  
Technical Music (AA)

**William Penn Major**

Music  
Music Education K-12  
Communications Studies, Fine Arts Emphasis

This agreement also covers the Bachelor of Arts with a major in Technical Studies for 24 AAS degrees from IWCC.

**KIRKWOOD COMMUNITY COLLEGE**

Coordinating programs (2+2) are available in the following areas and more:

**Kirkwood**

CAD/Mechanical Engineering Technology  
Electronics Engineering Technology  
Construction Management Career Option  
Computer Software Development  
Computer Science  
Computer Support Specialist  
Network & System Management  
Nursing, Associates Degree

**William Penn University**

Industrial Technology  
Industrial Technology  
Industrial Technology  
Software Engineering  
Computer Science  
Information Technology  
Information Technology  
Bachelor of Science in Nursing

This agreement also covers the Bachelor of Arts with a major in Technical Studies for 37AAS degrees from Kirkwood.

**NORTH IOWA AREA COMMUNITY COLLEGE**

A coordinating program available in the following area:

**NIACC**

Nursing (AAS)

**William Penn University**

Bachelor of Science in Nursing

**SOUTHEASTERN COMMUNITY COLLEGE**

A student earning an AS in Drafting Technology/Manufacturing Specialization at SECC may transfer to William Penn University to complete a BA in Industrial Technology, Secondary Education. The specific coursework is outlined in the current articulation agreement.

Students who have completed their Associates in Applied Science degree in Nursing at Southeastern are able to complete their Bachelor of Science in Nursing at William Penn University.

**SOUTHWESTERN COMMUNITY COLLEGE**

**Southwestern**

Criminal Justice AA

Nursing AS

**William Penn University**

Sociology with Criminology

Human Services

Bachelor of Science in Nursing

**COST OF ATTENDANCE**

**University Fees**

Graduation Fee .....	\$ 100.00
Transcript-mailed .....	\$ 10.00
Transcript – faxed.....	\$ 11.00
Tuition Deposit.....	\$ 50.00
Audit Fee per Credit Hour.....	\$ 100.00
Elementary/Secondary Student Teaching Fee .....	\$ 300.00
Lab Fees .....	Vary
Private Music Lessons.....	\$ 200.00
NSF Charge.....	\$ 25.00
Duplicate Tax Form .....	\$ 25.00
Stop Payment Fee.....	\$ 30.00

## Traditional Program

William Penn University makes every effort to develop financial assistance packages so that few students pay the entire cost of their college education. Endowment funds and gifts from individuals, corporations, foundations, and the Society of Friends (Quakers) provide additional income for student grants and scholarships. William Penn University makes every effort to hold down costs for our students. Occasionally, changing economics require adjustments to our costs. Contact the Business Office for more details.

### Costs at a Glance

	Tuition	Meals*	Dorm Housing	Twin Towers	Rosenberger Apartment	Eltse	Market Street	Housing Deposit	General Fee	Medical Fee	Infra. Fee
1 <sup>st</sup> Sem	\$12,135	\$1,925	\$1,135	\$1,340	\$1,800	\$1,650	\$1,960	\$100	\$150	\$35	\$180
2 <sup>nd</sup> Sem	\$12,135	\$1,925	\$1,135	\$1,340	\$1,800	\$1,650	\$1,960	\$100	\$150	\$35	\$180
Annual Totals	\$24,270	\$3,850	\$2,270	\$2,680	\$3,600	\$3,300	\$3,920	\$200	\$300	\$70	\$360

#### ***Tuition***

Full-time tuition charges (12 through 18 hours) are stated above. Part-time tuition is based on \$380 per semester hour of credit for those enrolled in 1 through 11 hours of credit. Hours above 18 are charged the full-time tuition charge and \$380 per credit hour over 18 hours.

#### ***Meals***

All full-time residential students with the exception of Rosenberger residents must have a board plan. William Penn University offers two board plans.

- The standard board plan allows students to eat every meal available at the dining hall.
- The flex meal board plan allows students to eat any 14 meals during a one week period plus have an additional \$100/semester in Penn Bucks.

#### ***Housing***

\*\*Optional room and apartment rates:

Watson/Lewis Double Room	\$1,135 per semester or \$2,270 annually
Watson/Lewis Single Room	\$1,435 per semester or \$2,870 annually
Twin Towers Double Room	\$1,340 per semester or \$2,680 annually
Twin Towers Single Room	\$1,640 per semester or \$3,280 annually
Eltse Single Room	\$1,650 per semester or \$3,300 annually
Market Street - 2 Bedroom	\$2,345 per semester or \$4,690 annually
Market Street - 4 Bedroom	\$1,960 per semester or \$3,920 annually
Rosenberger Apartment - 1 bedroom	\$1,800 per semester or \$3,600 annually
Rosenberger Apartment - 2 bedroom	\$2,000 per semester or \$4,000 annually

Contact student Services for additional housing information.

#### ***Housing Deposit***

A \$100 per semester housing deposit is required. The \$100 is transferred from the student's account to a holding account. Once a student has notified Student Services, prior to the move out deadline, the student's account will be credited for \$100. Any charges assessed by Student Services as a result of check-out will be charged against that deposit. Please contact Student Services for more information.

#### ***Student Health Insurance***

All full-time traditional students attending William Penn University **MUST** have health insurance, and any full-time traditional student may enroll in the university's student health insurance program by completing an enrollment form. If covered by a comparable health insurance policy the student must provide proof of insurance (a copy of the front and back of current health insurance card) and a signed waiver form to the Business Office by the date specified in their enrollment materials to avoid being charged for the health insurance. Note: Out of state Medicaid does not qualify as comparable health insurance and the student will need to enroll in William Penn University's student health insurance. International students are also required to enroll in William Penn University's student health insurance.

**Medical Fee**

All full-time traditional students are billed \$35.00 per semester for a medical service fee. The following services are provided at William Penn University Campus Health Clinic: the diagnosis and treatment for minor illness or injury, routine healthcare and acute diagnosis.

**General Fee**

The General Fee is used to support administrative costs, student activities recognized by the university and \$55 in Penn Bucks. Part-time students are charged \$7.00 per credit hour.

**Infrastructure Fee**

The Infrastructure Fee is used for campus maintenance and development. Part-time students are charged \$12.00 per hour.

**Summer Term Charges**

Tuition is charged at a rate of \$380 per credit hour plus pro-rated fees. Summer housing is available to students taking summer classes, or working on campus or in the Oskaloosa Community. Housing is charged at a rate of \$300 per month. Rosenberger Apartments are charged at a rate of \$350 per month. The meal plan is not available. Contact Residence Life for more information.

**Distance Learning  
Costs at a Glance**

	Tuition	General Fee	Infrastructure Fee	Technology Fee
1 <sup>st</sup> Sem	\$12,135	\$105	\$80	\$100
2 <sup>nd</sup> Sem	\$12,135	\$105	\$80	\$100
Annual Totals	\$24,270	\$210	\$160	\$200

**Nursing Costs at a Glance**

Tuition	Infrastructure Fee	Technology Fee	Lab Fees
\$425/credit hour	\$17/credit hour	\$21/credit hour	NURS 302, 303 -\$50 per course NURS 300 - \$150

**Des Moines Area Campus Costs at a Glance**

	Undergrad-on campus	Undergrad-online	Graduate-on campus & online
Tuition	\$380/credit Hour	\$425/credit hour	\$480/credit hour

**PAYMENT OPTIONS**

**Traditional Program**

Satisfactory payment arrangements must be made with the Business Office in writing if full payment cannot be made at the beginning of each semester. Students will not be registered or admitted to class unless the accounts are settled or appropriate arrangements completed. There is a 1% per month (12% annually) service charge on all outstanding balances due on a William Penn University student account. Academic Records are placed on hold until balance is paid in full. Student tuition, fees, room, board, and other charges are payable with the following payment plans

**1) Monthly Payment Plan**

The Tuition Pay Plan is administered by the Student Account Officer and provides a way to pay educational expenses through manageable monthly installments for each semester. The Tuition Payment Plan is not a loan, thus there are no interest charges. Prepayments may occur at any time without penalty. The first installment should be paid before the first day of class and remaining monthly payments are due by the 10<sup>th</sup> of each month. Late payments will be assessed a late fee of \$50. If you neglect to make your payment when due, you will be assessed a late fee of \$50, termination of the tuition payment plan, and your account will be charged a monthly service charge of 1%.

## **2) Work-Study Payment Plan**

This is NOT an interest free plan (12% APR). The amount of this plan cannot exceed your semester awarded amount. You must realize that this amount is not automatically credited to your account; you must obtain a job and work the necessary hours. Your monthly paychecks will then be automatically credited to your student account until the student account is paid in full if you sign up for this plan.

**Note:** Failure to meet financial obligations will result in the student's account being charged for associated collection costs, including late charges, collection agency fees, litigation costs, attorney fees, witness fees, and long-distance phone charges associated in collecting the account. Additionally, diplomas, transcripts, and certificates will not be released until all accounts with William Penn University are settled.

# **FINANCIAL AID ASSISTANCE**

## **Traditional Program**

### **STUDENT FINANCIAL ASSISTANCE**

It is the purpose of the Financial Aid Office, located in the Penn Activity Center, Room 204, to assist the student in financial planning for college. In doing this, William Penn University attempts to make it financially possible for fully accepted students in a degree seeking or teacher certification program at William Penn University to experience the advantages of a college education. Generous gifts by alumni, trustees, and friends of the university, in addition to state and federal student assistance programs, make this possible.

The primary criterion for determining the amount of assistance a student is eligible to receive is the financial need of the student. The type or kind of assistance available is related to the financial need, enrollment status (determined at census day), housing plans, scholastic achievement, music/theater talent, and athletic ability of the student.

For more details, visit our website at [www.wmpenn.edu/admissions-aid/financial-aid](http://www.wmpenn.edu/admissions-aid/financial-aid)

# **INSTITUTIONAL REFUND POLICY**

### ***Institutional Policy for Refund of Credit Balances***

Credits showing on the student's account, created as a result of overpayments or from financial assistance, including loans, will be disbursed in full within 14 days from the date the credit was created. All credit balance refunds will be written on Wednesday and checks will be available on Fridays in the Business Office. Charges may be incurred after credit balance is disbursed and payment for these charges is due immediately.

### ***Refund Policy for Withdrawing from Class***

Students who choose to withdraw from any class are well advised to check with the Financial Aid Office regarding the effects of the withdrawal on their financial assistance. The amount of the refund, if any, will be determined based on the percentage of the courses that were completed. All dropped courses will be pro-rated prior to census day according to the attached refund schedule.

Students charged per credit hour at census day will be pro-rated for a partial withdrawal per the attached refund schedule. Full Time Traditional and Distance Learning students will not be adjusted for a partial withdrawal from courses that were attended at census day. Full Time Traditional and Distance Learning students could be adjusted for courses dropped they have not attended.

During the summer all courses will be pro-rated for a partial withdrawal.

### ***Refund Policy for Completely Withdrawing from the University***

A student who is withdrawing from William Penn University should pick up a withdrawal form from the Financial Aid Office and make an appointment with the Financial Aid Office. WPU will prorate tuition, room and meals according to the WPU refund schedule for a student that withdraws before the 60% point of the semester. All fees such as, but not limited to, general, infrastructure, technology, and lab fees charged to the student's accounts are not refundable. William Penn University's refund schedule will be made available to all students at the beginning of each semester. If funds have been released to the student because of a credit balance on the student's account, then the student may be required to repay some of the financial assistance released to the student. Examples of the application of the refund policy are available upon request from the Financial Aid Office and/or Business Office.

**Refund Policy for Administrative Withdrawal from the University**

Students who do not go through the official withdrawal process will be deemed to have attended through the last date of attendance that can be documented and will have their charges and financial assistance pro-rated according to the William Penn University refund schedule and the policies stated in the previous paragraph. Students may also be administratively withdrawn for non-attendance of all classes for a two week consecutive period.

**Officially Withdrawing From All Classes Due to Active Duty**

A student called to active duty and needing to withdraw from all classes at William Penn University must contact the registrar's Office as well as the Director of Financial Aid to begin the withdrawal process. The student will receive 100% refund of the following charges: tuition, fees, room/board (if applicable).

**Refund Policy for Dismissal from the University**

Residential students who are dismissed from the university must vacate their rooms within 24 hours. University housing is for enrolled students only. Tuition, fees, room, and/or meals will be refunded according to the William Penn University refund schedule.

**Refund Policy for Fees**

Fees are non-refundable on/after the 1<sup>st</sup> day of class.

**Tuition Refund Schedule**

**Full Semester Course Fall 2017**

Week 1 – 90%	8/21/17-8/27/17
Week 2 – 80%	8/28/17-9/3/17
Week 3 – 70%	9/4/17-9/10/17
Week 4 – 60%	9/11/17-9/17/17
Week 5 – 50%	9/18/17-9/14/17
Week 6 – 40%	9/25/17-10/1/17
Week 7 – 30%	10/2/17-10/8/17
Week 8 – 20%	10/9/17-10/15/17
Week 9 – 10%	10/16/17-10/29/17
Week 10 – 0%	10/30/17-11/05/17

**1<sup>st</sup> 8 Week Courses Fall 2017**

Week 1 – 80%	8/21/17-8/27/17
Week 2 – 60%	8/28/17-9/3/17
Week 3 – 40%	9/4/17-9/10/17
Week 4 – 20%	9/11/17-9/17/17
Week 5 – 0%	9/18/17-9/24/17

**2<sup>nd</sup> 8 Week Courses Fall 2017**

Week 1 – 80%	10/23/17-10/29/17
Week 2 – 60%	10/30/17-11/05/17
Week 3 – 40%	11/6/17-11/12/17
Week 4 – 20%	11/13/17-11/19/17
Week 5 – 0%	11/20/17-11/26/17

**Summer Session 1 2018**

Week 1 – 70%	5/14/17-5/20/17
Week 2 – 40%	5/21/17-5/27/17
Week 3 – 10%	5/28/17-6/3/17
Week 4 – 0%	6/4/17-6/10/17

**Summer Session 2 2018**

Week 1 – 80%	6/11/17-6/17/17
Week 2 – 60%	6/18/17-6/24/17
Week 3 – 40%	6/25/17-7/1/17
Week 4 – 20%	7/2/17-7/8/17
Week 5 – 0%	7/9/17-7/15/17

**Full Semester Course Spring 2018**

Week 1 – 90%	1/8/17-1/14/17
Week 2 – 80%	1/15/17-1/21/17
Week 3 – 70%	1/22/17-1/28/17
Week 4 – 60%	1/29/17-2-4-17
Week 5 – 50%	2/5/17-2/11/17
Week 6 – 40%	2/12/17-2/18/17
Week 7 – 30%	2/19/17-2/25/17
Week 8 – 20%	2/26/17-3/4/17
Week 9 – 10%	3/12/17-3/18/17
Week 10 – 0%	3/19/17-3/25/17

**1<sup>st</sup> 8 Week Courses Spring 2018**

Week 1 – 80%	1/8/17-1/14/17
Week 2 – 60%	1/15/17-1/21/17
Week 3 – 40%	1/22/17-1/28/17
Week 4 – 20%	1/29/17-2-4-17
Week 5 – 0%	2/5/17-2/11/17

**2<sup>nd</sup> 8 Week Courses Spring 2018**

Week 1 – 80%	3/12/17-3/18/17
Week 2 – 60%	3/19/17-3/25/17
Week 3 – 40%	3/26/17-4/1/17
Week 4 – 20%	4/2/17-4/8/17
Week 5 – 0%	4/9/17-4/15/17

**Summer Session 3 2018**

Week 1 – 87%	5/14/17-5/20/17
Week 2 – 75%	5/21/17-5/27/17
Week 3 – 62%	5/28/17-6/3/17
Week 4 – 50%	6/4/17-6/10/17
Week 5 – 37%	6/11/17-6/17/17
Week 6 – 25%	6/18/17-6/24/17
Week 7 – 12%	6/25/17-7/1/17
Week 8 – 0%	7/2/17-7/8

## FINANCIAL POLICIES

### ***Liability Waiver***

The university does not carry insurance on personal property for faculty, staff, students, or other workers while on campus, and is not responsible for the loss or damage of such property.

### ***Audit Records of the University's Operations***

Each year William Penn University acquires the services of an independent auditing firm to perform an audit on the University's financial operations. A copy of this annual report is on file in the Wilcox Library of William Penn University.

## ACADEMIC INFORMATION AND POLICY

### **Accreditation**

William Penn University (WPU), a private, not-for-profit, post-secondary institution is accredited by the Higher Learning Commission [www.ncahlc.org](http://www.ncahlc.org). The Higher Learning Commission's telephone number is (800) 624- 7440. In addition, all certification and endorsement programs offered William Penn University's Division of Education are approved and accredited by the Iowa Department of Public Instruction, pursuant of Chapter 79, Code of Iowa.

**The Higher Learning Commission (HLC)** is an independent corporation is one of six regional institutional accreditors in the United States. The Higher Learning Commission accredits degree-granting post-secondary educational institutions in the North Central region.

**Academic Honesty** Students at William Penn University are assumed to hold academic honesty in high regard. Cheating will be taken seriously, and disciplinary measures will be taken when appropriate. It is the student's responsibility to learn the academic standards and expectations of each professor.

Academic dishonesty refers to copying the work of others, using unauthorized aids while taking an examination, misrepresenting others' work as your own, or helping others engage in cheating. This list is not exhaustive, and individual professors may impose more specific definitions of what constitutes academic dishonesty. Professors have sole authority over assignment of grades, and use their best judgment in dealing with cases of academic dishonesty.

**Right of Appeal:** In the event students feel that the grade received is not accurate, they should submit a written request to the Academic Council via the Academic Dean within six weeks of the last day of the class. Students will be notified of the results in writing.

### **Academic Majors**

In addition to the Penn Leadership Core requirements, each student will complete a concentration in a major. Majors are offered by William Penn University in the following subject areas:

### **College of Arts, Sciences, and Professional Studies-Oskaloosa Campus**

#### ***Applied Technology Division***

Applied Computer Science

- \* Computer Science
- \* Information Technology
- \* Software Engineering

Industrial Technology *with Emphases in*

- \* Technical
- \* Industrial Management
- \* Engineering Technology

Mathematics

- \* General
- \* Applied

Mechanical Engineering (3 + 2) *with Iowa State University*

Education Endorsements

***Business Administration Division***

Business Management  
General Accounting  
Public Accounting

Education Endorsements

***Education Division***

K-12 Education Endorsement Areas

- \* Athletic Coaching
- \* English as a Second Language #
- \* Health
- \* Music
- \* Physical Education

Elementary Education K-8 Endorsement Areas

- \* Elementary Education #
- \* Health
- \* Reading (K-8) #
- \* Strategist I (K-8) #

Secondary Education 5-12 Endorsement Areas

- \* American Government
- \* American History
- \* Biology
- \* Business - General
- \* Chemistry
- \* Driver and Safety Education
- \* Earth Science
- \* English/Language Arts
- \* General Science
- \* Health
- \* Industrial Technology
- \* Journalism
- \* Mathematics
- \* Physical Education
- \* Physical Science
- \* Psychology
- \* Physics
- \* Sociology
- \* Speech Communication/Theatre
- \* Strategist I

# also offered in a Distance Learning format.

***Health & Life Sciences Division***

Bachelor of Science majors

- \* Biology
- \* Exercise Science

Bachelor of Arts majors

- \* General Biology
- \* Wellness and Recreation
- \* Sport Management

Education Endorsements

### **Humanities Division**

Communications *with Emphases in*

- \* Digital Communication
- \* English
- \* Fine Arts

Music

Education Endorsements

### **Nursing Division**

Bachelor of Science in Nursing degree completion (2+2). Must have RN License.

### **Social & Behavioral Sciences Division**

History

Political Science

- \* 3+3 – WPU and Drake University School of Law

Human Services

Psychology

Sociology *with Emphases in*

- \* General Sociology
- \* Criminology

Education Endorsements

***The following majors are available online and in our Online & Evening Program.***

Business Management

General Accounting

Public Accounting

Human Resource Management

Human Services

Political Science

Psychology

Sociology *with Emphases in*

- \* General Sociology
- \* Criminology

### **Academic Minors**

Students may complete an academic minor. The minor consists of at least 15 hours in a particular discipline. Minors are available in the following subject areas:

Accounting

Art

Business Management

Criminology

Digital Broadcast

Economics

History

Human Services

Journalism

Kinesiology

Physics

Psychology

Sociology

Applied Computer Science

Biology

Chemistry

Earth Science

English

Graphic Art

Industrial Technology

Information Technology

Mathematics

Music

Political Science

Religion

Theatre

### Academic Honors

The Dean's List and President's List are announced after each semester of the regular academic year. They include names of all students enrolled in the university completing at least 12 semester hours of credit with a grade point average for the semester of 3.5-3.89 for the Dean's List and 3.9 and above for the President's List.

### Academic Probation, Dismissal and Warning

A student is making **satisfactory** progress toward graduation as long as the cumulative grade point average does not fall below the following minimums during any semester of attendance:

	<u>Credit Hours</u>	<u>CUM GPA</u>
Freshmen	0 – 27	1.7
Sophomore	28 – 57	1.9
Junior	58 – 87	2.0
Senior	88 – 124+	2.0

In the event a student's cumulative GPA does not meet the specified requirements, the student will be placed on Academic Probation for the following semester. During that probation semester, the student is limited to a maximum of 14 credit hours of new course work or a maximum of 16 credit hours if one or more courses are repeated.

Students on academic probation will be enrolled in a mandatory Academic Coaching for Success program depending upon their grade level and past academic performance. This program involves educational workshops and one-on-one developmental meetings with Academic Coaching staff members. It is designed to identify the issues, concerns and perceived barriers the student must address to be successful at William Penn University. Academic Coaches work with the students, instructors, advisors, and others, to form a partnership to support the students' efforts to improve their grade point average. The goal of coaching is to promote the individual's self-efficacy and confidence during their time at WPU. Depending upon the student's individual needs, required educational workshops may include any or all of the following:

Motivation and Goal Setting

Self-Management\*

Time Management

Test Taking

Test Anxiety

Note Taking

Financial Literacy\*

Paper Writing\*

Reading Strategies\*

Career Exploration\*

[\*Whether these workshops are actually held may depend on the participation by faculty/staff members to lead the workshops.]

Although the criteria for satisfactory progress are defined by class standing and cumulative grade point average, **the University reserves the right to place a student on probation if the grade point average for any given semester falls below 1.7 for freshmen, 1.9 for sophomores, and 2.0 for juniors and seniors.**

Failure to achieve the specified grade point average will result in Academic Dismissal at the end of the probationary semester unless extenuating circumstances are demonstrated and an exception is granted by the Academic Dean. Students who earn a semester GPA of 0.0 in any given semester will be academically dismissed.

The student will be notified of that dismissal 1) by WPU email and 2) by registered mail.

### Academic Warning

Students whose *semester* GPA for any given semester does not meet the minimums established above will be placed on Academic Warning for the following semester. Although the Academic Warning will not be noted on the transcript, the student should meet with his/her advisor to develop a plan to raise the GPA to acceptable levels.

### Right to Appeal

A student who has been academically dismissed may appeal to the Dean and Academic Council. To appeal, students should follow carefully the instructions and guidance provided in the dismissal letter, including the deadlines for appealing. The Dean and Academic Council will give careful consideration to students who can 1) cite and document extenuating circumstances, 2) include a letter of support from his or her advisor or a supportive faculty member, and 3) provide a detailed and concrete plan for academic success.

### **Student Success Center (SSC)**

The Student Success Center's mission is to promote independent learning within a secure environment, meeting the diverse needs of the William Penn community. Services available include CLEP testing, peer tutoring, and 1:1 private tutoring with SSC staff on a drop-in or scheduled basis. SSC provides a welcoming learning environment for all students. A schedule of peer tutors and operating hours is announced at the beginning of each semester.

### **Advising System**

Students on the Oskaloosa campus are assigned a faculty advisor for individual guidance when they first enroll. Students in the Online and Evening Program will be assigned advisor from that campus. Students may change advisors at any time by contacting the Office of the Registrar. The major emphasis of the advisory system concerns the academic program of students, but the advisor also serves as a role model and mentor. While the advisor is expected to help the student in scheduling courses, academic planning and success are ultimately the responsibility of the student.

### **Athletic and Extracurricular Eligibility**

William Penn University is affiliated with the National Association of Intercollegiate Athletics (NAIA) and adheres to its policies regarding eligibility to participate in intercollegiate athletics. The University and the conferences with which William Penn is voluntarily affiliated may establish additional eligibility requirements.

In order to be eligible, freshmen must meet two of the following three requirements: A 2.0 high school GPA; a ranking in the top 50% of their graduating class; an ACT score of 18 or an SAT equivalent. Transfer student eligibility will be determined on a case by case basis. Contact the Athletics Compliance Officer for additional information.

Students on Academic Probation at William Penn University may be ineligible to practice or compete in intercollegiate athletics and may not be allowed to represent the University in any extracurricular activities.

The Judicial Board of William Penn reserves the right to issue sanctions for violating campus policies. Students who violate campus policy may not be allowed to participate in athletics and extracurricular activities.

### **Attendance Policy**

Student engagement and active participation in the learning process is critical to quality instruction. Students are expected to be in class on time every time, without exception.

1. Students are responsible for notifying the instructor(s) before they miss class. In those rare instances when students find it impossible to be in class for good cause, they are expected to make arrangements with the instructor as much ahead of time as possible.
2. Students will not be penalized for missing class for university-sponsored events, provided:
  - (a) the student makes prior arrangements with the professor(s) to make up class work.
  - (b) the university-sponsored event is verified through proper channels (e.g., e-mail from coach or event sponsor).

However, regardless of the reason for missing class, the real issue is not just being excused, but being personally responsible for the learning that was missed. Faculty will facilitate the learning process to the best of their ability and time, but students are expected to take primary responsibility for making up missed assignments in a timely manner. Any student who fails to attend a specific class during the first week of a semester may lose his or her seat in the class.

In accordance with federal guidelines, any student who is recorded as *absent* in all classes for a period of two consecutive weeks may be administratively withdrawn from the University. Presence in intercollegiate athletic participation classes (PHLA 150-170) or fine arts performance ensemble classes will not preclude that withdrawal.

### **Online Attendance**

Although the online environment is such that there is no specific meeting time, students are still expected to fully participate in the class in a substantial way. For the purposes of attendance, students must log in and participate academically at least one day each week to be considered present. Participating academically can include the following:

- Submission of an academic assignment
- Examination/interactive tutorial or computer assisted instruction
- Post to the study group forum
- Participation in online discussions about academic matters
- Initiation of contact with instructor to ask question about academics (through MOODLE)

### **Auditing Classes**

Students who desire to audit a course must indicate this at the time of registration and obtain permission from the instructor. The audit fee is \$100 per credit hour.

### **Calculating Major, Emphasis, and Minor GPA**

When calculating the GPA, all courses required for a given program taken at William Penn University will be used, including those listed under such headings as "Other required courses," or "Required supporting courses."

### **Calendar (Academic)**

The academic year at William Penn University consists of a 16-week fall semester, a 16-week spring semester, and a summer session. The Fall Semester begins in late August and ends before Christmas. The Spring Semester extends from January to May. A Summer Session is available which allows students to take up to 18 credit hours. The Online and Evening Program have 8 week classes that fit into the 16 week semester. Summer schedule for the Online and Evening campus are 4 week and 8 week.

### **Career Development**

William Penn University provides an academic program that stresses the fusion of liberal arts with career development and leadership skills. Faculty members assist students in planning a course of study that provides the skills necessary to meet the demands of various career pursuits.

**Career Services** offers a variety of career development and job search assistance. Starting with career planning, the services continue with career counseling, career information and exploration, job search strategies, outreach programming, part-time and summer job information, internships, and more. Assistance is available regarding resumes, cover letters, credential files, interviewing, company profiles, and a host of resources. Graduate school information is also available in Career Services, and all services are extended to William Penn alumni.

### **Classification**

Students are classified according to the number of semester credit hours completed.

	<u><b>Credit Hours</b></u>
Freshman	0 - 27
Sophomore	28 - 57
Junior	58 - 87
Senior	88 - 124+

### **Counseling Center**

The Counseling Center provides individual and group counseling for students experiencing personal, emotional, and academic concerns.

### **Course Load**

Full-time enrollment for the traditional program is 12-18 credit hours per semester. Students who enroll for more than 18 hours pay additional tuition and must have permission from the respective Dean. A student Conditionally Admitted or on Academic Probation is limited temporarily to 14 semester hours of new course work. Full-time enrollment in the Online and Evening Program is 12 credit hours in a semester or 2 8-week courses in a term.

### **Course Numbering**

Courses numbered 100 to 299 are designed for freshmen or sophomores, but are available to other students. Courses numbered 300 to 399 are designed primarily for juniors and seniors, but are available to qualified sophomores if all prerequisites have been met. Courses numbered 400 to 499 are designed for seniors only.

### **Credit by Examination**

William Penn University accepts a maximum of 32 credit hours by examination, with AA students limited to 16. Hours earned through credit by examination are recorded on the student's transcript, but will not affect the cumulative GPA. Credit awarded for national testing programs, such as AP, CLEP and DAN TES, will be based on their recommended scores. Credit for institutional tests will be evaluated on a case by case basis. Credit by examination will not be awarded in duplication of college courses already taken and is recorded only for regularly matriculated students.

### **Credit Hour Policy**

All William Penn University courses must adhere to the credit hour standard established below. Written requests for exceptions must include a rationale supported by documentation and be approved by the Division and the Academic Dean.

During any reaccreditation process of William Penn University, compliance with these standards will be reviewed by the Higher Learning Commission. The definition of the credit hour, both at the Federal level and as applied by William Penn University, is given below.

The *Federal definition* states that "A credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally-established equivalency that reasonably approximates not less than:

- One hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks;
- Or at least an equivalent amount of work as required in paragraph (1) of this definition for other activities as established by an institution, including laboratory work, internships, practica, studio work and other academic work leading toward the awarding of credit hours.

#### William Penn University Equivalencies of the Credit Hour

The institutionally established equivalencies to the Federal definition of the credit hour at William Penn University are given below. These standards apply to both undergraduate and graduate courses.

1. For each semester hour of credit, classes that meet face-to-face must include one 50-minute period with the instructor and two hours of outside of class work for 15 weeks.

1 credit hour = 50 minutes contact + 120 minutes outside work over 15 weeks for a total of 2,550 minutes of student effort.

2. One hour of credit may be awarded for laboratory and discussion sections that meet a minimum of 50 minutes per week and a maximum of 150 minutes per week. No more than one credit may be awarded for lab and discussion sections without documented approval of the Division and the Academic Dean.

1 credit hour = 1 to 3 lab and discussion sessions ranging from a total of 50 to 150 minutes.

3. Classes that do not meet the required face-to-face contact time (for example, hybrid or online courses) will meet the credit hour standard if they meet all four (4) of the following criteria; 1) The course covers the same material in the same depth as a face-to-face version of the same course; 2) The course has been evaluated by the division for content and rigor; and 3) the Division has approved the credit to be awarded; 4) approval must be documented.

*Hybrid courses meet F2F one or two days per week with online components. Approval to offer courses in a hybrid format must be obtained in writing each semester from the division chair and the academic dean.*

NOTE: Standard undergraduate and graduate courses on campus or online are offered from one to four credit hours. Courses that do not meet the credit hour standards outlined above, including those offered for more than four hours, must be reviewed and approved by the Division first, then by the Office of the Academic Dean. Written requests for credit hour exceptions should be directed to the Office of the Academic Dean.

#### Degrees

William Penn University grants the Master of Business Leadership, Bachelor of Science in Nursing, Bachelor of Arts and Bachelor of Science. Associate of Arts in Educational studies is available through the Distance Learning program.

#### Degree Requirements - Bachelor of Arts/Bachelor of Science

Students must satisfy the degree requirements of any one catalog in effect during their attendance. Students who have had a five-year or more interruption of their college courses at William Penn must use either the catalog of re-entry or one of a later year. In order to receive a degree, students must have fulfilled the requirements as set forth in the catalog. A bachelor's degree requires 124 semester hours of degree applicable credit with a minimum grade point average of 2.0 in all courses taken at Penn and in all courses comprising a major and minor. Some majors have more stringent GPA requirements.

All degree candidates must complete a minimum of thirty credit hours, with the last fifteen credit hours completed at William Penn University. Additionally, a minimum of six credit hours in the major numbered 300 or above must be completed at William Penn University. Students enrolled in the Education Division BA Distance Learning Program must meet the requirements of the Education Division.

Students who intend to graduate within one year must file a Declaration of Intent to Graduate form available from the Registrar's Office. This application constitutes a request for an evaluation by the Registrar's Office, and students are strongly encouraged to schedule a personal interview with their Academic Advisor and the Registrar to review graduation requirements. **The student is responsible for meeting all graduation requirements.**

The University reserves the right to alter graduation requirements and will make every effort to ensure that such changes do not cause undue hardship for currently enrolled students.

Right of Appeal: In the event students feel that the evaluation of course work and/or transfer credits is not accurate, they should submit a written request to the Academic Council via the Dean of the respective college. Students will be notified of the results in writing.

### **Disabilities**

A student who plans to request accommodations must first disclose their disability to the Coordinator of the Office of Services for Students with Disabilities (OSSD) by submitting a report that documents his or her disability and related needs in a timely fashion. Documentation guidelines are available on request. The OSSD is dedicated to improving the education experience of students with disabilities. This office provides access, accommodations, and advocacy for William Penn University students who have documented disabilities. Various factors influence the decision for each individual student – the Americans with Disabilities Act (1990), Section 504 of the Rehabilitation Act (1973), the student’s diagnosis and documentation of strengths and weaknesses, and the specific William Penn University course and its requirements.

The OSSD Coordinator assists qualified students with disabilities and serves as a confidential contact for these students to discuss policies, procedures, and academic and personal concerns. The Coordinator provides information, accommodation requests, referral, support, and consulting services to assist the University community in meeting its obligations for students with disabilities.

### **Service Animals**

Service Animals are permitted on campus but may not reside in housing without prior notification and registration with Residence Life staff. Support animals may be permitted on campus on a case-by-case basis. Before bringing a support animal onto campus grounds, the requesting individual must submit a request and appropriate supporting documentation. Requests for a support animal will be evaluated by the appropriate office.

### **Grading System**

Course grades are assigned as follows:

A = 4.0 grade points	D = 1.0 grade points
A- = 3.7 grade points	D- = 0.7 grade points
B+ = 3.3 grade points	F (Failure) = No points
B = 3.0 grade points	P (Pass) = No points
B- = 2.7 grade points	I (Incomplete) = No points
C+ = 2.3 grade points	W (Withdrawal) = No points
C = 2.0 grade points	CR (Credit) = No points
C- = 1.7 grade points	NC (No credit) = No points
D+ = 1.3 grade points	AU (Audit) = No points

Grades are submitted at the conclusion of each academic term. Incomplete grades may be changed up to six weeks into the following semester. All other requests for grade changes must be submitted to the Dean within six weeks of the last day of class. Grades can be changed only if:

1. The student received an Incomplete for a course and subsequently completed the requirements.
2. The grade was miscalculated or a clerical error was made.
3. The class is later repeated at William Penn University.
4. The grade is appealed through the Academic Council.

### Credit/No Credit Option

Traditional campus students in good standing will be allowed to register for one course per semester on a Credit/No Credit basis, for a maximum of 24 credit hours, but it cannot count in the student’s major, minor, Penn Leadership Core, or in professional education courses. The student must declare the intention to take the Credit/No Credit option by completion of the seventh day of the semester. The student has the opportunity to change a course from a Credit/No Credit option to a letter grade by the end of the ninth week of the semester. CR or NC grades do not affect a student’s GPA.

### Incomplete Grades

The student must have a current passing grade in the course when requesting the incomplete. Students must file a “Request for an Incomplete” in the Registrar’s Office by the last day of class for the semester. The form must have his or her signature, the faculty signature, and the Division Chair signature. The faculty member must enter the last date of attendance on the form.

At the deadline (the end of the sixth week of the next semester) an uncorrected incomplete grade will automatically become "F." No further grade changes will be possible after the end of the sixth week of the next semester. An exception to this policy will be considered by the Academic Council, based on a student's appeal letter and recommendation of the faculty member involved.

#### Repeated Courses

Additional credit will not be given for a repetition of the same course unless noted in the catalog. When a course is repeated to improve a grade, the higher grade will be used in computing the student's GPA.

#### **Graduation Honors**

To be eligible for honors at William Penn University, the student must complete a minimum of 44 credit hours at William Penn University. Honors are based only on credit earned at William Penn University. Honors are categorized by Summa Cum Laude (3.9 - 4.0 GPA), Magna Cum Laude (3.8 - 3.89 GPA), and Cum Laude (3.5 - 3.79 GPA), recorded on the permanent record of the student, and recognized at the graduation ceremony. Graduate students are not eligible for honors.

#### **Late Registration**

Students will not be allowed to register after the seventh day of the semester without authorization of the Dean and instructors. Online registration closes 10 days prior to the beginning of the term.

#### **Online Course Requirements**

1. Guiding principle: Oskaloosa campus students should take mostly F2F courses.
2. Guiding principle: Division chairs may request an online section (FA and SP semesters) as needed in coordination with the academic dean, only after F2F sections are fully subscribed and additional sections are needed, supported by documentation and approval.
3. Guiding principle: Oskaloosa campus faculty first must meet their 12 credit hour teaching load with F2F courses (established by Cabinet June 2016)
4. First-year transfer students without online experience may not enroll in online courses. Beginning the second semester at Penn, transfer students with a 2.5 GPA may take online courses.
5. First-year students (FFF) may not take online courses until the second academic year (no credit hour requirement).
6. GPA: students must possess a 2.5 cumulative GPA before they may enroll in online courses.
7. Student requests for exceptions must be submitted in writing to the Academic Dean, with written support from his / her Advisor.

#### **Schedule Changes for Oskaloosa campus**

Students may obtain Change of Registration forms online through Eagle. The completed form is returned to the Registrar. The following procedures apply in making changes in registration:

1. Students may add courses for the fall or spring semesters until the completion of the seventh day of classes of that semester with the instructors' permission. After the seventh day a student must obtain permission of the respective Dean and the course instructor.
2. Students may drop courses until the completion of the seventh day of classes of the fall or spring semesters and the course will be deleted from the student's record.
3. Students may withdraw from courses until the end of the ninth week of the semester. If a student withdraws from a course after the seventh day of classes and prior to the end of the ninth week, a grade of "W" will be recorded and will not affect the student's grade point average. After the ninth week of the semester, a course cannot be removed from the student's record. All withdrawals require signatures.
4. The last date to change a course from Credit/No Credit to a letter grade is the end of the ninth week of that semester.
5. All changes of registration for students participating in athletics requires the Athletic Compliance Officer's signature.
6. Students may withdraw from the university [including all unfinished courses] through the last day of classes. [not the last day of exams]

#### **Senior Citizens Program**

William Penn University provides study opportunities for persons 65 years of age and older. Senior citizens may audit one (1) course free of charge each semester at the traditional campus in Oskaloosa as a non-degree seeking student. This includes only face to face classroom instruction and does not include Distance Learning, independent studies or correspondence courses. This program is offered only if seats are available in the requested course and section.

## Transcripts

In compliance with federal law as established by the Family Education Rights and Privacy Act (FERPA) of 1974 as Amended, transcripts will not be issued without the written consent of the student, as demonstrated by an original signature of the student approving the release of the transcript. Transcripts Request forms are available in the Registrar's Office and on the William Penn web site at [www.wmpenn.edu](http://www.wmpenn.edu). Transcripts can be requested as follows:

In Person: Penn Hall, Room 220  
By Fax: Fax request to (641) 673-1390  
By Mail: Office of the Registrar  
William Penn University  
201 Trueblood Avenue  
Oskaloosa, IA 52577

All requests must include the following information:

Full name (and any former names, i.e., maiden name) Social security number

Date of birth

Current mailing address

& daytime phone number

Address to which the transcript is to be mailed

Original signature

\$10.00 for each transcript, payable by check, cash, money order or credit card. Transcripts will not be issued if the student has outstanding financial obligations at William Penn University, (including assigned Federal Perkins Loans).

## University Communication with Students

Students should read their William Penn University email regularly. Official communication with students will occur via university email.

# ACADEMIC AFFAIRS

The faculty and staff have identified four foundational principles that, taken together, describe the mission of the complex organization called William Penn University. The central responsibility of Academic Affairs is to carry out curricula and other activities that facilitate the achievement of these purposes. Our contribution is to provide our students with a solid intellectual foundation for future service, a lifetime of learning, enlightened leadership, and ethical practice. For these reasons, the main focus is on the companion activities of teaching and learning. The University mission statement focuses these activities in order to achieve the learning outcomes necessary for leaders. And, at the same time, the highly educated scholars who make up the faculty are an intellectual resource that is of great current and potential value to the community of Oskaloosa, Mahaska County, Southeastern Iowa, and the nation, and to their respective disciplines.

# ACADEMIC ORGANIZATION

## The Curriculum

The curriculum of William Penn is organized to provide a student with three elements:

1. An integrated sequence of courses in the Penn Leadership Core designed to offer the student opportunities to achieve learning outcomes.
2. A major concentration in a selected field of personal interest.
3. An optional minor concentration in a selected field of personal interest.



## Divisions of Instruction

### College of Arts, Sciences and Professional Studies

**Division: Applied Technology** Co-Chairs: Jim Drost, James Hoeksema and Ted McCoy

**Division: Business Administration** Chair: Dave Meinert

**Division: Education** Chair: Cathy Williamson

**Division: Health and Life Sciences** Chair: Gary Christopher

**Division: Humanities** Chair: Anita Meinert

**Division: Nursing** Chair: Brenda Duree

**Division: Social and Behavioral Sciences** Chair: Michael D. Collins

**Online and Evening Program:** Chair: Monte Bohrofen



DISCIPLINE CODES			
APCS	Applied Computer Science	HS	Human Services
APSC	Applied Science	INDU	Industrial Technology
ART	Art	INTR	Interdisciplinary
BIOL	Biology	LDRS	Penn Core
BUSI	Business Administration	MATH	Mathematics
CHEM	Chemistry	MUAP	Applied Music
COMM	Communications	MUSI	Music
EASC	Earth Science	NURS	Nursing
EASL	English as a Second Language	PHLA	Physical Education Activity
ECON	Economics	PHLE	Physical Education
EDSP	Special Education	PHSC	Physical Science
EDUC	Education	PHYS	Physics
ENGL	English	PLSC	Political Science
ENGR	Engineering	PSYC	Psychology
GCOM	Graphic Communication	RELI	Religion
HIST	History	SOCI	Sociology
		THEA	Theatre

## LEADERSHIP CORE

The Penn Leadership Core is comprised of two areas of studies: 1) the Mission Core and 2) the Liberal Arts Core. By completing the Penn Leadership Core, students are given an opportunity to learn leadership skills and knowledge with a foundation in the liberal arts. The Penn Leadership Core requires the completion of 39-42 total credit hours.

### Mission Core Requirements

The Mission Core consists of 21 credit hours of coursework (8 courses) intentionally selected to support the three components of the William Penn University Mission statement: 1) leadership, 2) technology and 3) Quaker values. Mission Core coursework emphasizes communication, aesthetic awareness and appreciation, technology, values and the practice of self – assessment, self – reflection and critical thinking.

### Liberal Arts Core Requirements

The Liberal Arts Core consists of 18-21 credit hours of coursework (6 courses). These courses provide a diverse program of study necessary for liberal arts education. The areas of study include mathematics, natural science, humanities, social and behavioral science, history and religion.

### Sequence of Study

Course designated at the 100 or 200 level should be taken during the student's first two years while those designated at the 300 level should be taken during the last two years. Many of these courses include prerequisites.

Transfer students with an A.A. degree are required to take only two (2) courses – Quaker Values and Contemporary Leadership – to fulfill Penn Leadership Core requirements. Any Penn Leadership Core requirement satisfied prior to Fall 2012 may be substituted for the corresponding Penn Leadership Core requirement listed below.

### Mission Core Requirements

LDRS	100	College Foundations	2
LDRS	101	English Composition I*	3
LDRS	102	English Composition II*	3
LDRS	105	Computers and Technology*	3
LDRS	200	Principles of Communications*	3
LDRS	220	Arts and Society I or LDRS 221: Arts and Society II*	3
**LDRS	290	Quaker Values	1
**LDRS	390	Contemporary Leadership*	3

**Total Mission Core** **21**

\*See course description for prerequisite or placement criteria.

\*\*Required by all graduates of William Penn University

### Liberal Arts Core Requirements

Liberal Arts Core Requirements are satisfied by passing, testing out of, or transferring equivalent credit for at least three credit hours under each of the six requirement areas below. Liberal Arts Core for the BSN degree has no Humanities or Religion requirement.

#### Requirement Area 1: Mathematics

<i>At least one of the following courses</i>			<i>Credit Hours</i>
MATH	105	Math for Leaders*	3
MATH	120	Technical Mathematics	3
MATH	140	College Algebra & Trigonometry*	4
MATH	205 and 206	Math for Elementary Educators (for elem. education majors only)	3
MATH	303	Statistical Methods*	3
Any course with MATH 140 as a prerequisite (MATH 241, MATH 242, etc.)			3-4

#### Requirement Area 2: Science

Any lab science course\*: biology, chemistry, earth science, or physics 3-5

#### Requirement Area 3: Humanities

At least one of the following courses:

LDRS	220	Arts and Society I* (unless taken in the Mission Component)	3
LDRS	221	Arts and Society II* (unless taken in the Mission Component)	3
EDUC	265	Reading Children's Literature (for elementary education majors only)	3
ENGL	220	Introduction to Literature*	3
OR other literature course under ENGL; or any ART*, MUSI*, MUAP*, or THEA* class			3

#### Requirement Area 4: Social and Behavioral Science

At least one of the following courses:

PSYC	102	Introduction to Psychology	3
PSCY	108	Life-Span Psychology	3
SOCI	101	Introduction to Sociology	3
SOCI	123	Sociology of Contemporary Issues	3
PSYC	303	Developmental & Educational Psychology* (for education majors only)	3

#### Requirement Area 5: History

At least one of the following courses:

HIST	130	American History to 1900	3
HIST	132	American History Since 1900	3
HIST	151	History of Western Civilization to 1648	3
HIST	152	History of Western Civilization Since 1648	3
HIST	216	Leaders in World History	3
HIST	217	Leaders in American History	3

HIST	234	American Black History	3
HIST	236	America in the Modern World	3
HIST	251	Ancient History	3
HIST	252	Medieval History	3
HIST	318	Women in American History	3

Requirement Area 6: Religion

Any Religion course	3
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**Total Liberal Arts Core**

**18-21**

\*See course description for prerequisite or placement criteria.

\* Some classes are only offered on the Oskaloosa campus. Online and Evening Program students should see their advisor for help with selecting courses.

## OSKALOOSA CAMPUS

To support the mission of the University, The College of Arts, Sciences, and Professional Studies strives:

- to provide students the knowledge and experience base to aid in their social and leadership development
- to enhance the communication and problem-solving skills of students in an open and questioning learning environment
- to develop in students a level of self-awareness so they may achieve personal success and commitment to excellence in a diversified world.

## APPLIED TECHNOLOGY DIVISION

As a pioneering academic division, we provide an exciting, nurturing community that:

- requires academic excellence and strong social development and seeks to develop problem solving and leadership skills.
- welcomes learners with a wide range of abilities and backgrounds.
- approaches our task with a visionary and collaborative spirit, practicing the responsible use of technology and quality management principles.

**Majors** are available in:

Applied Computer Science  
 Computer Science  
 Information Technology  
 Software Engineering  
 Applied Mathematics  
 General Mathematics

*Industrial Technology with Emphases in*

Engineering Technology  
 Industrial Management  
 Technical  
 Mechanical Engineering  
 3 + 2 Program with Iowa State University

**Minors** are available in:

Applied Computer Science  
 Industrial Technology  
 Information Technology  
 Mathematics  
 Physics

**Secondary Teaching Endorsements** are available in

Industrial Technology  
 Mathematics  
 Physics

## APPLIED COMPUTER SCIENCE MAJORS

The mission of Applied Computer Science is to provide students with a basic proficiency in computer science and the skills necessary to adapt to changing environments through a mixture of fundamental theory, problem solving, and application utilizing relevant technology, as well as to provide individuals selecting these programs a nurturing learning environment in which to develop understanding of foundational concepts and methodologies and opportunities for teams to expand that knowledge through laboratory experiences, major projects, participation in off-campus professional meetings or internships.

Students in Applied Computer Science take the common Computer Science/Mathematics Core and select a major in Computer Science, Information Technology or Software Engineering, as well as an application area minor.

**Computer Science/Mathematics**

CORE Required courses 37 hours

APCS	205	Algorithms & Programming	4
APCS	220	Computer Organization & Digital Circuits	3
APCS	242	Computer & Network Management	3
APCS	265	Systems Analysis & Design Methods	3
APCS	312	Operating Systems	3
APCS	326	Database Mgmt Information Systems	3
APCS	336	Web Programming	3
APCS	360	Software Engineering Project	3
APCS	390	Professional Development Seminar	2
MATH	140	College Algebra/Trigonometry	4
MATH	211	Discrete Mathematics	3
MATH	303	Statistical Methods (or higher Stats)	3

## COMPUTER SCIENCE MAJOR

**Computer Science Major**

Required courses 26 hours

APCS	305	Programming Techniques	1
APCS	345	Numerical Analysis Methods	3
APCS	350	Data Structures & Algorithm Analysis	4
APCS	395	Prof Dev Seminar II (research)	1
MATH	212	Intro to Abstract Math	3
MATH	241	Calculus I	4
PHYS	211	College Physics I	5
PHYS	212	College Physics II	5
<b>Computer Science/Math Core</b>			<b>37</b>
<b>Computer Science Major</b>			<b>26</b>
<b>Total *</b>			<b>63</b>

\* Plus an approved minor

## INFORMATION TECHNOLOGY MAJOR

**Information Technology Major**

Required courses 22 hours

APCS	112	Communications Computer Applications <b>or</b>	3
APCS	116	G.I.S.	
APCS	114	Business Computer Applications	3
APCS	215	Visual Programming	3
APCS	311	Networks	3
APCS	344	Training Practicum	1
APCS	346	Information & Security Assurance	3
BUSI	230	Principles of Management	3
ENGL	215	Business & Technical Writing	3

<b>Computer Science/Math Core</b>			<b>37</b>
<b>Information Technology Major</b>			<b>22</b>
<b>Total *</b>			<b>59</b>

\* Plus an approved minor

## SOFTWARE ENGINEERING MAJOR

### Software Engineering MAJOR

Required courses 22 hours

APCS	114	Business Computer Applications	3
APCS	215	Visual Programming	3
APCS	311	Networks	3
APCS	350	Data Structures & Algorithm Analysis	4
APCS	355	Testing & Quality Assurance	3
APCS	370	Systems Implementation	3
BUSI	230	Principles of Management	3

**Computer Science/Math CORE** 37

**Software Engineering MAJOR** 22

**Total \*** 59

\* Plus an approved minor

## MATHEMATICS MAJORS

The mission of Mathematics is to provide:

- (1) students the opportunity to develop and acquire necessary undergraduate knowledge in a variety of related mathematics topics and essential skills to utilize mathematics in changing environments through a mixture of problem solving, application, and fundamental theory.
- (2) individuals who select the study of mathematics a nurturing learning environment in which to develop foundational concepts, growth and mathematical maturity, related applications, and the appreciation and use of theoretical rigor.

### Mathematics CORE

Required courses 23 hours

APCS	205	Algorithms & Programming	4
MATH	211	Discrete Mathematics	3
MATH	212	Intro to Abstract Mathematics	3
MATH	241	Calculus I	4
MATH	242	Calculus II	4
MATH	353	Linear Algebra	3
MATH	390	Professional Development Seminar	2

## GENERAL MATHEMATICS MAJOR

### General Mathematics MAJOR

Required courses 28-30 hours

MATH	335	Differential Equations	3
MATH	336	Mathematical Statistics	3
MATH	343	Calculus III	4
MATH	354	Abstract Algebra	3
MATH	395*	Professional Development II	1
PHYS	211	College Physics I	5

*Three of the following* 9-11

MATH	332	Geometry
MATH	339	History of Mathematics
MATH	345	Numerical Analysis Methods
PHYS	212	College Physics II

**\*Math 395 will include a project on real analysis**

**Math Core** 23

**General Math Major**  
**Total**

**28-30**  
**51-53**

## APPLIED MATHEMATICS MAJOR

**Applied Mathematics MAJOR**

Required courses 16-19 hours

MATH 345	Numerical Analysis Methods*	3
MATH 395	Professional Development Seminar II**	1

*One or more of the following courses* 3

MATH 303	Statistical Methods	
MATH 336	Mathematical Statistics	

*Three of the following courses, including at least one with MATH 212 as a prerequisite\*\*\** 9-12

MATH 332	Geometry***	
MATH 335	Differential Equations	
MATH 339	History of Mathematics***	
MATH 343	Calculus III	
MATH 354	Abstract Algebra***	

PHYS 211 or 212 College Physics I or II (either course, not both)

At least 21 credits in some other area, including an approved minor. 21+

\*Note that PHYS 201/211 is a necessary prerequisite for MATH 345.

\*\*MATH 395 will include a project applying mathematics to the second area of study.

\*\*\*MATH 332, 339 and 354 have MATH 212 as a prerequisite.

<b>Math Core</b>	<b>23</b>
<b>Applied Math MAJOR</b>	<b>16-19</b>
<b>Approved MINOR</b>	<b>21+</b>
<b>Total</b>	<b>60+</b>

## INDUSTRIAL TECHNOLOGY MAJOR

The Technology area allows students to focus their studies in industrial technology or engineering. The two areas complement and support each other in terms of classes, equipment, and learning spaces.

Industrial technology majors may choose emphases in technical, industrial management, engineering technology, or a grade 7-12 teaching endorsement. Students choosing mechanical engineering participate in a 3+2 program, attending William Penn University for the first three years, and then continuing their education at Iowa State University, Ames, Iowa.

The mission of Industrial Technology is to help men and women become the outstanding leaders of the 21st century-- broadly educated, technologically adept, and solidly prepared for an outstanding career. Leadership development is at the heart of everything we do. In addition, responsible technology use, global quality movement, cutting edge of technology, and a visionary outlook are all critical dimensions of this study.

**Industrial Technology CORE**

Required courses 18-19

ENGR 101	Engineering Graphics I	3
ENGR 102	Engineering Graphics II	3
ENGR 125	Industrial Metal Processes	3
ENGR 215	Materials & Processes	3
INDU 227	Electrical Energy & Circuits	4
INDU 357	Internship <b>or</b>	3

INDU 390	Professional Development Seminar	(2)
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**Technical EMPHASIS**

Required courses 27 hours

INDU 107	Industrial Wood Processes	3
INDU 221	Applied Mechanical Engineering Tech.	4
INDU/ENGR	Electives	14
APCS	Electives	6

<b>Industrial Technology CORE</b>	<b>18-19</b>
<b>Technical EMPHASIS</b>	<b>27</b>
<b>Total Technical Emphasis</b>	<b>45-46</b>

**Industrial Management EMPHASIS**

Required courses 33 hours

(Requires a minor in Business Management)

INDU 107	Industrial Wood Processes	3
INDU 221	Applied Mechanical Engineering Tech.	4
INDU/ENGR	Electives	14
BUSI Electives		6
APCS Electives		6

**Business Management MINOR**

Required courses 15 hours

BUSI 130	Contemporary Business	3
BUSI 201	Principles of Accounting I	3
BUSI 230	Principles of Management	3

*Six hours from the following* 6

BUSI 332	Operations Management
BUSI 334	Marketing Management
BUSI 336	Human Resource Management
BUSI 338	Financial Management

Industrial Technology CORE	18-19
Technical EMPHASIS	33
Business Management MINOR	15
<b>Total Industrial Management Emphasis</b>	<b>66-67</b>

**Engineering Technology EMPHASIS**

Required courses 52-54 hours

APCS 205	Algorithms & Programming	4
APCS 220	Computer Organization & Digital Circuits	3
APCS 345	Numerical Analysis Methods	3
ENGR 327	Engineering Thermodynamics	3
ENGR 341	Statics	3
ENGR 342	Dynamics and Kinematics	3
ENGR 343	Mechanics of Materials	3
INDU 350	Manufacturing Technology	4
MATH 211	Discrete Mathematics	3
MATH 241	Calculus I	4
PHYS 201	General Physics I <b>or</b>	
PHYS 211	College Physics I	4-5
PHYS 202	General Physics II <b>or</b>	

PHYS 212	College Physics II	4-5
<i>Eleven hours from the following</i>		11
APCS 116	Geographic Info Systems	
APCS 265	Systems Analysis and Design Methods	
INDU 223	Welding Technology	
INDU 226	Industrial Metal Processing	
INDU 311	Production Tooling and Machine Design	
INDU 315	Industrial Plastics	
INDU 329	Graphics	
INDU 333	Industrial Electronics	
INDU 335	Computer Numerical Control (CNC)	
INDU 346	Alternate Energy	
<b>Industrial Technology CORE</b>		<b>18-19</b>
<b>Engineering Technology EMPHASIS</b>		<b>52-54</b>
<b>Total Engineering Technology Emphasis</b>		<b>70-73</b>

## MECHANICAL ENGINEERING MAJOR

Students choosing to major in mechanical engineering enroll in a 3+2 program. They will attend William Penn University for the first three years, studying mathematics, physics, chemistry, computer science, engineering, economics, writing, and completing the Penn Leadership Core program. During the last two years of college, they will attend Iowa State University, Ames, Iowa to complete a Bachelor of Science in Mechanical Engineering degree. Upon completing their college work, they will transfer the necessary credits back to William Penn University and receive their WPU B.A. in addition to the ISU B.S.M.E.

Students must come to WPU with a 'C' or better in a high school or college Pre-Calculus course or have completed MATH 140 at WPU with a 'C' or better before declaring Mechanical Engineering as their major. Students will begin as Industrial Technology – Engineering Technology majors until they meet this requirement.

(The 3+2 partnership is being reviewed by both ISU & WPU. We expect this review to be completed and the program is expected to be renewed in August 2017.)

### Program Requirements

While attending William Penn University:

#### Year 1 –

ENGR 101	Engineering Graphics I	3
ENGR 102	Engineering Graphics II	3
ENGR 125	Industrial Metal Processes	3
ENGR 215	Materials & Processes	3
LDRS 100	College Foundations	2
LDRS 101	English Composition I	3
LDRS 102	English Composition II	3
LDRS 105	Computers & Technology	3
MATH 140	College Algebra & Trig (depending on Math assessment)	4
MATH 241	Analytical Geometry & Calculus I	4
APCS 205	Algorithms & Programming (or Year 2, depending on schedule)	4
PSYC 102/108 or SOCI 101/123	Psychology or Sociology	3
		<b>34 or 38</b>

#### Year 2 –

	ENGR	341	Statics	3
	LDRS	200	Principles of Communication	3
	HIST	217	Leaders in American History <b>or</b> HIST 234 <b>or</b> HIST 318	3
	LDRS	220	Arts & Society I <b>or</b> LDRS 221 Arts & Society II	3
	MATH	242	Calculus II	4
	MATH	343	Calculus III	4
	PHYS	211	College Physics I	5
	PHYS	212	College Physics II	5
*	INDU	227	Electrical Energy & Circuits	4
				<b>34 or 38</b>

**Year 3 –**

	APCS	345	Numerical Analysis Methods	3
	CHEM	101	General Chemistry I (or Year 1, depending on schedule)	4
*	ECON	211	Principles of Microeconomics/ECON 212 Principles of Macroeconomics	3
	ENGR	342	Dynamics	3
	ENGR	343	Mechanics of Materials	3
*	ENGR	327	Engineering Thermodynamics	3
	LDRS	290	Quaker Values	1
	ART/MUSI/THEA (or Year 1, depending on schedule)			3
	RELI	300	Comparative Religion	3
	LDRS	390	Contemporary Leadership	3
	MATH	335	Differential Equations	3
	MATH	336	Mathematical Statistics	3
				<b>35</b>

**Total Hours taken at William Penn University** **107**

While attending Iowa State University:

**Year 4 –**

	LIB	160	Library Instruction	.5
	MatE	273	Introduction to Materials	3
	ME	202	Career Planning	R
*	ME	231	Engineering Thermodynamics I	3
	ME	270	Intro to Mechanical Engineering Design	3
	ME	324	Manufacturing	3
	ME	325	Mechanism and Machine Design	4
	ME	332	Engineering Thermodynamics II	3
	ME	370	Engineering Measurements & Instrumentation	3
*	EE	442	Introduction to Circuits and Instruments	2
	EE	448	Intro to AC Circuits and Motors	2
*	Gen Educ American Diversity/International Perspective			6
*	ECON	201/202	Microeconomics/Macroeconomics	3
				<b>35.5</b>

**Year 5 -**

	ME	335	Fluid Flow	3
	ME	421	Mechanical Systems and Control	4
	ME	436	Heat Transfer	4
	Design Elective			3
	Technical Electives (could take INDU 315, INDU 329, MATH 353 at Penn)			15
				<b>29</b>

**Total Hours at Iowa State University** **64.5**

\*May be taken at William Penn University or Iowa State University

# APPLIED COMPUTER SCIENCE MINORS

## Applied Computer Science MINOR

### Required courses

APCS	205	Algorithms & Programming (Java)	4
APCS	220	Computer Organization and Digital Circuits	3
APCS	242	Computer & Network Management	3

### Ten hours from the following

APCS	112 or 114 or 116	Computer Applications	3
APCS	215	Visual Programming	3
APCS	265	Systems Analysis & Design Methods	3
APCS	305	Programming Techniques	1
APCS	312	Operating Systems	3
APCS	326	Database Mgmt Information Systems	3
APCS	336	Web Programming	3
APCS	344	Training Practicum	1
APCS	345	Numerical Analysis Methods	3
APCS	350	Data Structures & Algorithm Analysis	4

### Required related course

MATH	211	Discrete Mathematics	3
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**Total Applied Computer Science Minor hours** **23**

## Information Technology MINOR

### Required courses

APCS	112	Communications Computer Applications <i>or</i>	
APCS	116	Geographic Info Systems	3
APCS	114	Business Computer Applications	3
APCS	215	Visual Programming	3
APCS	242	Computer & Network Management	3
APCS	265	Systems Analysis & Design Methods	3
APCS	311	Networks	3
APCS	326	Database Mgmt Information Systems	3
APCS	344	Training Practicum	1

### Required related course

ENGL	215	Business & Technical Writing	3
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**Total Information Technology Minor hours** **25**

## Industrial Technology MINOR

### Required courses

ENGR	101	Engineering Graphics I	3
ENGR	125	Industrial Metals Processes	3
ENGR	215	Materials and Processes	3
INDU	227	Electrical Energy & Circuits	4
INDU/ENGR		Electives	4-6

**Total Industrial Technology Minor hours** **17-19**

## Mathematics MINOR

**Required courses**

MATH	211	Discrete Mathematics	3
MATH	212	Intro to Abstract Mathematics	3
MATH	241	Calculus I	4
MATH	242	Calculus II	4
MATH	353	Linear Algebra	3

**One of the following courses**

MATH	303	Statistical Methods	3
MATH	332	Geometry	3
MATH	335	Differential Equations	3
MATH	336	Mathematical Statistics	3
MATH	339	History of Mathematics	3
MATH	343	Calculus III	4
MATH	345	Numerical Analysis Methods	3
MATH	354	Abstract Algebra	3

**Total Mathematics Minor hours** **20-21**

**Physics MINOR****Required courses**

PHYS	201	General Physics I <b>or</b>	
PHYS	211	College Physics I	4-5
PHYS	202	General Physics II <b>or</b>	
PHYS	212	College Physics II	4-5
PHYS	390	Professional Development Seminar	2
PHYS	Electives		10-8

**Total Physics Minor hours** **20**

**BUSINESS ADMINISTRATION DIVISION**

The mission of the Business Administration Division is to:

- provide students with the knowledge and skills necessary to rise to their potential in the business setting of their choosing.
- develop leadership skills that will allow students to have an immediate impact on organizational effectiveness.
- encourage students to pursue excellence in dealing with challenges to success at work, at home and in the community.

**Majors** are available in:

Accounting (General & Public)  
Business Management  
Education Endorsements in Business Management

**Minors** are available IN:

Accounting  
Business Management  
Economics

**ACCOUNTING MAJOR****Business CORE****Required courses 27 hours**

APCS	114	Computer Applications for Business	3
BUSI	201	Principles of Accounting I	3
BUSI	202	Principles of Accounting II	3
BUSI	230	Principles of Management	3
BUSI	347	Business Ethics	3
BUSI	460	Corporate Strategy	3
ECON	211	Principles of Microeconomics	3
ECON	212	Principles of Macroeconomics	3

MATH	303	Statistical Methods	3
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**Accounting (Public) MAJOR**

*Required courses 33 hours*

BUSI	301	Intermediate Accounting I	3
BUSI	302	Intermediate Accounting II	3
BUSI	305	Managerial Cost Accounting I	3
BUSI	310	Commercial Law	3
BUSI	311	Contemporary Business Law	3
BUSI	314	Federal Income Tax I	3
BUSI	338	Financial Management	3
BUSI	353	Advanced Accounting I	3
BUSI	355	Auditing	3

*Six hours from the following*

BUSI	265	Systems Analysis & Design Methods	6
BUSI	306	Managerial Cost Accounting II	
BUSI	315	Federal Income Tax II	
BUSI	354	Advanced Accounting II	
BUSI	357	Business Internship	
BUSI	463	CPA Review	

Business Core			27
Accounting (Public) Major			33

**Total Accounting (Public) MAJOR 60**

**Accounting (General) MAJOR**

*Required courses 21 hours*

BUSI	301	Intermediate Accounting I	3
BUSI	302	Intermediate Accounting II	3
BUSI	305	Managerial Cost Accounting I	3
BUSI	306	Managerial Cost Accounting II	3
BUSI	310	Commercial Law <b>or</b>	
BUSI	311	Contemporary Business Law	3
BUSI	314	Federal Income Tax I	3
BUSI	338	Financial Management <b>or</b>	
BUSI	353	Advanced Accounting I	3

Business Core			27
Accounting (General) Major			21
<b>Total Accounting (General) MAJOR</b>			<b>48</b>

## BUSINESS MANAGEMENT MAJOR

**Business CORE**

*Required courses 27 hours*

APCS	114	Computer Applications for Business	3
BUSI	201	Principles of Accounting I	3
BUSI	202	Principles of Accounting II	3
BUSI	230	Principles of Management	3
BUSI	347	Business Ethics	3

BUSI	460	Corporate Strategy	3
ECON	211	Principles of Microeconomics	3
ECON	212	Principles of Macroeconomics	3
MATH	303	Statistical Methods	3

### **Business Management MAJOR**

#### *Required courses 24 hours*

BUSI	310	Commercial Law <b>or</b>	
BUSI	311	Contemporary Business Law	3
BUSI	332	Operations Management	3
BUSI	334	Marketing Management	3
BUSI	336	Human Resource Management	3
BUSI	338	Financial Management	3
BUSI	345	Organizational Behavior	3
BUSI	349	International Business	3
ECON	309	Managerial Economics	3

**Business CORE** 27

**Business Management MAJOR** 24

**Total Business Management MAJOR** 51

## BUSINESS MINORS

### **Accounting MINOR**

*Fifteen hours from the following* 15

BUSI	201	Principles of Accounting I
BUSI	202	Principles of Accounting II
BUSI	265	Systems Analysis and Design Methods
BUSI	301	Intermediate Accounting I
BUSI	302	Intermediate Accounting II
BUSI	305	Managerial Cost Accounting I
BUSI	306	Managerial Cost Accounting II
BUSI	314	Federal Income Tax I
BUSI	315	Federal Income Tax II
BUSI	353	Advanced Accounting I
BUSI	354	Advanced Accounting II
BUSI	355	Auditing
BUSI	357	Business Internship
BUSI	463	C.P.A. Review

**Total Accounting MINOR** 15

### **Business Management MINOR**

#### *Required courses*

BUSI	130	Contemporary Business	3
BUSI	201	Principles of Accounting I	3
BUSI	230	Principles of Management	3

*Six hours from the following* 6

BUSI	332	Operations Management	
BUSI	334	Marketing Management	
BUSI	336	Human Resource Management	
BUSI	338	Financial Management	

**Total Business Management MINOR 15**

**Economics MINOR**

*Required courses*

ECON	211	Principles of Microeconomics	3
ECON	212	Principles of Macroeconomics	3
ECON	Electives		9

**Total Economics MINOR 15**

**EDUCATION DIVISION**

William Penn University offers a full program in elementary and secondary teacher education with endorsements for both the elementary and the secondary levels. The Education Division promotes personal, social, and professional development of pre-service teachers.

The Education Division also offers Distance Learning Associate of Arts and Bachelor of Arts programs. Students completing the BA program have the opportunity to become endorsed in Elementary Education, as well as English as a Second Language, Reading (K-8) or Elementary Special Education - Strategist I (K-8).

William Penn University’s Teacher Education Program is approved by the Iowa Department of Education.

**Education Division Mission**

Developing Effective Educational Leaders

**Education Division Vision**

The William Penn University Education Division develops pre-service teachers by challenging them to become highly qualified classroom leaders who continue to learn and engage within their diverse learning communities.

**Education Division Goals**

The William Penn Education Division will produce:

Effective Pre-service Teachers

- *Demonstrate knowledge in their field(s) by planning and facilitating relevant and effective lessons*

Global Awareness

- *Recognize and accommodate instruction to meet the needs of diverse individuals inherent in today’s schools and broader society*

Effective Communicators

- *Communicate effectively in a variety of contexts and formats including reading, writing, speaking, listening and interpersonal skills*

Reflective Practitioners

- *Make logical, reflective decisions in their classrooms based upon formative & summative assessments*

Complex Problem Solving Skills

- *Recognize problems and develop alternate solutions through creative thinking and problem solving*

Technologically Literate Teachers

- *Use instructional media & technology for research, production, acquisition, & dissemination of information*

TEAM work and Collaboration

- *Facilitate the development of cooperative and collaborative partnerships within school & community*

Life-long Learners

- *Recognize and demonstrate a need for continual personal and professional growth*

**Education Division**

K-12 Education Endorsement Areas (K-8/5-12)

- \* Athletic Coaching
- \* English as a Second Language #
- \* Health
- \* Music
- \* Physical Education

#### Elementary Education K-6 Endorsement Areas

- \* Elementary Education #
- \* Health
- \* Reading (K-8) #
- \* Strategist I (K-8) #

#### Secondary Education 7-12 Endorsement Areas

- \* American Government
- \* American History
- \* Biology
- \* Business - General
- \* Chemistry
- \* Driver and Safety Education
- \* Earth Science
- \* English/Language Arts
- \* General Science
- \* Health
- \* Industrial Technology
- \* Journalism
- \* Mathematics
- \* Physical Education
- \* Physical Science
- \* Psychology
- \* Physics
- \* Sociology
- \* Speech Communication/Theatre
- \* Strategist I (5-12)

# also offered in a Distance Learning format.

#### **General Requirements for the Education Program**

1. Students will not be considered for admission to or retention in the Teacher Education and Student Teaching programs during any semester in which they are on academic probation.
2. Graduates of other institutions who wish to be recommended for Initial Licensure by William Penn University must complete a minimum of 30 semester hours work at William Penn.
3. Graduates of other institutions may complete additional teaching endorsements at William Penn.
4. Students must have a CBase score of 235 or higher in the following subject areas: Reading, Writing and Mathematics before being admitted into the William Penn University Teacher Education Program. The fee for the CBase test is \$35. Students may have three attempts to complete the subject areas of the CBase exam. Upon passing the CBase exam, a student may be considered for admittance to the William Penn University Teacher Education Program.
5. Students will not be given credit for any courses in the professional education core that are over ten years old.
6. In order to be recommended for teacher licensure, students must demonstrate acceptable performance in a number of areas. This will be facilitated by development of a professional portfolio. Initial information regarding this process will be provided in Introduction to Education and William Penn University Seminar. Students are responsible for assembling their portfolio and submitting it at designated checkpoints throughout their undergraduate studies.
7. Students must demonstrate dispositions (behaviors) expected of school employees.

#### **Admission to the Teacher Education Program**

- Proficiency of at least a "C-" in: All courses in the major  
All courses in the Education Division Professional Core  
Both required freshman English courses  
A college math course (not a computer math course)
- Cumulative grade point average of 2.5
- CBase scores of at least 235 or higher in the following subject areas: Reading, Writing and Mathematics.
- Completion of EDUC 200, Social Foundations of American Education
- Completion of a Field Experience of at least 12 contact hours
- Written recommendation from three faculty members, with at least one reference from an Education Division faculty at William Penn University
- Disposition Form completed by education faculty that shows acceptable teaching behaviors
- Submission and acceptance of Benchmark I portfolio requirements
- Students will be required to respond to and sign the following:

**Background Information:**

Have you ever had an education-related license revoked or suspended? Yes\_\_ No\_\_  
 Have you ever been convicted of a crime other than a parking or traffic violation? Yes\_\_ No\_\_  
 Have you ever been convicted of a felony? Yes\_\_ No\_\_  
 Have you ever had a founded report of child abuse made against you? Yes\_\_ No\_\_

For any "Yes" response students must attach a written explanation that includes the date of the violation. Are you a United States citizen? Yes\_\_ No\_\_

If you answered "No," indicate whether you are:

- a qualified alien (as defined in 8 U.S.C.A. 1641). If so, please provide appropriate documentation.
- an alien who is paroled into the United States under 8 U.S.C.A. 1182(d)(5) for less than one year. If so, please provide appropriate documentation.
- a foreign national not physically present in the United States.
- other. Please provide a detailed explanation on a separate 8 1/2 x 11" sheet of paper.

**Teacher Education Program**

In addition to the above requirements, transfer students must have completed at least one course from the Education Division Professional Core and at least one course from the teaching major at William Penn University before applying to enter the Teacher Education Program.

Applicants will be notified in writing of their status within two weeks following completion of the entrance requirements. If the student is admitted conditionally, or denied admission, the reasons for the decision will be explained in writing when the student is notified of the status of their application. Your name will be submitted to the Teacher Education Committee for formal approval at their next meeting. This committee meets once each semester. You will then be awarded a certificate acknowledging your full admission into the program.

\*\* Apply for the TEP by checking with the Education Office Manager stating requirements are finished.

**Elementary Education Majors**

May take up to **30 credit hours** of education required coursework prior to entrance of TEP (Special permission by faculty if a transfer student)

**Secondary Education Majors**

May take: up to **15 credit hours** of education required coursework prior to entrance of TEP (Special permission by faculty if a transfer student)

**Statement of Fraud:** An application will be considered fraudulent, and may be denied, if it contains any false representation or omission of material fact, or if false records are submitted in support of the application.

**I certify under penalty of perjury and pursuant to the laws of the state of Iowa that the preceding information is true and correct.**

*Teacher licensure is granted by the Iowa Board of Educational Examiners. Students must comply with any legislative changes affecting licensure. This includes, but is not limited to, admission to the Teacher Education Program and addition of coursework. Students will be notified by email should licensure requirements change. These changes will also be reflected in the Education Division Handbook posted on the William Penn University website, and on the Education Information Moodle site.*

**Transfer Students:** Students will not be given credit for any courses in the professional education core that are over ten years old. In addition to the above requirements, transfer students must complete at least nine credits in the Education Division Professional Core and at least nine credits in the teaching major at William Penn University prior to student teaching.

Applicants will receive written notification upon acceptance into the Teacher Education Program. Students may be admitted unconditionally, conditionally, or refused admission. When students are admitted conditionally or denied admission, the reasons for the decision will be explained in writing.

Students must register for the student teaching experience the semester prior to student teaching. In order to be placed, the following requirements must be met.

- Prior acceptance into the Teacher Education Program
- Successful completion of 75 semester hours or second semester junior status
- Successful completion of the Second Field Experiences

- Proficiency of at least “C-” in: All course work in the major  
All course work in the Education Division Professional Core  
Cumulative Grade Point Average of 2.75
- Completion of all major and Education Division Professional Core requirements

### Special Education Student Teaching Requirements

- Successful completion of or concurrent registration in Elementary or Secondary Student Teaching

## K–12 EDUCATION

### Athletic Coaching Endorsement #101

BIOL	216	Anatomy and Physiology	4
PHLE	218	Prevention & Care of Sports Injuries	3
PHLE		Any Theory of Coaching Course (240-250)	2
PSYC	108	Life-Span Psychology <b>or</b>	
PSYC	303	Developmental & Educational Psychology (Education majors only)	3

**Athletic Coaching Total** **12**

### English as a Second Language Endorsement #104

EASL	202	Theory of Language & Linguistics	3
EASL	210	Language and Culture	3
EASL	250	Language Acquisition	3
EASL	350	ESL Tutoring	1
EASL	370	Teaching ESL K-6	2
EASL	375	Teaching ESL 7-12	2
EASL	390	ESL K-6 Practicum	2
EASL	395	ESL 7-12 Practicum	2

**EASL Total** **18**

### Health Endorsement #137/138

BIOL	216	Anatomy and Physiology	4
PHLE	150	Fund. Concepts of Health, Physical Education & Recreation	3
PHLE	160	First Aid and CPR/AED	1
PHLE	227	Personal and Community Hygiene	3
PHLE	231	Substance Abuse	3
PHLE	325	Sport and Exercise Nutrition	3
SOCI	311	Marriage and Family	3
PHLE	218	Prevention and Care of Sports Injuries	3
PHLE	336	Organization & Admin. of Health, Phys. Ed. & Recreation <b>or</b>	
PHLE	338	Organization of School Health Programs	3
PHLE/BIOL		Electives	3
PSYC		Electives	3

**Health Total** **32**

### Music Endorsement #144/145

MUSI	123	Music Theory I	3
MUSI	124	Music Theory II	3
LDRS	220	Arts and Society	3

MUSI	216	History of Music I	3
MUSI	217	History of Music II	3
MUSI	223	Music Theory III	3
MUSI	224	Music Theory IV	3
MUSI	336	Conducting I	2
MUSI	337	Conducting II	2
MUSI	339	Ear Training/Sight Singing I	2
MUSI	340	Ear Training/Sight Singing II	2
COMM	390	Applied Communications Seminar	3
MUSI	201	Woodwind Methods	1
MUSI	202	Brass Methods	1
MUSI	203	String Methods	1
MUSI	204	Percussion Methods	1

Choose 7 credits from the following: Sections may be repeated

MUAP	130	WPU Jazz Ensemble	1
MUAP	131	WPU Pep Band	1
MUAP	250	William Penn Singers	1
MUAP	251	WPU Concert Band	1

**Vocal Emphasis - MUAP 101 - 9 credits**

	7 Credits in Voice		7
	2 Credits in Piano		2
MUSI	100	Applied Music Seminar	0

**OR**

**Instrumental Emphasis - MUAP 101 - 9 Credits**

	7 Credits in Primary Instrument		7
	2 Credits in Piano		2
MUSI	100	Applied Music Seminar	0

**Music Total** **52**

**(Must also take Secondary Ed Professional Core – 44 hrs. & EDUC 255, Elementary Music Methods)**

**Physical Education / Health / Coaching (K-12) Endorsement #101 / 137 / 138 / 146 / 147**

BIOL	216	Anatomy and Physiology	4
SOCI	311	Marriage & Family	3
PHLE	150	Fund. Concepts of Health, Physical Education & Recreation	3
PHLE	160	First Aid& CPR/AED	1
PHLE	215	Elementary Physical Education Methods	3
PHLE	217	Adaptive Physical Education	3
PHLE	218	Prev/Care Sports Injuries	3
PHLE	221	Teaching Indiv/Team Sports	3
PHLE	227	Personal & Community Hygiene	3
PHLE	231	Substance Abuse	3
PHLE	240-250	Any Theory of Coaching course	2
PHLE	325	Sports & Exercise Nutrition	3
PHLE	332	Analysis of Human Motion	3
PHLE	334	Tests & Measurements in Health, Phys. Ed., and Recreation	3
PHLE	335	Exercise Physiology	4
PHLE	336	Organization & Admin. of Health, Phys. Ed., & Recreation	3

**Physical Education/Health/Coaching (K-12) Total** **47**

**(Must also take Secondary Ed Professional Core – 44 hrs.)**

## ELEMENTARY EDUCATION

### Elementary Education Endorsement #102

All sections of 20, 21 and 22 classes are designed for Distance Learning students who work in schools. Traditional on-campus students must get permission from the Distance Learning Director prior to enrollment in these sections.

#### Elementary Education Professional CORE

EDUC	100:01	Introduction to Elementary Education (with 15-hour field experience)	3
EDUC	200	Social Foundations of American Education*	3
EDUC	203	Foundations of Reading	3
EDUC	205	WPU Seminar (transfer students)	0
ART	240	Elementary Fine Art Methods	2
EDUC	265	Children's Literature	3
EDUC	350	Media Methods*	3
EDUC	355	Classroom Management*	3
EDUC	365	Human Relations for Teachers*	3
PHLE	216	Elementary PE / Health Methods	2
FALL BLOCK			
EDUC	370	Teaching of Reading*	3
EDUC	378	Elementary Social Studies Methods*	3
EDUC	373	Literacy 25-Hour Field Experience*	0
SPRING BLOCK			
EASL	250	Language Acquisition*	3
EDUC	372	Elementary Math Methods*	3
EDUC	374	Elementary Language Arts Methods*	3
EDUC	376	Elementary Science Methods*	3
EDUC	379	Math 25-Hour Field Experience*	0

#### Other Required Courses for Elementary Education

EDSP	100	Introduction to Exceptional Learners*	3
EDSP	280	Collaboration Strategies*	2
EDSP	360	Diagnosis and Treatment of Reading Difficulties*	3
EDSP	370	Educational Assessment*	3
EDSP	385	Differentiated Instruction Methods & Strategies (K-8) *	3
PSYC	303	Developmental & Educational Psychology*	3
HIST	230	Social Science for Elementary Education	3
MATH	205	Math for Elementary Educators I*	3
MATH	206	Math for Elementary Educators II*	3
PHSC	100	Physical Science for Elementary Ed	3
EDUC	400	Elementary Student Teaching*	14

(Successful completion of student teaching and a passing score on the Praxis II tests are pre-requisites for all candidates seeking recommendation for teacher licensure.) **OR**

Electives (Students who select this option cannot be recommended for teacher licensure.) 14

\*Pre-requisite required

*Required Supporting Courses: Students must receive a grade of at least a C- in each.*

- Biological Lab Science
- Composition I & II

- Computer
- Mathematics
- Survey History
- 

**Elementary Education Professional Core Total**

**91**

## EDUCATION MAJORS

### Health Endorsement (K-8) #137

BIOL	216	Anatomy and Physiology	4
PHLE	160	First Aid and CPR/AED	1
PHLE	227	Personal and Community Hygiene	3
PHLE	231	Substance Abuse	3
PHLE	325	Sports and Exercise Nutrition	3
SOCI	311	Marriage and Family	3
PHLE	336	Org. & Admin. of Health, Physical Educ., & Recreation <b>or</b>	
PHLE	338	Organization of School Health Programs	3

**Health Total**

**20**

### Reading Endorsement (K-8) #148

EASL	250	Language Acquisition	3
EDSP	360	Diagnosis and Treatment of Reading Difficulties	3
EDSP	370	Testing for Special Education	3
EDUC	203	Foundations of Reading	3
EDUC	265	Children's Literature	3
EDUC	370	Teaching of Reading	3
EDUC	374	Language Arts Methods	3
EDUC	375	Reading Practicum	3

**Reading Total**

**24**

### Special Education - Strategist I (K-8) Endorsement #260

EDSP	100	Introduction to Exceptional Learners	3
EDSP	270	Behavioral Management	2
EDSP	280	Collaboration Strategies	2
EDSP	290	Transition Education	2
EDSP	360	Diagnosis and Treatment of Reading Difficulties	3
EDSP	370	Educational Assessment	3
EDSP	385	Differentiated Instruction Methods & Strategies (K-8)	3
EDSP	390	Special Education Practicum	1
EDSP	400	Student Teaching	7

**Special Education - Strategist I Total**

**26**

## SECONDARY EDUCATION

### Secondary Education Professional CORE

Required Courses 44 hours

EDUC	100:02	Introduction to Secondary Education (with a 15-hr. field experience)
EDUC	200	Social Foundations of American Education
EDUC	205	WPU Seminar (Transfer Students requirement)
EDUC	350	Media Methods
EDUC	355	Classroom Management
EDUC	360	Content Area Reading

EDUC	365	Human Relations for Teachers
EDUC	380	General Methods
EDUC	381	25-Hour Field Experience
EDSP	100	Introduction to Exceptional Learners
EDSP	387	Differentiated Instruction Methods & Strategies (5-12)
PSYC	303	Developmental & Educational Psychology
EDUC	401	Secondary Student Teaching

**Students will choose one of the following Secondary Methods and correlating 25 Hr. Field Exp 3**

EDUC	382	Secondary Business Methods <i>with</i>
EDUC	383	25-Hour Field Experience - Business
EDUC	384	Secondary English Methods <i>with</i>
EDUC	385	25-Hour Field Experience - English
EDUC	386	Secondary Industrial Technology Methods <i>with</i>
EDUC	387	25-Hour Field Experience - Industrial Technology
EDUC	388	Secondary Math Methods <i>with</i>
EDUC	389	25-Hour Field Experience - Math
EDUC	391	Secondary PE/Health Methods <i>with</i>
EDUC	392	25-Hour Field Experience - PE/Health
EDUC	393	Secondary Science Methods <i>with</i>
EDUC	394	25-Hour Field Experience - Science
EDUC	395	Secondary Social Studies Methods <i>with</i>
EDUC	396	25-Hour Field Experience - Social Studies
EDUC	397 A,B,C	K-12 Music Methods <i>with</i>
EDUC	398	25-Hour Field Experience - Music

**Secondary Education Professional Core Total 44**

*Required Supporting Courses: Students must receive a grade of at least a C- in each.*

- Biological Lab Science
- Composition I and II
- Computer
- Mathematics
- Survey History

**Secondary Education Professional Core Total 44**

*Secondary education students must complete the Secondary Professional Education core in addition to at least one of the following major areas.*

**Business - All Endorsement #1171**

BUSI	130	Contemporary Business	3
BUSI	201	Principles of Accounting I	3
BUSI	202	Principles of Accounting II	3
BUSI	230	Principles of Management	3
BUSI	310	Commercial Law	3
BUSI	334	Marketing Management	3
APCS	114	Computer Applications for Business	3
ECON	111	Personal and Family Finance	3
ECON	211	Principles of Microeconomics	3
ECON	212	Principles of Macroeconomics	3
ENGL	215	Business & Technical Communications	3

**Business-General Total 33**

**English/Language Arts/Journalism Endorsement #120/141**

APCS	112	Computer Applications for Communications	3
COMM	102	Media Writing	3

COMM 235	Practicum	3
COMM 268	Social Media	3
EDUC 360	Content Area Reading	1
ENGL 220	Introduction to Literature	3
ENGL 223	Adolescent Literature	3
** ENGL 226	British Literature to 1784 <b>or</b>	3
** ENGL 227	British Literature Since 1784	
ENGL 231	Creative Writing	3
** ENGL 238	American Literature to 1865 <b>or</b>	3
** ENGL 239	American Literature Since 1865	
ENGL 300	Theory of Language	3
ENGL 307	Shakespeare	3
LDRS 200	Principles of Communication	3
** ENGL 350	Early World Literature <b>or</b>	3
** ENGL 351	Modern World Literature	
**Students must complete one additional course to complete one lit course sequence: ENGL 226 and 227, or ENGL 238 and 239, or ENGL 350 and 351.		3

**English/Language Arts/Journalism Total 43**

**Industrial Technology Endorsement #140**

ENGR 101	Engineering Graphics I	3
ENGR 102	Engineering Graphics II	3
ENGR 125	Industrial Metal Processes	3
ENGR 215	Materials and Processes	3
INDU 107	Industrial Wood Processes*	3
INDU 218	Industrial Wood Processing* <b>or</b>	
INDU 290	Building Construction*	4
INDU 221	Applied Mechanical Engineering Technology*	4
INDU 227	Electrical Energy & Circuits*	4
INDU	Electives	13

**Industrial Technology Total 40**

**Mathematics Endorsement #143**

APCS 205	Algorithms and Programming	4
MATH 211	Discrete Mathematics	3
MATH 212	Introduction to Abstract Mathematics	3
MATH 241	Calculus I	4
MATH 242	Calculus II	4
MATH 332	College Geometry	3
MATH 336	Mathematical Statistics	3
MATH 353	Linear Algebra	3
MATH 354	Abstract Algebra	3

*One of the following courses*

PHYS 201	General Physics I	4-5
PHYS 202	General Physics II	
PHYS 211	College Physics I	9-10
PHYS 212	College Physics II	

Two of the following courses

MATH 335	Differential Equations
MATH 339	History of Mathematics
MATH 343	Calculus III
MATH 345	Numerical Analysis Methods

(MATH 339 should be considered a top priority)

**40-42**

**Mathematics Total**

**Biology Endorsement #151**

BIOL 106	General Biology I	4
BIOL 107	General Biology II*	4
BIOL 220	Vertebrate Fauna* <b>or</b>	3
BIOL 304	Plant Taxonomy & Local Flora*	4
BIOL 307	General Ecology*	4
BIOL 308	Microbiology*	4
BIOL 313	Comparative Anatomy* <b>or</b>	4
BIOL 314	Human Anatomy	4
BIOL 315	Physiology <b>or</b>	4
BIOL 345	Biochemistry	4
BIOL 335	Genetics*	4
BIOL 340	Department Assistant	1
BIOL	Electives	3
PHLE 160	First Aidnad CPR/AED	1
PHLE 231	Substance Abuse	3

**Biology Total**

**39-40**

**Biology/Chemistry Endorsement #151/152**

BIOL 106	General Biology I	4
BIOL 107	General Biology II	4
BIOL 150	Biology Field Trip	1
BIOL 220	Vertebrate Fauna <b>or</b>	3
BIOL 304	Plant Taxonomy& Local Flora	4
BIOL 307	General Ecology	3
BIOL 308	Microbiology	4
BIOL 313	Comparative Anatomy <b>or</b>	4
BIOL 314	Human Anatomy	4
BIOL 335	Genetics	4
CHEM 101	General Chemistry I	4
CHEM 102	General Chemistry II	4
CHEM 201	Organic Chemistry I	4
CHEM	Electives	4
PHLE 160	First Aid and CPR/AED	1

**Biology/Chemistry Total**

**45-46**

**Biology/Earth Science Endorsement #151/153**

BIOL 106	General Biology I	4
BIOL 107	General Biology II	4
BIOL 150	Biology Field Trip	1
BIOL 220	Vertebrate Fauna <b>or</b>	3

BIOL	304	Plant Taxonomy & Local Flora	4
BIOL	307	General Ecology	3
BIOL	308	Microbiology	4
BIOL	313	Comparative Anatomy <b>or</b>	4
BIOL	314	Human Anatomy	4
BIOL	335	Genetics	4
CHEM	101	General Chemistry I	4
EASC	100	Introduction to Earth Science	3
EASC	104	Physical Geology	4
EASC	128	Astronomy	4
EASC	150	Geology Field Trip	1
LDRS	111	Environmental Biology	3
PHLE	160	First Aid and CPR/AED	1
PHYS	201	General Physics I	4

**Biology/Earth Science Total** **52-53**

**Biology/Basic Science Endorsement #151/1541**

BIOL	106	General Biology I	4
BIOL	107	General Biology II	4
BIOL	150	Biology Field Trip	1
BIOL	220	Vertebrate Fauna <b>or</b>	3
BIOL	304	Plant Taxonomy & Local Flora	4
BIOL	307	General Ecology	4
BIOL	308	Microbiology	4
BIOL	313	Comparative Anatomy <b>or</b>	4
BIOL	314	Human Anatomy	4
BIOL	335	Genetics	4
CHEM	101	General Chemistry I	4
CHEM	102	General Chemistry II	4
EASC	100	Introduction to Earth Science	3
EASC	128	Astronomy	4
EASC	104	Physical Geology	4
PHLE	160	First Aid and CPR/AED	1
PHYS	201	General Physics I	4
PHYS	202	General Physics II	4

**Biology/Basic Science Total** **56-57**

**Biology/Physics Endorsement #151/156**

BIOL	106	General Biology I	4
BIOL	107	General Biology II	4
BIOL	150	Biology Field Trip	1
BIOL	220	Vertebrate Fauna <b>or</b>	3
BIOL	304	Plant Taxonomy & Local Flora	4
BIOL	307	General Ecology	4
BIOL	308	Microbiology	4
BIOL	313	Comparative Anatomy <b>or</b>	4
BIOL	314	Human Anatomy	4
BIOL	335	Genetics	4

PHLE	160	First Aid and CPR/AED	1
PHYS	201	General Physics I <b>or</b>	4
PHYS	211	College Physics I	5
PHYS	202	General Physics II <b>or</b>	4
PHYS	212	College Physics II	5
PHYS	227	Electrical Energy & Circuits	4
PHYS	327	Engineering Thermodynamics	3
PHYS	341	Statics	3

**Biology/Physics Total 47-50**

*The following combination Social Science majors are available: American History/American Government; American History/Psychology; American History/Sociology; American Government/Psychology; American Government/Sociology. Students are required to complete 36 total credit hours: 18 in each area. A Psychology/Sociology combination is not available.*

**American Government Endorsement #157**

PLSC	125	U.S. National Government	3
PLSC	230	Congress & the Presidency	3

*Twelve hours from the following*

PLSC	100	International Relations	3
PLSC	150	Comparative Politics	3
PLSC	210	State & Local Government	3
PLSC	250	American Political Parties	3
PLSC	331	Law & Society	3
PLSC	332	American Constitutional History	3
PLSC	333	Constitutional Rights & Liberties	3

**American Government Total 18**

**American History Endorsement #158**

HIST	130	American History to 1900	3
HIST	132	American History Since 1900	3

*Twelve hours from the following*

HIST	217	Leaders in American History	3
HIST	234	American Black History	3
HIST	236	America in the Modern World	3
HIST	318	Women in American History	3
HIST	332	American Constitutional History	3
HIST	353	Civil War & Reconstruction	3
HIST	370	World War II	3

**American History Total 18**

*The following secondary endorsements may be taken in conjunction with another secondary endorsement.*

**Psychology Endorsement #163**

PSYC	102	Introduction to Psychology	3
PSYC	303	Developmental & Educational Psychology	3

*Twelve hours from the following*

PSYC	260	Social Psychology	3
PSYC	305	Theories & Systems	3
PSYC	326	Abnormal Psychology	3
PSYC	327	Personality	3
PSYC	333	Learning	3
PSYC	335	Experimental Psychology	3

**Psychology Total 18**

<b>Sociology Endorsement #165</b>			
SOCI	101	Introduction to Sociology or	3
SOCI	123	Sociology of Contemporary Issues	
SOCI	126	Deviant Behavior	3
SOCI	335	Social Research Methods	3
SOCI	350	Sociological Theory	3
<i>Six hours from the following</i>			
SOCI	217	Ethnicity & Race Relations	3
SOCI	218	Juvenile Delinquency	3
SOCI	219	Sex & Gender	3
SOCI	311	Marriage & Family	3
<b>Sociology Total</b>			<b>18</b>
<b>Mathematics Endorsement #143</b>			
APCS	205	Algorithms and Programming	4
MATH	211	Discrete Mathematics	3
MATH	212	Introduction to Abstract Mathematics	3
MATH	241	Calculus I	4
MATH	242	Calculus II	4
MATH	332	College Geometry	3
MATH	353	Linear Algebra	3
<i>One of the following courses:</i>			
MATH	303	Statistical Method	
MATH	336	Mathematical Statistics	
<b>Mathematics Total</b>			<b>27</b>
<b>Special Education - Strategist I (5-12) Endorsement #261</b>			
EDSP	100	Introduction to Exceptional Learners	3
EDSP	270	Behavioral Management	2
EDSP	280	Collaboration Strategies	2
EDSP	290	Transition Education	2
EDSP	360	Diagnosis and Treatment of Reading Difficulties	3
EDSP	370	Educational Assessment	3
EDSP	387	Differentiated Instruction Methods & Strategies (5-12)	3
EDSP	390	Special Education Practicum	1
EDSP	401	Student Teaching	7
EDUC	203	Foundations of Reading	3
<b>Special Education - Strategist I (5-12) Total</b>			<b>29</b>
<b>Speech Communication/Theatre Endorsement #168</b>			
COMM	123	Media's Past & Digital Future	3
COMM	225	Writing for Public Relations	3
THEA	104	Basic Production	3
THEA	212	Oral Interpretation	3
THEA	304	Directing & Advanced Production	3
LDRS	200	Principles of Communication	3

Six hours from the following

THEA	106	Acting I	3
THEA	216	History of Theatre	3
THEA	306	Acting II	3
ENGL	300	Theory of Language	3

**Speech Communication/Theatre Total** **24**

*Students who wish to add these or other additional teaching endorsements should contact the Education Division Chair or the Education Division Office Manager.*

### Teaching Endorsement Conversion Policy

**Secondary to Elementary.** Individuals who have completed a secondary student teaching program and wish to be certified as an elementary teacher will need to complete the regular elementary program including student teaching.

**Elementary to Secondary.** Individuals who have completed an elementary student teaching program and wish to be certified as a secondary teacher will need to complete the needed major and any additional teacher education course requirements including special secondary methods and secondary student teaching.

**K-12 Special Area to Elementary.** Individuals who have completed a K-12 endorsement and wish to be endorsed as an elementary teacher need to complete the regular elementary program, including elementary student teaching.

**Elementary to K-12 Special Area.** Individuals who have completed an elementary student teaching program and wish to be certified for the K-12 special area of health/physical education will need to complete the needed major and the teacher education course requirements including special methods and student teaching on the elementary-secondary level.

## HEALTH & LIFE SCIENCES DIVISION

The Division of Health and Life Sciences believes that an educated person is a whole person. We endeavor to instill in each student an understanding of life and an appreciation for living. We want to ensure that our students' understanding of life is not a substitute for living. To that end, we encourage students to cross disciplinary boundaries, broaden the scope of their studies, and develop as whole persons. The mission of the Division of Health and Life Sciences, then, is to:

- develop a scientific learning community that prepares students for life and living in a global environment;
- offer practical experiences and leadership opportunities which prepare students for careers in kinesiology, health, and life sciences;
- develop and maintain rigorous academic programs consistent with recognized professional standards; and support and encourage diversity among our students.

**Majors** are available in

Biology (BS)  
Exercise Science (BS)  
Sport Management (BA)  
Wellness & Recreation (BA)

**Minors** are available in

Biology  
Chemistry  
Earth Science  
Kinesiology

**Education Endorsements** are available in

Athletic Coaching (K-12)  
Biology  
Biology/Physical Science  
Biology with Chemistry  
Biology with Earth Science

Biology with Physics  
Basic Science  
Health (K-8)  
Health (5-12)  
Physical Education (K-12)

## BIOLOGY MAJORS

The Biology area offers the Bachelor of Science on Biology as well as offering several teacher education endorsement areas. A common core of classes is required. Students, in consultation with their advisor, then choose electives in an area of interest to round out the curriculum. The Biology Major (BS) teaches students about the functions of humans and other organisms at the organism, cellular, and molecular levels. It will prepare students for further education in medicine, dentistry, optometry, veterinary science, physical therapy, forensic science, and other health and life science professions. It is also appropriate preparation for a career in laboratory research or biotechnology, either in an academic or industrial setting.

### Health & Life Sciences FOUNDATION

*Required courses 4 hours*

PHLE	110	Wellness and Fitness	3
PHLE	160	First Aid & CPR/AED	1

### Biology CORE

*Required courses 39-40 hours*

BIOL	106	General Biology I	4
BIOL	107	General Biology II	4
BIOL	307	General Ecology <i>or</i>	4
BIOL	322	Medical Biology	3
BIOL	308	Microbiology	4
BIOL	313	Comparative Anatomy <i>or</i>	4
BIOL	314	Human Anatomy	4
BIOL	335	Genetics	4
BIOL	337	Internship	2
BIOL	390	Biology Practicum	2
CHEM	101	General Chemistry I	4
CHEM	102	General Chemistry II	4
MATH	140	Algebra/Trigonometry	4

**Electives: The student and advisor should carefully consider which electives are most appropriate to the student's chosen career or area of interest.**

*Choose 30 credits from the following:*

			<b>30</b>
APCS	116	GIS	3
BIOL	111	Environmental Biology	3
BIOL/EASC	150	Field Trip (may be taken 3x)	1
BIOL	202	Medical/Scientific Terminology	2
BIOL	220	Vertebrate Fauna	3
BIOL	225	General Botany	4
BIOL	304	Plant Taxonomy/Local Flora	4
BIOL	307	General Ecology*	4
BIOL	313	Comparative Anatomy*	4
BIOL	314	Human Anatomy*	4
BIOL	322	Medical Biology*	3
BIOL	341	Developmental Biology	4
BIOL	315	Physiology	4
BIOL	345	Biochemistry	4
CHEM	201	Organic Chemistry I	4
CHEM	202	Organic Chemistry II	4
CHEM	310	Scanning Electron Microscopy	3
EASC	100	Intro to Earth Science	3
EASC	104	Physical Geology	4
EASC	128	Astronomy	3
MATH	303	Statistical Methods	3
MATH	241	Calculus	4
PHLE	325	Sport and Exercise Nutrition	3

PHLE	332	Analysis of Human Motion	3
PHLE	335	Exercise Physiology	4
PHLE	420	Biomechanics	4
PHLE	430	Advanced Exercise Physiology	4
PHLE	437	Exercise Prescription	3
PHYS	201	General Physics I	4
PHYS	202	General Physics II	4

**Total credits**

**73-74**

\*Cannot be used to simultaneously fulfill requirements in the Biology core and Biology electives

## WELLNESS & RECREATION MAJOR

The Wellness and Recreation major will prepare students for employment at public or private recreation facilities and related enterprises.

**Health & Life Sciences Foundation**

*Required courses 4 hours*

PHLE	110	Wellness & Fitness	3
PHLE	160	First Aid & CPR/AED	1

**Kinesiology Core**

*Required courses 15 hours*

BIOL	216	Anatomy & Phys	4
PHLE	150	Fund Concept HPER	3
PHLE	218	Prevention & Care of Athletic Injuries	3
PHLE	336	Organization & Administration of HPER	3
PHLE	390	Practicum	2

**Wellness & Recreation**

*Required courses 29 hours*

PHLE	208	Leadership in Sport & Recreation	3
PHLE	210	Camp Management & Outdoor Education	3
PHLE	221	Individual & Team Sports	3
PHLE	227	Personal & Community Hygiene	3
PHLE	240-252	Coaching/Officiating Theory	2
PHLE	257	Field Experience	1
PHLE	334	Test & Measurement in HPER	3
PHLE	357	Internship	6
PHLE	395	Kinesiology Seminar	2
PSYC	108	Life-Span Psychology	3

**Electives:** any BIOL, EASC, PHLE, PSYC, or SOCI course not used elsewhere **12**

**GRAND TOTAL** **60**

## SPORT MANAGEMENT MAJOR

**Sport Management MAJOR with Required Business MINOR**

*Major Required courses 53 hours*

**Health & Life Sciences FOUNDATION**

*Required courses 4 hours*

PHLE	160	First Aid & CPR/AED	1
PHLE	231	Substance Abuse	3

**Sport Management REQUIREMENTS**

*Required courses 49 hours*

BIOL	216	Anatomy & Physiology	4
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PHLE 150	Fundamental Concepts of HPER	3
PHLE 217	Adaptive Physical Education <b>or</b>	
PHLE 222	American Sports History <b>or</b>	
PHLE 319	Sport Psychology & Coaching Concepts	3
PHLE 218	Prevention & Care of Sports Injuries	3
PHLE 223	Sociology of Sport	3
PHLE 228	Sports Communication	3
PHLE 247	Field Experience (May be repeated once for credit)	1
PHLE 321	Sports Marketing	3
PHLE 334	Tests & Measurements in HPER	3
PHLE 336	Organization & Administration of HPER	3
PHLE 357	Internship	6
PHLE 390	Practicum (two semesters of 1 credit each)	2
PHLE 445	Sport Facility & Event Management	3
PHLE 454	Sports Law	3

*Six hours from the following*

PHLE 240	Theory of Coaching Wrestling	2
PHLE 241	Theory of Coaching Football	2
PHLE 242	Theory of Coaching Basketball	2
PHLE 243	Theory of Coaching Baseball	2
PHLE 244	Theory of Coaching Softball	2
PHLE 246	Theory of Coaching Volleyball	2
PHLE 248	Theory of Coaching Track & Field	2
PHLE 250	Theory of Coaching Soccer	2
PHLE 251	Officiating Fall & Winter Sports	2
PHLE 252	Officiating Spring & Summer Sports	2
PHLE 347	Field Experience (may be repeated once for credit)	1

**Business Management MINOR**

*Required courses 15 hours*

BUSI 130	Contemporary Business	3
BUSI 201	Principles of Accounting I	3
BUSI 230	Principles of Management	3

*Six hours from the following*

BUSI 332	Operations Management	3
BUSI 334	Marketing Management	3
BUSI 336	Human Resource Management	3
BUSI 338	Financial Management	3

**Health & Life Science FOUNDATION** **4**

**Sport Management MAJOR** **49**

**Business Mgmt. MINOR** **15**

**Total hours for Sports Management Major** **68**

## EXERCISE SCIENCE MAJOR

The Exercise Science Major is a program that is designed strengthen the science education of students, to provide a path to graduate education in exercise sciences and health professions, and better serve those students who wish to pursue careers in the health, fitness, and exercise industry.

### Health & Life Sciences FOUNDATION

*Required courses 4 hours*

PHLE	110	Wellness & Fitness	3
PHLE	160	First Aid & CPR/AED	1

### Science & Mathematics Courses

*Required courses 31 hours*

BIOL	314	Human Anatomy	4
BIOL	315	Physiology	4
CHEM	101	General Chemistry I	4
CHEM	102	General Chemistry II	4
MATH	140	Algebra/Trigonometry	4
PHYS	201	General Physics I	4
PHYS	202	General Physics II	4
PYSC	102	General Psychology <i>or</i>	3
PYSC	108	Life Span Psychology	3

### Exercise Science Area Courses

*Required courses 38 hours*

PHLE	150	Fund Concepts of HPER	3
PHLE	205	Theory & Practice of Strength Conditioning	3
PHLE	325	Sport/Exercise Nutrition	3
PHLE	332	Analysis of Human Motion	3
PHLE	334	Test & Measurement in HPER	3
PHLE	335	Exercise Physiology	4
PHLE	337	Internship	3
PHLE	390	Practicum	2
PHLE	420	Biomechanics	4
PHLE	430	Advanced Exercise Physiology	4
PHLE	437	Exercise Prescription	3
PHLE	440	Sports Pharmacology	3

<b>Health &amp; Life Sciences FOUNDATION</b>	<b>4</b>
<b>Science &amp; Mathematics Courses</b>	<b>31</b>
<b>Exercise Science Area Courses</b>	<b>38</b>
<b>Total hours for Exercise Science Major</b>	<b>73</b>

## HEALTH & LIFE SCIENCES MINORS

### Biology MINOR

*Required courses*

BIOL	106	General Biology I	4
BIOL	107	General Biology II	4
BIOL		Electives	10

<b>Total Biology Minor hours</b>		<b>18</b>
<b>Chemistry MINOR</b>		
<i>Required courses</i>		
CHEM 101	General Chemistry I	4
CHEM 102	General Chemistry II	4
CHEM 201	Organic Chemistry I	4
CHEM	Electives	4
<b>Total Chemistry Minor hours</b>		<b>16</b>
<b>Earth Science MINOR</b>		
<i>Required courses</i>		
EASC	Electives	16
<b>Total Earth Science Minor hours</b>		<b>16</b>
<b>Kinesiology MINOR</b>		
<i>Required courses</i>		
PHLE 150	Fundamental Concepts of HPER	3
PHLE	Electives	17
<b>Total Kinesiology Minor hours</b>		<b>20</b>

## HUMANITIES DIVISION

The mission of the Humanities Division is to help students develop strong leadership, technical, and communication skills. As the Humanities Division, we cultivate expressive, communicative, and interpretive skills by exposing students to a variety of cultural and social learning opportunities and by developing learning communities that will provide opportunities in education, service, and leadership with practical experience in performances, presentations, and writings.

Students who major in Communications may choose one of three emphases: Digital Communication, Fine Arts, or English. In addition the Humanities Division offers a degree in Music.

The Digital Communication emphasis is divided into three concentrations: Television, Journalism, and Public Relations. Because these three areas share core new-media skills, they are grouped under Digital Communication, but each concentration allows students to specialize in their chosen field. The Digital Communication emphasis helps students master the ideas, skills, and technology they'll need in a digitally enriched world.

The Fine Arts emphasis encourages students to refine their artistic sensibilities through drawing, painting, ceramics, vocal and instrumental music, and dramatic arts. Practice, performance, and critical valuation are central to the artist, and the Fine Arts emphasis gives ample opportunities for students to develop, pursue, and perform their vision of the human condition.

The English emphasis provides a liberal arts focus through the close study of various literatures and the cultivation of precise writing as a way to explore and express cultural ideals and outlooks. Courses include World, British, American, and genre-specific literatures, as well as Business, Advanced, and Creative writing.

A Communications Core of classes is required of all Communications students.

**MAJORS** are available in

Communications *with Emphasis in*  
 Digital Communication\*  
 Fine Arts  
 English  
 Music

**MINORS** are available in

Art  
 Digital Communication  
 Graphic Art  
 Music  
 Theatre

**Secondary Teaching Endorsements** are available in

English/Language Arts  
 Journalism  
 Music  
 Speech Communication/Theatre

\*Within Digital Communication, students would choose one or more of three concentrations: Television, Journalism, or Public Relations.

## COMMUNICATIONS MAJOR

<b>Communications MAJOR:</b>		Communication Core Classes	<b>21</b>
APCS	112	Computer Applications for Communications	3
ART	134	Design & Composition	3
COMM	123	Media's Past & Digital Future	3
COMM	390	Applied Communications Seminar	3
ENGL	220	Introduction to Literature	3
		+ Another Lit course (+200 level) <b>Not required for English Emphasis</b>	3
MUSI	104	Fundamentals of Music	3

### Digital Communication Emphasis

Digital Communication will prepare students for positions in electronic media including, but not limited to, broadcast and non-broadcast facilities in terms of audio production, television production, non-broadcast video applications, media management, and related fields. A wide range and significant amount of practical, hands-on experiences will augment class discussion and lecture involving technology, terminology, techniques and aesthetic considerations involved in writing, producing and directing effective digital media productions. Understanding of the importance of ascertaining and effectively reaching the target audience will be emphasized. The digital media program instills in the student an understanding of the power and influence of the media as well as the social and ethical responsibility it places upon media professionals and consumers. Within this emphasis, students may select one or more areas of concentration: Television, Journalism, or Public Relations.

### Digital Communication CORE

*Required classes for Television, Public Relations, and Journalism concentrations:* **31**

COMM	102	Media Writing	3
COMM	126	Video Production I	3
COMM	141	Live Events & Sports Practicum (Need 4 credits)	1
COMM	226	Video Production II	3
COMM	238	Communication Theory & Ethics	3
COMM	250	TV News I	3
COMM	268	Social Media	3
COMM	319	Media Law	3
COMM	357	Internship	3
COMM	360	Media Entrepreneur	3

#### *Required Courses for **Television** concentration*

COMM	128	Audio Production & Radio	3
COMM	203	Media Writing Toward Video	3
COMM	350	TV News Production II	3

#### *Required Courses for the **Journalism** concentration* **12**

COMM	220	Principles of Journalism & Reporting	3
COMM	235	Practicum	3
COMM	320	Advanced Reporting	3
COMM	350	TV News Production II	3

#### *Required Courses for the **Public Relations** concentration* **12**

COMM	125	Intro to PR Principles	3
COMM	225	Writing for Public Relations	3
COMM	235	Practicum	3
COMM	316	Public Relations Research and Campaign	3

### **Total Communications with Digital Communication Emphasis**

**(Communications Core + Digital Communication Core + Concentration):**

<b>Television concentration</b>	<b>63</b>
<b>Journalism concentration</b>	<b>66</b>
<b>Public Relations concentration</b>	<b>66</b>

**Fine Arts Emphasis**

The William Penn University Fine Arts Consortium offers a curriculum that assures every student, regardless of ability, quality instruction in music, theatre, and the visual arts. Hands on experience in the performing and visual arts fosters a student's interest and instills a desire for lifelong learning.

**Fine Arts CORE**

<i>Required classes for the Fine Arts Emphasis</i>			<b>18</b>
ART	121	Drawing I	3
ART	130	3-D Design	3
THEA	106	Acting I	3
THEA	114	Theatre Production (must earn 3 cr.79)	1
ENGL	215	Business & Technical Writing	3

*Choose three credits from either*

MUAP	130	WPU Jazz Ensemble	3
MUAP	250	William Penn Singers	3

**Additional Fine Arts Requirements****12***Choose any 12 credits from the following*

ART	210	Watercolor	3
ART	235	Graphic Art	3
MUSI	123	Music Theory I	3
MUSI	140	Music in the Electronic Medium	3
THEA	104	Basic Production	3
THEA	110	Improvisation & Movement	3

**Fine Arts Elective Courses****12***Choose any 12 credits from the following*

ART	112	Pastel Drawing	1
ART	117	Pen & Ink Drawing	3
ART	130	3-D Design	3
ART	211	Photography	3
ART	215	History of Art	3
ART	216	Intro to Acrylics	3
ART	240	Elementary Fine Arts Methods	2
ART	331	Ceramics I	3
ART	332	Ceramics II	3
MUAP	102	Piano Class I	1
MUAP	131	Pep Band (may repeat)	1
MUAP	202	Piano Class II	1
MUAP	101	Private lessons (may repeat) (101/201/301)	1
MUSI	123	Music Theory I	3
MUSI	124	Music Theory II	3
MUSI	142	Sound/Light/AV Tech	1
MUSI	216	History of Music	3
MUSI	339	Ear Training & Sight-Singing	2
THEA	116	Special Effects	1
THEA	117	Make-Up	1
THEA	118	Costuming	1
THEA	124	Stage Lighting & Sound	3

THEA	212	Oral Interpretation	3
THEA	216	History of Theatre	3
THEA	304	Directing and Advanced Production	3
THEA	306	Acting II	3
THEA	307	Shakespeare	3

**Total Communications with Fine Arts Emphasis** **63**  
**(Communications Core + Fine Arts Core + Additional Requirements + Fine Arts Electives)**

**English Emphasis**

The William Penn University English Emphasis offers a curriculum that provides students a liberal arts focus through close study of literature as an expression of the human condition. Students will gain experience interpreting literary and other texts and in writing to communicate, to inform, and to argue and to express.

**Communications Major: Communication CORE for the English Emphasis** **18**

APCS	112	Computer Applications for Communications	3
ART	134	Design & Composition	3
COMM	123	Media's Past & Digital Future	3
COMM	390	Applied Communications Seminar	3
ENGL	220	Introduction to Literature	3
MUSI	104	Fundamentals of Music	3

**English CORE**

*Required classes for the English Emphasis* **33**

ENGL	226	British Lit through 1784	3
ENGL	227	British Lit since 1784	3
ENGL	231	Creative Writing	3
ENGL	238	American Lit through 1865	3
ENGL	239	American Lit since 1865	3
ENGL	300	Theory of Language	3
ENGL	307	Shakespeare	3
ENGL	310	Advanced Writing	3
ENGL	350	Early World Literature	3
ENGL	351	Modern World Literature	3
COMM/THEA/ENGL		Elective	3

**Total Communications with English Emphasis** **51**  
 (Communications Core/English Emphasis + English Core)

## MUSIC MAJOR

Students interested in intense training in music should enroll as Music major. The Music degree will prepare students to develop their musical abilities, both instrumental and vocal, for further work in graduate programs and as professional musicians.

**Music Major: Music Major Core Classes** **33**

LDRS	220	Arts & Society I	3
MUAP	101	Piano/Keyboard <b>or</b>	
MUAP	102	Class Piano	1
MUSI	123	Music Theory I	3
MUSI	124	Music Theory II	3
MUSI	223	Music Theory III	3
MUSI	224	Music Theory IV	3
MUSI	216	History of Music I	3
MUSI	217	History of Music II	3
MUSI	336	Conducting I	2

MUSI	337	Conducting II	2
MUSI	339	Ear Training/Sight Singing I	2
MUSI	340	Ear Training/Sight Singing II	2
MUSI	100	Applied Music Seminar	
COMM	390	Communications Seminar	3
<i>8 hours from the following - Courses may be repeated</i>			
MUAP	130	WPU Jazz Ensemble	1
MUAP	131	Marching Band	1
MUAP	250	WM Penn Singers	1
MUAP	251	Concert Band	1
<i>Required course for Vocal Emphasis</i>			
<i>8 hours of</i>			
MUAP	101	Private Instruction in Voice	1
<i>Required course for Instrumental Emphasis</i>			
<i>8 hours of</i>			
MUAP	101	Private Instruction	1
<b>Total Music with either Vocal or Instrumental Emphasis</b>			<b>49</b>

## HUMANITIES MINORS

### Art MINOR

<i>Required courses for the Art Minor</i>			<b>12</b>
ART	121	Drawing I	3
ART	130	3-D Design	3
ART	134	Design & Composition	3
ART	215	History of Art	3
<i>Three hours from the following</i>			<b>3</b>
ART 210 Watercolor			3
ART 216 Introduction to Acrylics			3
<i>Six hours from the following</i>			<b>6</b>
ART	112	Pastel Drawing	1
ART	117	Pen and Ink Drawing	3
ART	210	Watercolor	3
ART	211	Introduction to Photography	3
ART	216	Introduction to Acrylics	3
ART	235	Graphic Art	3
ART	331	Ceramics I	3
ART	332	Ceramics II	3
<b>Total Art Minor</b>			<b>21</b>

### Digital Communications MINOR

<i>Required courses for the Digital Communications Minor</i>			<b>24</b>
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*Students must complete the Digital Communications Minor Core, plus the courses in one of the three Digital Communications Concentrations.*

<b>Digital Communications MINOR CORE</b>			<b>18</b>
COMM	102	Media Writing	3
COMM	123	Media's Past & Digital Future	3

COMM	126	Video Production I	3
COMM	238	Communication Theory & Ethics	3
COMM	250	TV News I	3
COMM	268	Social Media	3
<b>TV Concentration courses</b>			<b>6</b>
COMM	128	Audio Production & Radio	3
COMM	126	Video Production II	3
<b>Journalism Concentration</b>			<b>6</b>
COMM	220	Principles of Journalism & Reporting	3
COMM	235	Media Practicum	3
<b>Public Relations Concentration</b>			<b>6</b>
COMM	225	Writing for Public Relations	3
COMM	235	Media Practicum	3
<b>Total Digital Communications Minor</b>			<b>24</b>
<b>Graphic Art MINOR</b>			
<i>Required courses for the Graphic Art Minor</i>			<b>25</b>
APCS	112	Communications Computer Apps	3
APCS	205	Algorithms & Programming (Java)	4
APCS	336	Web Programming	3
ART	211	Introduction to Photography	3
ART	215	History of Art	3
ART	121	Drawing I	3
ART	134	Design & Composition	3
ART	235	Graphic Art	3
<b>Total Graphic Art Minor</b>			<b>25</b>
<b>Music MINOR</b>			
<i>Required courses for the Music Minor</i>			<b>16</b>
MUSI	123	Music Theory I	3
MUSI	124	Music Theory II	3
MUSI	140	Music in the Electronic Medium	3
MUSI	216	History of Music	3
MUSI	336	Conducting	2
MUSI	339	Ear Training and Sight Singing	2
<i>Five hours from the following</i>			<b>5</b>
MUAP	101	Private Lessons	1
MUAP	102	Piano Class I	1
MUAP	103	Guitar Class I	1
MUAP	130	WPU Jazz Ensemble	1
MUAP	131	Pep Band	1
MUAP	202	Class Piano II	1
MUAP	203	Guitar II	1
MUAP	250	Penn Singers	1
THEA	124	Stage Lighting & Sound	3
<i>Piano proficiency requirement must be met.</i>			
<b>Total Music MINOR</b>			<b>21</b>

**Theatre MINOR**

<i>Required courses for the Theatre Minor</i>			<b>15</b>
THEA	104	Basic Production	3
THEA	106	Acting I	3
THEA	110	Improvisation & Movement	3
THEA	212	Oral Interpretation	3
THEA	216	History of Theater	3

<i>Six hours from the following</i>			<b>6</b>
THEA	114	Theatre Production	3
THEA	116	Special Effects	1
THEA	117	Makeup	1
THEA	118	Costuming	1
THEA	304	Directing & Advanced Production	3
THEA	306	Acting II	3
THEA	307	Shakespeare	3
<b>Total Theatre MINOR</b>			<b>21</b>

**English MINOR**

<i>Required courses for the English Minor</i>			<b>15</b>
ENGL	226	British Lit to 1784	3
ENGL	227	British Lit Since 1784	3
ENGL	238	American Lit to 1865	3
ENGL	239	American Lit Since 1865	3
ENGL		Elective (+200-level)	3

<i>Three hours from the following</i>			<b>3</b>
ENGL	350	Early World Literature	3
ENGL	351	Modern World Literature	3

<i>Three hours from the following</i>			<b>3</b>
ENGL	215	Business & Technical Writing	3
ENGL	231	Creative Writing	3
ENGL	310	Advanced Writing	3

**Total English Minor** **21**

**INTERDISCIPLINARY STUDIES****Bachelor of Arts in Interdisciplinary Studies**

The Interdisciplinary major is designed to meet individual needs and goals of students by providing a broad range of topics rather than one specific major. This major will consist of 40+ credits of 300 level courses from 2-3 separate disciplines plus an introductory seminar course (1 credit), a career exploration course (1 credit), and a capstone course (3 credits). All courses used in this major must be passed with a grade of C or better.

Students choosing to declare interdisciplinary studies major will need to include the following elements:

1. Students must either transfer or complete the leadership core requirements as defined by the University catalog.
2. Students may choose 2 or 3 concentrations and must meet the requirements of those credit numbers.
3. Students must meet all pre-requisite requirements if necessary before completing coursework
4. At least ½ of all courses must be 300 level and higher

Credit distribution:

- Leadership Core (39)
- Capstone (3)

- Students may choose to fulfill the capstone requirement through a division practicum capstone course. Students choosing to take a division practicum course will need to follow the guidelines for that division. Students still must meet the 124 credits for graduation.
- Career exploration class (1)
- Introductory seminar (1)
- Choice of 2 or 3 concentration areas (45) (in total)
  - It is the intent that concentration areas be credit-balanced as much as possible
- Electives (35)

Concentration areas:

- |                       |                      |
|-----------------------|----------------------|
| • Accounting          | • History/Government |
| • Biology             | • Human Resources    |
| • Business Management | • Human Services     |
| • Communication       | • Kinesiology        |
| • Computer Science    | • Psychology         |
| • English             | • Sociology          |

## NURSING DIVISION

### Nursing Mission

The mission of the William Penn University RN-BSN program is to prepare BSN graduates with enhanced leadership skills that are essential to nursing practice in a diverse and ever-changing healthcare environment. Educational preparation is grounded in the nursing program's outcomes and William Penn's principles and goals.

### Nursing Philosophy

The division of nursing embraces a commitment to *The Theory of Human Caring and the Ten Caritas Processes* embedded in Dr. Jean Watson's Theory and William Penn University's *Five Quaker Principles* which provide the registered nurse an opportunity to build on their pre-licensure education and develop complex decision making skills to provide safe and holistic care to self and all communities.

### Coordinating Programs

The division of nursing has agreements with several Iowa community colleges which enable students to include their registered nurse plan of study with their liberal arts studies.

Students who complete the requirements for the A.A.S. at these community colleges and the specified requirements for a coordinating program at William Penn University will receive a B.S.N.

Specific course requirements for these coordinating programs are available in the offices of Admissions and the Registrar.

The following institutions have articulation agreements with the WPU Nursing Division:

Des Moines Area Community College  
 Iowa Central Community College  
 Kirkwood Community College  
 Southeastern Community College

Indian Hills Community College  
 Iowa Valley Community College  
 North Iowa Area Community College  
 Southwestern Community College

All nursing students are required to maintain a grade of "C" (74%) or above in nursing courses. They must successfully complete the nursing and required math courses by receiving an A, B, or C letter grade. If a student receives a "C-", "D" or an "F" as a final grade in a nursing course, the student must repeat the nursing course when the nursing course is offered again. For nursing courses retaken, the most recent grade is computed into the GPA. If the student receives below a "C" grade in nursing courses, they may not progress with their cohort.

A cumulative GPA of 2.5 must be maintained for progression in the program. If the student's GPA falls below 2.5, the student will be placed on academic probation for one semester. If the student's GPA is below 2.5 after one semester of academic probation, the student will be suspended from the nursing program. They may resume nursing course work when they have a cumulative GPA of at least 2.5. See the University Grade Point System.

Students must complete the RN-BSN program within five years of beginning the program. RN-BSN courses are only good for five years and courses are offered in sequence.

**Core Nursing Courses**

NURS 300	Health Assessment / Pathophysiology	3
NURS 301	Professional Nursing for the RN-BSN	5
NURS 302	Leading & Managing for the RN-BSN	4
NURS 303	Community Health for the RN-BSN	4
NURS 401	Evidence Based Practice for the RN-BSN	5

**Other related requirements**

BUSI 345	Organizational Behavior	3
BUSI 347	Business Ethics	3
MATH 105	Math for Leaders	3
MATH 303	Statistical Methods	3

**Total Nursing Core** **33**

**Electives** **0-8**

NURS 451	Research Applications	1-4
NURS 461	Guided Study Electives	1-4

**OR** any 300-400 level NURS course

**Total RN to BSN hours** **33-41**

**Total BSN hours** **124**

## Nursing Approval

The William Penn University R.N.–B.S.N. Program is approved by the Iowa Board of Nursing.



The baccalaureate program at William Penn University is accredited by the Commission on Collegiate Nursing Education, One Dupont Circle, NW, Suite 530, Washington DC 20036, 202-887-6791.

## SOCIAL & BEHAVIORAL SCIENCES

The Division of Social and Behavioral Sciences endeavors to:

- promote the personal, social, and professional development of its students
- cultivate the necessary skills, knowledge, and attitudes, which facilitate a broad and deep understanding of oneself and society within a larger personal, social, cultural, and historical context.

**MAJORS** are available in

History  
 Human Services  
 Political Science  
 Psychology  
 Sociology *with Emphasis in*  
   General Sociology  
 Criminology  
 3+3 Program with Drake University Law School

**MINORS** are available in

Criminology  
 History  
 Human Services  
 Political Science  
 Psychology  
 Religion  
 Sociology

**Secondary Teaching Endorsements** are available in

American Government  
 American History  
 Psychology  
 Sociology

## HISTORY MAJOR

The History/Political Science majors provide students with an understanding of the past and of contemporary political, constitutional, economic, social, cultural, and international issues. This major increases historical consciousness, assesses significant trends and patterns, relates the past to the present, examines contemporary political institutions and constitutional issues, and provides a better foundation upon which to solve contemporary problems. Majors experience American history and government through multi-media resources, small group discussions, lectures, projects, internships, and other methods. Career opportunities are available in academia, government, public service, public administration, law, business, communications, journalism, historical organizations, libraries, museums, archives, research, writing, publications, preservation, restoration, and related areas.

### History Major

*Required courses, 15 hours*

HIST	130	American History to 1900	3
HIST	132	American History Since 1900	3
HIST	151	History of Western Civilization to 1648	3
HIST	152	History of Western Civilization Since 1648	3
HIST	390	History/Government Practicum	3
HIST		Electives	15
<b>Total History Major</b>			<b>30</b>

## POLITICAL SCIENCE MAJOR

### Political Science Major

*Required courses, 12 hours*

PLSC	100	International Relations	3
PLSC	125	United States National Government	3
PLSC	230	Congress and the Presidency	3
PLSC	390	History/Government Practicum	3
PLSC		Electives	18
<b>Total Political Science Major</b>			<b>30</b>

## WPU AND DRAKE UNIVERSITY SCHOOL OF LAW 3+3

Beginning fall semester 2016, Penn students who want to attend law school can apply to our 3+3 program with Drake University's School of Law. Requirements for first-year students at Penn include: high school GPA of 3.2; Minimum ACT score of 20 (SAT score of 950); cumulative GPA at Penn of 3.3 with 87 credit hours completed; complete the Penn Leadership Core requirements; complete the requirements for an acceptable program of study/major; submit an essay during the fourth semester at Penn discussing the reasons for and the value of a legal education in the student's career goals. For additional details, contact Dr. Michael D. Collins or the Academic Dean, Noel C. Stahle.

## HUMAN SERVICES MAJOR

Drawing from psychology, sociology, and health science, the Human Services program presents our majors with the interdisciplinary perspective required to provide human and social services to individuals and communities. The program curriculum fosters the development of knowledge, skills, and experiences required of professionals who work in public and private human services agencies and organizations.

The degree prepares students for entry-level positions in the human services - e.g., community mental health, psychological counseling, community social services, criminal justice, and other human welfare agency settings - as well as further, graduate-level study. Employment roles include, but are not limited to, case management, crisis counseling, direct service provision, and administrative/supervisory oversight.

<b>Psychology</b>			
PSYC	108	Life-Span Psychology	3
PSYC	221	Introduction to Counseling	3
PSYC	331	Human Services in Contemporary America	3
PSYC	348	Crisis Intervention	3
<b>Sociology</b>			<b>12</b>
SOCI	123	Sociology of Contemporary Issues	3
SOCI	217	Ethnic and Race Relations <b>or</b>	3
SOCI	219	Sex and Gender in Society	
SOCI	220	Social Organization	3
SOCI	335	Social Research Methods	3
<b>Physical Education</b>			<b>6</b>
PHLE	231	Substance Abuse	3
PHLE	208	Recreational Leadership <b>or</b>	3
PHLE	210	Camp Management and Outdoor Education <b>or</b>	
PHLE	336	Organization and Administration of Health, Physical Education, and Recreation (HPER)	
<b>Electives</b> ( <i>students must take 2 of the following courses</i> )			<b>6</b>
PHLE	334	Tests & Measurements in Health, Physical Education, and Recreation	3
PSYC	240	Health Psychology	3
PSYC	305	Theories and Systems of Counseling	3
PSYC	322	Multicultural Counseling Approaches	3
PSYC	326	Abnormal Psychology	3
SOCI	211	Introduction to Criminology	3
SOCI	218	Juvenile Delinquency	3
SOCI	311	Marriage and Family	3
<b>Human Services</b>			<b>3</b>
HS	390	Human Services Practicum	3
<b>Total Human Services MAJOR</b>			<b>39</b>

## PSYCHOLOGY MAJOR

The Psychology program provides our majors with both a solid base of content knowledge in psychology and specific human relations skills training, enabling them to function at a high level in various people-serving organizations, or go on successfully to graduate school.

Students who complete a major in psychology will have an enhanced understanding of human behavior, skills in utilizing and evaluating psychology research, improved communication and interpersonal skills, and a broadened understanding of how psychology issues influence contemporary thought, demonstrating critical thinking skills.

### Psychology

Required courses 21 hours

PSYC	102	Introduction to Psychology	3
PSYC	260	Social Psychology	3
PSYC	326	Abnormal Psychology	3
PSYC	327	Personality	3
PSYC	333	Learning	3
PSYC	335	Experimental Psychology	3
PSYC	390	Psychology Practicum	3
PSYC		Electives	9

**Total Psychology MAJOR** **30**

## SOCIOLOGY MAJOR

The Sociology Program provides majors, both general and criminology emphasis, with a solid foundation of substantive sociological knowledge. Beyond emphasizing content in sociological theory and research methodology, the general emphasis program leads majors to study social inequality and other mainstream sociological areas of inquiry. The criminology emphasis program, also emphasizing content in sociological theory and research methodology, includes courses in criminology and criminological theory as well as juvenile delinquency. Majors in sociology are prepared to enter careers in a wide array of human social services, both in and out of law enforcement, juvenile delinquency programming, or corrections, or they may further their higher education by going on to graduate school.

Students who complete a major in sociology will have an enhanced understanding of human aggregate behavior, skills in utilizing and evaluating social research, improved communication and interpersonal skills, and a broadened understanding of how social-structural processes and forces influence human behavior and patterns of contemporary thought, thereby incorporating critical thinking skills.

### Sociology CORE

*Required courses 12 hours*

SOCI	101	Introduction to Sociology <b>or</b>	
SOCI	123	Sociology of Contemporary Issues	3
SOCI	335	Social Research Methods	3
SOCI	350	Social Theory	3
SOCI	390	Sociology Practicum	3

### Sociology – General EMPHASIS

*Required courses 18 hours*

SOCI	217	Ethnic and Race Relations <b>or</b>	
SOCI	219	Sex and Gender in Society	3
SOCI		Electives	15
Sociology Core			12
General Emphasis			18
<b>Total Sociology MAJOR with General EMPHASIS</b>			<b>30</b>

### Sociology – Criminology EMPHASIS

*Required courses 18 hours*

SOCI	211	Introduction to Criminology	3
SOCI	218	Juvenile Delinquency	3
SOCI	328	Criminological Theory and Practice	3
SOCI		Electives	9
<b>Sociology CORE</b>			<b>12</b>
<b>Criminology EMPHASIS</b>			<b>18</b>

**Total Sociology MAJOR with Criminology EMPHASIS hours** **30**

## SOCIAL & BEHAVIORAL SCIENCE MINORS

### Criminology MINOR

*Required courses*

SOCI	101	Introduction to Sociology <b>or</b>	
SOCI	123	Sociology of Contemporary Issues	3
SOCI	211	Introduction to Criminology	3
SOCI	328	Criminology Theory	3
SOCI	335	Social Research Methods	3
SOCI		Electives	6

**Total Criminology MINOR** **18**

**History MINOR***Required courses 12 hours*

HIST	130	American History to 1900	3
HIST	132	American History Since 1900	3
HIST	151	History of Western Civilization to 1648	3
HIST	152	History of Western Civilization Since 1648	3
HIST		Electives (from upper level courses)	6

**Total History Minor 18****Human Services MINOR***Required courses*

PSYC	102	Introduction to Psychology	3
PSYC	331	Human Services for Contemporary America	3

*Twelve hours from the following\***\*Six hours must be selected from 6*

PSYC	108	Life-Span Psychology
PSYC	240	Health Psychology
PSYC	326	Abnormal Psychology
PSYC	327	Personality

*\*Six hours must be selected from 6*

PSYC	221	Introduction to Counseling
PSYC	305	Theories and Systems of Counseling
PSYC	322	Multicultural Counseling Approaches
PSYC	348	Crisis Intervention and Group Facilitation

**Total Human Services MINOR 18****Political Science Minor***Required courses 9 hrs*

PLSC	100	International Relations	3
PLSC	125	U.S. National Government	3
PLSC	230	Congress and the Presidency	3
PLSC		Electives	9

**Total Political Science Minor 18****Psychology MINOR***Required courses*

PSYC	102	Introduction to Psychology	3
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*Fifteen hours from the following\***\*Nine hours must be selected from 9*

PSYC	108	Life-Span Psychology
PSYC	303	Dev & Educational Psychology
PSYC	240	Health Psychology
PSYC	260	Social Psychology

*\*Six hours must be selected from 6*

PSYC	326	Abnormal Psychology
PSYC	327	Personality
PSYC	333	Learning
PSYC	335	Experimental Psychology

**Total Psychology MINOR 18**

**Religion MINOR**

<i>Fifteen hours from the following</i>			<b>15</b>
RELI	104	Understanding the Old Testament	3
RELI	106	Understanding the New Testament	3
RELI	204	Christianity in America	3
RELI	206	Christian Ethics	3
RELI	210	Religion in Modern America	3
RELI	212	Religion and Society	3
RELI	230	Psychology of Religion	3
RELI	299	Special Topics in Religion	3
RELI	300	Comparative Religion	3
<b>Total Religion MINOR</b>			<b>15</b>

**Sociology MINOR**

<i>Required courses</i>			
SOCI	101	Introduction to Sociology <b>or</b>	
SOCI	123	Sociology of Contemporary Issues	3
SOCI	335	Social Research Methods	3
SOCI	350	Social Theory	3
SOCI		Electives	9
<b>Total Sociology MINOR</b>			<b>18</b>

## COURSE DESCRIPTIONS

### APPLIED COMPUTER SCIENCE (APCS)

**APCS 112 Computer Applications for Communications****3 credit hours**

Advanced survey of communication application software, which includes advanced word processing, desktop publishing and E-Commerce. Topics with word-processing include mail-merge and web page development. Topics with desktop publishing include multi-page layouts, typesetting, working with tables, grouped items and layers for the purpose of producing brochures or newsletters. Topics with E-Commerce include business on the Internet, business services online, Internet marketing, digital advertising and web site development. Lab experience with microcomputer software. Lab fee required. Typically offered fall semester.

**Prerequisite: LDRS 105****APCS 114 Computer Applications for Business****3 credit hours**

Advanced survey of business application software, which includes spreadsheets, databases, presentation software, and file manipulation on networks. Topics with spreadsheets include design and development, advanced formulas and functions, charting and formatting, and the use of business analysis tools. Topics with databases include design and development of tables, queries, forms and reports for business information purposes. Also included is business communication and presentation software with an emphasis on integrating them with the spreadsheets and databases. Lab experience with microcomputer software. Lab fee required. Offered every fall and spring semester.

**Prerequisite: LDRS 105****APCS 116 Geographic Information Systems (GIS)****3 credit hours**

Introduction to terminology, concepts, applications, data acquisition, trends, and careers in Geographic Information Systems (GIS), computer-based mapping software. Includes an overview of related technologies, such as Global Positioning Systems (GPS) and Remote Sensing (RS), as well as hands-on use of GPS and GIS to explore the creation, management, analysis, and mapping of geospatial data across various disciplines, including environment, conservation, business, agriculture, government, transportation, public safety, recreation, Science and technology. Includes a community project using geospatial applications. Offered fall semester.

**APCS 205 Algorithms & Programming****4 credit hours**

Concepts of structured and object-oriented programming including control structure design - sequence, selection, iteration and method call; concepts of data abstraction including primitive data types, strings, arrays, library objects and files; the use of objects and the design of classes including inheritance and interfaces. Emphasis on algorithm development including searching, sorting and recursion. Laboratory experience utilizing features of Java emphasizing application development. Offered spring semester.

**Prerequisite: LDRS 105**

**APCS 215 Visual Programming****3 credit hours**

Concepts of event driven programming using a visual programming language. Includes screen design and layout, subroutines, arrays, disk files, interfacing with databases, searching techniques and graphics. Laboratory exercises will utilize Visual Studio and the .net framework. Offered fall semester of even-numbered years.

**Prerequisite: APCS 205 or consent of instructor**

**APCS 220 Computer Organization & Digital Circuits****3 credit hours**

Introduction to the fundamental principles of digital logic analysis & design, computer organization, and digital communication. Includes logic elements, asynchronous logic, microprocessors, computer architecture, assembly language programming, and operating systems. Open labs. Lab fee required. Offered spring semester.

**Prerequisites: MATH 211 and either MATH 140 or 241, LDRS 105 (APCS 205 or INDU 333 strongly recommended)**

**APCS 225 File Processing (COBOL)****3 credit hours**

Concepts of establishing, maintaining, updating, and processing computer data files and databases for the purpose of generating management information reports. Includes program planning and design, control-break processing, on-line processing, sequential and indexed files, database access, and maintenance programming. Emphasis will be placed on using COBOL in a multi-user environment. Lab fee required. Offered on demand.

**Prerequisite: APCS 205**

**APCS 242 Computer & Network Management****3 credit hours**

Students will determine computer performance based on evaluation of component specifications and analysis. Construction management of computer systems will be covered. Fundamentals of networking including OSI communications model, router, and routing protocols, network device operation such as switching and routing. A+ and Network+ fundamentals are covered. Open labs. Offered fall semester.

**Prerequisite: LDRS 105**

**APCS 265 System Analysis and Design Methods****3 credit hours**

Emphasis on structured analysis & design including the systems development life cycle and agile methodologies. Includes fact finding techniques, data flow diagrams, entity/relationship diagrams, case tools, feasibility analysis, input/output design, user interface design, prototyping, file and database design. Offered spring semester.

**Same as BUSI 265**

**Prerequisites: LDRS 105 and either APCS 205 or BUSI 130**

**APCS 305 Programming Techniques****1 credit hour**

Emphasis on problem classification and selection of appropriate problem solving techniques including algorithm and data structures. Laboratory sessions involving application to "real-life" problems. Offered fall semester.

**Prerequisite: Consent of instructor**

**APCS 311 Networking****3 credit hours**

Continuation of networking concepts including switching and routing concepts are covered as well as the design and management of a network system. The management of servers and server software such as Linux or Windows will be included. Network+ and Server+ fundamentals will be covered. Open labs. Offered every third semester.

**Prerequisite: APCS 242**

**APCS 312 Operating Systems****3 credit hours**

System software operation which includes the evaluation of the management of processes, memory, files and I/O devices will be covered. Comparison of management schemes will be applied to Windows and Linux. Open labs. Offered every third semester.

**Prerequisite: APCS 242**

**APCS 326 Database Management Information Systems****3 credit hours**

Emphasis on database systems used for management information. Examines relational databases and provides concepts for design, development, and implementation of database management information systems. Topics include normalization, SQL, comparison of different database models, backup and recovery, security, and development of an information system. Two lectures and one lab session per week. Offered fall semester.

**Same as BUSI 326**

**Prerequisites: APCS 114 or APCS 265; Junior standing recommended**

**APCS 336 Web Programming****3 credit hours**

Introduction to range of programming and data management tools in the context of website development with a focus on PHP and MySQL. Students will become familiar with web development concepts and terminology. Web programming, database design and setup are integrated with design techniques and project management to give the student firsthand experience with live website development. Some hands on experience with software including Apache, PHP, MySQL, and specialized text editors. Lab fee required. Offered spring semester.

**Prerequisites: APCS 205**

**APCS 344 Training Practicum****1 credit hour**

Experience designing and conducting user training sessions in conjunction with Computing Services. May include application software, operating systems or Internet usage. Offered fall of odd-numbered years.

**Prerequisite: LDRS 105, 3 hours of APCS coursework, and junior standing**

**APCS 345 Numerical Analysis Methods****3 credit hours**

Techniques for curve fitting, interpolation, numerical differentiation and integration; solutions of equations and systems of linear equations; polynomial approximation; error analysis, statistics and eigenvectors. Emphasis on the development of mathematical algorithms and data analysis techniques for solving problems encountered by engineers and scientists. Some solutions will be implemented in MATLAB. Lab fee required. Offered every third semester.

**Same as MATH 345 Lab fee required.**

**Prerequisites: LDRS 105, MATH 241 (211 recommended), PHYS 201/211, (APCS 205 recommended)**

**APCS 346 Information & Security Assurance****3 credit hours**

Information security, concepts practice and policy will be covered including the auditing of network systems. Data security concepts such as cryptography and integrity will be discussed. Further, computer system security concepts such as authentication, authorization and accounting management techniques will be covered. Finally, software security, network security and Internet security management techniques will be discussed. Security+ fundamentals will be covered. Open labs. Offered every third semester.

**Prerequisites: APCS 311**

**APCS 350 Data Structures & Algorithm Analysis****4 credit hours**

Emphasis on fundamental data structures including strings, stacks, queues, lists, graphs, trees, and heaps. Includes order of magnitude analysis of algorithms, object-oriented programming, searching and sorting methods, and concepts of software engineering for large scale projects. Programming projects will be implemented in C++. Three lectures and one lab session per week. Offered every third semester.

**Prerequisites: APCS 205, APCS 220, MATH 212**

**APCS 355 Testing & Quality Assurance****3 credit hours**

A comprehensive study of software testing in traditional structured and unstructured environments using Quality Assurance principles. Students will learn how to improve and control the test process and assess results, and learn effective ways of automating test execution in a structured way. Offered every third semester.

**Prerequisites: APCS 205, APCS 265**

**APCS 360 Software Engineering Project****3 credit hours**

Team project utilizing accepted software engineering methodologies to analyze a current information system and design a replacement system. Includes interviewing end-users, analyzing system requirements; designing output, input, user interface, files & databases; specifying processing, system controls, and selecting hardware & software. Use of commercially available CASE, data dictionary, and prototyping tools. One lecture and two laboratory sessions per week. Offered fall semester.

**Prerequisites: APCS 265, APCS 326**

**APCS 370 Systems Implementation****3 credit hours**

Individual or group project work, which produces a quality system from design specifications and prototype developed in APCS 360. Includes scheduling and project management, file and/or database creation or conversion, programming or software modification, software testing, user training and operational review. Offered spring semester.

**Prerequisite: APCS 360**

**APCS 390 Professional Development Seminar****2 credit hours**

Readings and discussion of professional and ethical issues; preparation of an individual's professional portfolio. Participation in a professional meeting and presentation of a paper based on original research and/or ideas encountered at the meeting. Offered spring semester.

**Same as INDU/MATH/PHYS 390****Prerequisite: Junior standing in APCS or consent of instructor****APCS 395 Professional Development Seminar II****1 credit hour**

Continuation of professional development in a second area. Preparation of a professional portfolio; presentation of an individual research project or participation in another professional meeting and presentation of a research paper. Offered as needed. **Pre/Co-requisite**

**APCS/MATH/PHYS 390**

## APPLIED SCIENCE (APSC)

*\*The following APSC courses are credit/no credit courses with a prerequisite of LDRS 105 or consent of instructor.*

**APSC 130:00 Internet****1 credit hour**

Survey of the resources available on the Internet as well as the tools used to access them. Topics include e-commerce, web page production using HTML and scripting languages. Lab experience with microcomputer based Internet tools. Lab fee required.

**APSC 140:00 Desktop Publishing****1 credit hour**

Introduction to terminology, concepts, and hands-on experience with desktop publishing. Topics include layout, font selection, illustration, and integrating text and graphics. Lab experience with a microcomputer based desktop publishing package. Lab fee required.

**APSC 160:00 Spreadsheets****1 credit hour**

Survey of spreadsheets and how they are used. Topics include spreadsheet design, formulas, functions, lookup tables, charts, and formatting. Lab experience with a microcomputer based spreadsheet. Lab fee required.

**APSC 170:00 Databases****1 credit hour**

Survey of databases and how they are used. Topics include database design, tables, queries, sorting, searching, reports, and forms. Lab experience with a microcomputer based relational database. Lab fee required.

## ART (ART)

**ART 112 Pastel Drawing—Studio Art Class****3 credit hours**

An introduction to basic pastel drawing using both hard and soft pastels on a variety of surfaces including pastel, watercolor, and printmaking papers, illustration board and sandpaper. Emphasis is on technique, under-painting, and using color to enhance composition. Offered every spring. Lab fee required.

**ART 117 Pen and Ink Drawing—Studio Art Class****3 credit hours**

Emphasis on pen and ink techniques including stippling, contour, parallel and crosshatching on various papers and boards. A varied subject matter will provide students the opportunity to learn shading. Offered fall semester of even years. Lab fee required.

**ART 121 Drawing 1****3 credit hours**

Drawing in various media including pencil, charcoal, conte, pastel, and pen and ink. Subjects include still life, models, landscape, and animals. Offered every fall. Lab fee required.

**ART 130 Three Dimensional Design—Studio Art Class****3 credit hours**

An introduction to 3-D design principles and exploration of a variety of media. Offered fall of odd years. Lab fee required.

**ART 134 Design and Composition****3 credit hours**

Principles of design, the creative process, and applying basic formats and theories in simple design and projects. Analysis of design and compositional elements. Principles of color theories. Emphasis on line drawings, marker renderings, perspective concepts, and basic drawing skills. Introduction to personal computer tools such as image manipulation and vector-based illustration software. Lab fee required. Offered every fall.

**ART 210 Watercolor****3 credit hours**

Various techniques and styles of watercolor are explored including dry brush, wet on wet, and washes on assorted papers. Subject matter includes still life, landscape, portrait, and others. Lab fee required. Offered every spring.

**Prerequisite: ART 121**

**ART 211 Introduction to Photography****3 credit hours**

A beginning course in black and white photography. Topics include operation of the 35mm single-lens-reflex camera, photographic composition, flash and available light photography film processing and enlarging. Students must have a 35mm camera and flash or permission of the instructor. Lab fee required.

**ART 215 History of Art****3 credit hours**

An overview of ancient to modern art and architecture of western civilization. Offered fall semester of even years.

**ART 216 Introduction to Acrylics—Studio Art Class****3 credit hours**

Introduction to basic acrylic painting techniques and styles of painting, including abstract, impressionism, surrealism, and others. Students will work with various types of brushes, masking techniques, under-painting, paints, and surfaces. Offered fall semester of odd years. Lab fee required.

**Prerequisite: ART 121**

**ART 235 Graphic Art****3 credit hours**

Lecture and lab will develop a solid base in technical and creative skills utilizing the latest personal computer tools. Emphasis on design of logos, typography and type as a design element, packaging materials, continuous page layout, and grid design. Emphasis on the design process of digitally produced materials, developed in stages from roughs and overlays to presentations of illustrations, advertisements, and brochures. Will use Adobe image manipulation software, vector-based illustration software, and specialized computer graphic tools to integrate images and type in producing posters, signage, direct mail advertisements, and advertising. Lab fee required. Offered every spring.

**Prerequisite: LDRS 105, ART 134**

**ART 240 Elementary Fine Arts Methods****2 credit hours**

This course emphasizes the use of the fine arts in the regular elementary classroom. Students will explore ways to integrate fine arts (visual arts and music) into the elementary curriculum and how to use the arts to help students better comprehend core subjects defined by the Iowa Core. Fee required. Offered spring semester.

**ART 331 Ceramics I—Studio Art Class****3 credit hours**

Fundamentals of pottery including terminology, hand-building processes, and wheel methods with projects in pinch, coil, slab, sculpture, and wheel work. Lab fee required. Offered every semester.

**Prerequisite: Sophomore standing**

**ART 332 Ceramics II—Studio Art Class****3 credit hours**

Further development of basic techniques with special emphasis on wheel work. Advanced decorating and throwing methods, fundamentals of glaze making, and firing will be presented. Lab fee required. Offered every spring.

**Prerequisite: ART 331**

## BIOLOGY (BIOL)

### **BIOL 106 General Biology I**

#### **4 credit hours**

Describes the basis of life, from molecules, cells, and genes to the function of animal systems, with an introduction to some laboratory techniques used in the study of biology. Three lectures and one lab session per week. Lab fee required. Offered in the fall semester.

### **BIOL 107 General Biology II**

#### **4 credit hours**

Continues the study of life with a survey of the diversity of living things and the ways in which they relate to their environment. Three lectures and one lab session per week. Lab fee required. Offered in the spring semester.

**Prerequisite: BIOL 106**

### **BIOL 111 Environmental Biology**

#### **3 credit hours**

An introduction to the study of the environment, with an emphasis on studying interrelationships between ecosystems, geological systems, and social systems. This course includes lecture, lab, field, and service components.

### **BIOL 150 Biology Field Trip**

#### **1 credit hour**

A three- to seven-day excursion to experience first-hand the variety of geological and biological systems present in the central United States. Pre- or post-course discussion and research papers may be required. Course may be repeated up to three times. Lab fee required.

**Same as EASC 150**

### **BIOL 202 Medical & Scientific Terminology**

#### **2 credit hours**

Familiarizes students with terminology used in medicine and biology. Includes study of roots, prefixes, and suffixes derived from Latin and Greek as well as basic terms dealing with anatomy, diseases, and medical procedures.

### **BIOL 216 Anatomy and Physiology**

#### **4 credit hours**

A course designed for non-biology majors that study the structure and function of the human body. Includes how the various systems of the body work with homeostasis. Three lectures and one lab per week. Lab fee required.

### **BIOL 220 Vertebrate Fauna**

#### **3 credit hours**

Examines the natural history, behavior, form, and function of vertebrates, emphasizing Midwestern forms. Two lectures and one lab session per week. Lab fee required.

**Prerequisites: BIOL 107 or consent of instructor**

### **BIOL 225 General Botany**

#### **4 credit hours**

Introduction to the basic concept of Plant Biology. Among the topics covered are: plant physiology, plant cells and tissues, cell division, reproduction, genetics, development, anatomy, plant diversity and systematics, and evolution. Three lectures and one lab per week. Lab fee required.

### **BIOL 300 Natural Science Seminar**

#### **1 credit hour**

Discussion of journal/periodical resources in the student's chosen area, performance and presentation of small independent laboratory project, participation in a school-sponsored academic event or in a professional meeting.

**Same as CHEM 300, Prerequisite: junior or senior standing**

### **BIOL 304 Plant Taxonomy and Local Flora**

#### **3 or 4 credit hours**

Study of the taxonomy and systematics of the vascular plants and identification of the common plants of the Midwest. Three lectures and one lab session per week. Lab fee required.

**Prerequisite: BIOL 107**

### **BIOL 307 General Ecology**

#### **4 credit hours**

Includes an introduction to experimental design and interpretation. Studies relationship between organisms and their natural environment. Some mathematical skill helpful. Emphasis on Midwestern ecosystems. Three lectures and one lab session per week. Lab fee required.

**Prerequisite: BIOL 107 or consent of instructor**

**BIOL 308 Microbiology****4 credit hours**

Application of microbiological techniques for study of microorganisms including aspects of bacteriology, immunology, and virology. Three lectures and one lab session per week. Lab fee required. Offered in the fall semester.

**Prerequisite: CHEM 101 or consent of instructor**

**BIOL 313 Comparative Anatomy****4 credit hours**

Provides Information about the structures that make up bodies of humans and other vertebrates, and discusses how they are used and modified for the survival of the organism. Emphasizes dissection as an important method of learning about animal structures. Three lectures and one lab sessions per week. Lab fee required.

**Prerequisite: BIOL 106 and BIOL 107 or consent of instructor**

**BIOL 314 Human Anatomy****4 credit hours**

Provides a comprehensive introduction to the structures of the human body. All the major body systems are covered, with additional units on histology and developmental anatomy. Coursework emphasizes animal dissection and the use of human models. Lab fee required.

**Prerequisite: BIOL 106 and BIOL 107 or consent of instructor**

**BIOL 315 Physiology****4 credit hours**

Deals with the functions and regulatory mechanisms of animal organ systems, with a primary emphasis on humans. Three lectures and one lab session per week. Lab fee required.

**Prerequisites: CHEM 101 and BIOL 313 or 314, or consent of instructor**

**BIOL 322 Medical Biology****3 credit hours**

An investigation into the medical aspects of the five kingdoms of life, as well as viruses, exploring the roles of organisms in human health, disease, medicines and medical modeling. Includes an introduction to experimental design and interpretation. **Prerequisites: MATH 100, BIOL 106, BIOL 107 or consent of instructor**

**BIOL 335 Genetics****4 credit hours**

Teaches students to analyze the inheritance of traits of various organisms and to understand the molecular and cellular basis of inheritance. Three lectures and one lab session per week. Lab fee required.

**Prerequisite: BIOL 308 or consent of instructor**

**BIOL 341 Developmental Biology****4 credit hours**

Describes the embryonic development of organisms, and deals with the experimental analysis of cause and effect during development. Two lectures and one lab session per week. Lab fee required.

**Prerequisites: BIOL 313 or 314 and BIOL 335, or consent of instructor**

**BIOL 345 Biochemistry****4 credit hours**

A study of the basic biochemical pathways found in living systems. Emphasis will be on molecular genetics, protein synthesis, carbohydrate metabolism, and photosynthesis. Three lectures and one lab session per week. Lab fee required. Offered in the spring semester.

**Same as CHEM 345**

**Prerequisite: CHEM 201 or consent of instructor**

**BIOL 390 Biology Practicum****1 credit hour**

A capstone course to allow students to integrate the knowledge and skills they have obtained in the study of Biology. One hour offered in the fall semester and one hour offered in the spring semester. Two credits required for biology core.

**Prerequisite: Junior or Senior standing**

## BUSINESS ADMINISTRATION (BUSI)

### **BUSI 130 Contemporary Business**

#### **3 credit hours**

Overview of the foundations of business including, but not limited to, business ethics, terms of ownership, management, organization, production, human resources, finance, and marketing. The case-study method of analysis also will be introduced. Offered every spring.

### **BUSI 201 Principles of Accounting I**

#### **3 credit hours**

Concepts and issues of financial accounting as a system of recording, classifying, summarizing, and interpreting business transactions for the purpose of preparing financial reports. Offered every fall.

**Prerequisite:** Sophomore standing or consent of instructor

### **BUSI 202 Principles of Accounting II**

#### **3 credit hours**

A continuation of Principles of Accounting I with an emphasis on financial analysis and reporting to aid management in decision making. Offered every spring.

**Prerequisite:** BUSI 201

### **BUSI 230 Principles of Management**

#### **3 credit hours**

Introduction to the management discipline designed to provide a basic understanding of both theory and practice encompassing the planning, organizing, staffing, directing, and controlling functions. Offered every semester.

**Prerequisite:** LDRS 102; BUSI 130 recommended

### **BUSI 265 Systems Analysis and Design Methods**

#### **3 credit hours**

Emphasis on structured analysis & design including the systems development life cycle. Includes fact finding techniques, data flow diagrams, entity/relationship diagrams, case tools, feasibility analysis, input/output design, user interface design, prototyping, file and database design.

**Same as** APCS 265

**Prerequisites:** LDRS 105 and either APCS 205 or BUSI 130

### **BUSI 301 Intermediate Accounting I**

#### **3 credit hours**

**Basic accounting** theory relating to income measurement and asset valuation. Special emphasis on the problems, principles and concepts of accounting for assets and liabilities under current generally accepted accounting principles. Offered every fall.

**Prerequisite:** BUSI 202

### **BUSI 302 Intermediate Accounting II**

#### **3 credit hours**

Special problems, principles and concepts relating to financial accounting for stockholders' equity, investments and income determination. Preparation and analysis of financial statements. Offered every spring.

**Prerequisite:** BUSI 301

### **BUSI 305 Managerial Cost Accounting I**

#### **3 credit hours**

Conceptual and technical aspects of cost accounting. Theories of cost control over products, projects and segments of a business. Uses of management accounting information for budgeting and profit planning. Offered fall of odd years.

**Prerequisite:** BUSI 202

### **BUSI 306 Managerial Cost Accounting II**

#### **3 credit hours**

Special problems, principles and concepts relating to cost accounting systems as a tool for planning and control. Issues relating to systems design and the behavioral implications of budgeting and management reporting. Offered spring of even years.

**Prerequisite:** BUSI 305

### **BUSI 310 Commercial Law**

#### **3 credit hours**

Principles and rules of commercial law. Acquaints the student with the legal environment of business; emphasis on contracts, sales, and the Uniform Commercial Code and commercial paper. Offered every fall.

**Prerequisite:** Junior standing or consent of instructor

**BUSI 311 Contemporary Business Law****3 credit hours**

Legal issues and concerns for business managers. Topics include debtor-creditor relationships; agency and forms of business organization; employment, environmental, and consumer law; antitrust; intellectual property. Offered every spring.

**Prerequisite: Junior standing or consent of instructor****BUSI 314 Federal Income Tax I****3 credit hours**

Survey of the internal revenue code and the regulations relating to income, exclusions from income, deductions and credits in computing federal income tax liability for individuals and corporations. Offered fall of even years.

**Prerequisite: BUSI 202 or consent of instructor****BUSI 315 Federal Income Tax II****3 credit hours**

Principles and theories of the internal revenue code relating to corporations and partnerships. Income tax implications and concerns for management planning and decision-making. Offered spring of odd years.

**Prerequisite: BUSI 314****BUSI 321 Sports Marketing****3 credit hours**

Marketing concepts applied to the sports industry with application emphasis on the amateur and collegiate levels. Topics covered include the traditional marketing mix, services marketing, public relations, and event planning. Students also will utilize case studies and individual and team projects in learning how to market sporting events.

**Same as PHLE 321****Prerequisite: Junior standing or consent of instructor.****BUSI 326 Database Management Information Systems****3 credit hours**

Emphasis on database systems used for management information. Examines relational databases and provides concepts for design, development, and implementation of database management information systems. Topics include normalization, SQL, comparison of different database models, backup and recovery, security, and development of an information system. Two lectures and one lab session per week.

**Same as APCS 326****Prerequisites: APCS 114; Junior standing recommended****BUSI 332 Operations Management****3 credit hours**

Study of the operations environment including production methods, scheduling, inventory control, facility location and layout, quality concerns, materials management, and JIT philosophies. Offered every fall.

**Prerequisites: BUSI 230 and junior standing; MATH 303 recommended.****BUSI 334 Marketing Management****3 credit hours**

Introduction to the ways in which companies plan, price, promote, and place their goods and services to present and potential customers. Offered every spring.

**Prerequisite: Junior standing or consent of instructor****BUSI 336 Human Resource Management****3 credit hours**

Study of the organization, selection, development, compensation, and utilization of the human resources of the firm; also surveys labor-management relations and development. Offered every fall.

**Prerequisite: Junior standing or consent of instructor; BUSI 230 recommended****BUSI 338 Financial Management****3 credit hours**

Introduction to corporate financial planning and tools of financial analysis which may be used to manage working capital, administer capital budgeting, and evaluate the capital structure of a profit-oriented firm. Offered every fall.

**Prerequisites: BUSI 202, and Junior standing; MATH 303 recommended.****BUSI 345 Organizational Behavior****3 credit hours**

Analysis of the behavior of people in organizations, drawing upon the disciplines of Psychology, Sociology, and Business Administration. Applications are studied in the context of effective management of organizational behavior and the important interrelationships between needs and expectations of the individual, the organization, and society. Offered every fall.

**Same as SOCI 345****Prerequisite: Junior standing or consent of instructor**

**BUSI 347 Business Ethics****3 credit hours**

Approaches to ethical issues and problems facing business and society today. Offered every spring.

**Same as SOCI 347****Prerequisite: Junior standing****BUSI 349 International Business****3 credit hours**

Study of business in a global economy with the major complexities involved including the effects of different social systems, governmental influences on trade, financial exchange rates, and corporate relationships and policies. Offered every spring.

**Same as ECON/PLSC 349****Prerequisite: Junior standing****BUSI 353 Advanced Accounting I****3 credit hours**

A special topics course which includes an advanced treatment of the accounting problems of partnerships and business combinations. Consolidated financial statements will be studied in depth, and fund accounting will be considered. Offered every fall.

**Prerequisite: BUSI 302****BUSI 354 Advanced Accounting II****3 credit hours**

Topics include accounting and reporting for bankruptcy, estates and trusts, multinational enterprises, segments, interim reports, SEC reporting, installment sales and consignments. Offered every spring.

**Prerequisite: BUSI 353****BUSI 355 Auditing****3 credit hours**

Concepts, fundamentals and techniques of verification of balance sheet and income statement accounts, evaluation of the system of internal control including E.D.P. systems and uses of statistical sampling. Viewed from the standpoint of the certified public accountant in rendering an audit opinion. Offered every fall.

**Prerequisite: BUSI 302****BUSI 357 Business Internship****1 - 6 credit hours**

A work experience project, initiated by the student and approved by a faculty supervisor, which allows the student to learn and practice business skills. During the project, the student will submit written reports on the work experience to the faculty supervisor. Application for approval of a project must be made in writing to the faculty supervisor, including a statement of the proposed length of time of work experience, the name of the firm providing employment, the name of the work supervisor on the job, and a description of the work to be done. Each hour of academic credit requires (verified) completion of 60 hours on the job. Offered every semester.

**BUSI 460 Corporate Strategy****3 credit hours**

Examines the total business organization and its environment from the perspective of executive management. Attention given to discerning and framing objectives, strategies, and their implementation; management simulation and analysis of business situations through the case-study method are utilized. In this capstone course, students will integrate concepts learned in previous management courses. Offered every spring.

**Prerequisite: Senior standing in a Business Administration major****BUSI 463 C.P.A. Review****3 credit hours**

Accounting review and approaches to solutions for problems and questions in the CPA examinations. Tutorial fee required. Offered with sufficient demand.

**Prerequisite: Qualified to sit for CPA exams.**

## CHEMISTRY (CHEM)

**CHEM 101 General Chemistry I****4 credit hours**

Selected principles, theories, laws, and applications of chemistry as a means of understanding common experiences of a chemical nature. Exploratory, descriptive and experimental study of the behavior and interaction of the more common chemical substances. Three lectures and one lab session per week. Lab fee required. Offered in the fall semester.

**Prerequisite: MATH 140 or consent of instructor**

**CHEM 102 General Chemistry II****4 credit hours**

Continuation of general chemistry principles. Three lectures and one lab session per week. Lab fee required. Offered in the spring semester.

**Prerequisite:** CHEM 101 or consent of instructor

**CHEM 201 Organic Chemistry I****4 credit hours**

Chemistry of carbon compounds, preparation sources, uses, and laboratory techniques. Three lectures and one lab session per week. Lab fee required. Offered in the fall semester.

**Prerequisite:** CHEM 102 or consent of instructor

**CHEM 202 Organic Chemistry II****4 credit hours**

Continuation of Chemistry 201. Three lectures and one lab session per week. Lab fee required. Offered in the spring semester.

**Prerequisite:** CHEM 201 or consent of instructor

**CHEM 223 Quantitative Analysis****4 credit hours**

Solution equilibria, fundamentals of volumetric and gravimetric analysis. Two lectures and two lab sessions per week. Lab fee required. Offered on demand.

**Prerequisite:** CHEM 201 or consent of instructor

**CHEM 300 Natural Science Seminar****1 credit hour**

Discussion of journal/periodical resources in the student's chosen area, performance and presentation of small independent laboratory project, participation in a school-sponsored academic event or in a professional meeting.

**Same as BIOL 300 Prerequisite:** Junior or Senior standing

**CHEM 310 Scanning Electron Microscopy****3 credit hours**

The Scanning Electron Microscopy (SEM) course provides a foundation for students new to SEM and emphasizes hands-on learning. Students have the opportunity to study their own samples, or test samples provided by the department. During the course, students will learn through lecture, demonstration, and hands-on participation how to setup and operate SEM and EDS instruments. Objectives of the course include the ability to align an SEM, obtain secondary electron (SE) and backscatter electron (BE) micrographs, and perform EDS qualitative and quantitative analysis. The course goal is for the students to become competent, research-level scanning electron microscopists. They will understand the functions of the SEM and how it works. They will be competent in basic operating techniques, and ready to learn more advanced ones as needed.

**Prerequisite:** Senior Standing

**CHEM 345 Biochemistry****4 credit hours**

A study of the basic biochemical pathways found in living systems. Emphasis will be on molecular genetics, protein synthesis, carbohydrate metabolism, and photosynthesis. Three lectures and one lab session per week. Lab fee required. Offered in the spring semester.

**Same as BIOL 345**

**Prerequisite:** CHEM 201 or consent of instructor

## COMMUNICATION (COMM)

**COMM 102 Media Writing****3 credit hours**

This course focuses on writing for various media including print journalism, broadcast journalism, broadcast advertising, public relations and the Internet. Basic differences between media writing and other forms of writing will be highlighted. Students will be able to apply knowledge of various forms of writing.

**Prerequisite:** LDRS 101

**COMM 123 Media's Past & Digital Future****3 credit hours**

This course teaches the history of media and examines why and how the media has changed so rapidly in the last decade. The course examines the effects of communication in society from this continuing, rapid change. The course also introduces students to basic communication theory and how those theories apply to traditional and digital media.

**COMM 125 Principles of Public Relations****3 credit hours**

This course is an introduction to the foundation of the public relations field. Public relations and its purpose in communication are defined. The importance of defining and communicating message is highlighted. Students learn the importance of identifying audiences and stakeholders as they pertain to the basic of PR. Crisis communication and some case studies will be examined. The importance of new media in the PR field will be highlighted.

**COMM 126 Video Production I****3 credit hours**

This course teaches the foundational skills necessary for successful video production, including terminology, basic camera and audio methods and techniques, composition, lighting, the basics of editing, and various video formats.

**COMM 128 Audio Production****3 credit hours**

This course covers a variety of production techniques including the function of different microphones, pick-up patterns, and acquisition. Students will learn how to use sound in a production to convey information and tell a story by using digital techniques and tools. Students will also create programming for Penn's radio station.

**COMM 141 Live Events & Sports Practicum****1 credit hour**

Students will learn techniques for covering sports, lectures, and events by analyzing professional productions and then applying those techniques to their own productions. Responsibilities may include live event camera operation, audio techniques, technical directing, directing, and producing. Mostly evening hours are required. The schedule varies depending upon events. May be repeated for credit. Offered every fall and spring.

**COMM 202 Media Writing Toward Video****3 credit hours**

This course will focus specifically on writing and producing various pieces for video. Assignments may include promotional videos, corporate videos, short ads, documentaries, and creative projects.

**COMM 203 Media Writing Toward Video****3 credit hours**

This course will focus specifically on writing and producing various pieces for television including promotional videos, corporate videos, short ads, and documentaries.

**Prerequisites: COMM 126 and COMM 102**

**COMM 220 Principles of Journalism and Reporting****3 credit hours**

Journalism, both the traditional and new media version, is defined. Students learn the role journalists play in society including the responsibility journalists play in perpetuating a self-governing society. Students learn practical skills of reporting, including identifying what's newsworthy, interviewing, and how to tell effective audio and visual stories.

**Prerequisite: COMM 102**

**COMM 225 Writing for Public Relations****3 credit hours**

Students learn the basics of writing for public relations including how to structure and compose a news release in traditional and online form. Students will also learn how to utilize writing for various new media and social media platforms for clients. Choosing the correct form of writing to reach identified and desired audiences and markets will be highlighted.

**Prerequisite: COMM 125**

**COMM 226 Video Production II****3 credit hours**

Students build on the basics learned in Video Production 1. This includes but is not limited to building skills in studio productions including learning terminology, crew positions, skills associated with those positions and equipment involved in live productions. Students will also build upon the basics of production and post production skills learned in Video Production I.

**Prerequisite: COMM 126**

**COMM 235 Media Practicum****3 credit hours**

Students practice skills to produce the campus newspaper in print and digital forms.

**Prerequisites: COMM 125 and/either COMM 250 or COMM 225**

**COMM 238 Communication Theory & Ethics****3 credit hours**

This course examines communication models and their application to the mass media. The course stresses how knowing communication theory will lead to a greater understanding of communication effects when practicing media professionals. Responsibilities of the mass media in society are also discussed in with an emphasis on ethics in our digital age.

**Prerequisites:** COMM 123

**COMM 244 Screenwriting****3 credit hours**

Students will learn the basics of writing for the screen including the elements of what makes a good story. Basic definitions such as scene, scene sequence and an act climax will be examined. Students will complete the screenwriting process of concept through development of a short script. Watching short films to highlight screenwriting methods discussed in class will be included.

**Prerequisite:** Junior standing or instructor's consent

**COMM 250 TV News I****3 credit hours**

Students learn the basics of television news including the language of television and how the components of that language apply to successful visual storytelling. Students are introduced to the basics of shooting, editing, using sound, and writing for television news. Simple stories, including news packages, are produced.

**Prerequisite:** COMM 126

**COMM 268 Social Media****3 credit hours**

Students will learn the definitions of new media and social media, including their uses and effects on communication and in society. Techniques of writing professionally for new media and social media will be highlighted. Ethics of these digital forms of media will also be discussed. Students will also create projects using online writing, design and simple multimedia applications.

**Prerequisite:** APCS 112

**COMM 316 Public Relations Research and Campaigns****3 credit hours**

Students will learn research techniques for a chosen public relations client. Students will also learn how to use research in a practical application for public relations campaigns. Campaigns will identify a targeted audience, stakeholders, message, goals, and objectives in addition to using research for the client's desired public relations outcome.

**Prerequisites:** COMM 125, COMM 225, and Junior standing

**COMM 319 Media Law****3 credit hours**

This course defines and discusses the First Amendment as applied to all media forms. The history of freedom of speech in various countries will be explored. The history of free speech and freedom of the press in American democracy will be highlighted. The evolution of the First Amendment as the courts have interpreted it will be examined. Students will learn how landmark cases affect American Democracy, free speech, and the press.

**Prerequisite:** COMM 238

**COMM 320 Advanced Reporting****3 credit hours**

Students will learn public affairs reporting, focusing on in-depth issues such as politics, business, and government. Students will learn the basics of investigative reporting including how to find, cultivate, and use sources with an emphasis on ethics and trust. Case studies of landmark reporting cases and how they changed society will be discussed. Ethical challenges in reporting brought about by the Internet will also be examined.

**Prerequisite:** COMM 220

**COMM 326 Advanced Video Production****3 credit hours - Elective**

Students will learn intermediate and advanced video production techniques including storytelling through editing.

**Prerequisite:** COMM 226

**COMM 350 TV News II****3 credit hours**

Students will build upon visual storytelling skills learned in TV News I. In-depth television writing, interviewing, and producing news packages will be emphasized. Local news stories will be produced using techniques learned in class.

**Prerequisite:** COMM 250

**COMM 357 Internship****3 credit hours**

Students will work for employers to practice skills learned in their emphasis including production, news, and public relations. Students will be supervised by an instructor at Penn who will structure the learning experience to the benefit of the employer and the student.

**Prerequisite: Junior standing or instructor's consent**

**COMM 360 Media Entrepreneurship****3 credit hours**

Students will learn and implement the basics of building a business as those basics relate to the volatile new media environment. This course will include an introduction to entrepreneurship while addressing the need to be creative, innovative and agile in the field of communication. Students will learn the concepts of a business plan. The changing media environment and case studies of successful new media entrepreneurs will be examined.

**Prerequisites: APCS 112 and all lower level courses related to an emphasis**

**COMM 390 Applied Communications Seminar****3 credit hours**

This is a preparatory capstone course for Communications majors focusing on professional development, skills and discussion of professional and ethical issues. Individual research and technology-based presentations in students' specific disciplines in the form of a senior project will prepare students for professional positions or graduate study. Specifically, students in English, Journalism, Fine Arts, or Public Relations will learn interview skill techniques and how to prepare professional portfolios.

**Prerequisite: Senior standing or instructor's consent**

## EARTH SCIENCE (EASC)

**EASC 100 Introduction to Earth Science****3 credit hours**

Introduces the student to the Earth's varied environments. The course contains units on astronomy, geology, meteorology, and oceanography. Lab fee required. Two lectures and one lab per week. Offered every fall.

**EASC 104 Physical Geology****4 credit hours**

A study of physical, geological processes and their role in shaping the Earth's surface environments. Topics include minerals, rocks, soils, weathering, volcanoes, earthquakes, and plate tectonics. Lab fee required. Three lectures and one lab session per week.

**EASC 128 Astronomy****3 credit hours**

An introduction to astronomy in which the origin and history of the universe, life cycle of stars, and the origin and evolution of the solar system will be discussed. Lab fee required. Includes both lecture and laboratory sessions. Offered every spring.

**EASC 150 Geology Field Trip****1 credit hour**

A three- to seven-day excursion to experience first-hand the variety of geological and biological systems present in the central United States. Pre- or post-trip research and discussions may be required. Course may be taken three times for credit. Lab fee required. Offered every fall and spring.

**Same as BIOL 150**

**EASC 300 Natural Science Seminar****1 credit hour**

Discussion of journal/periodical resources in the student's chosen area, performance and presentation of small independent laboratory projects, participation in a school-sponsored academic event or in a professional meetings.

**EASC 315 Historical Geology****4 credit hours**

An introduction to the history of the Earth. Concepts of geology and the scientific method provide a framework for interpreting the fossil and rock record. Lab fee required. Three lectures and one lab session per week. Offered on demand. **Prerequisite: EASC 104**

## ENGLISH AS A SECOND LANGUAGE (EASL)

### **EASL 202 Theory of Language and Linguistics**

#### **3 credit hours**

This is an introductory linguistics course where students explore the application of linguistics research in the ESL classroom. In addition to traditional analytical linguistics, the contributions of sociolinguistics, psycholinguistics, and discourse analysis will be discussed. Students are introduced to modern grammar, including structural and transformational grammar, with some review of traditional grammar. The following topics will also be covered: phonology, pragmatics, morphography, semantics, syntax, and orthography. A survey of the historical development of the English language is also included.

### **EASL 210 Language and Culture**

#### **3 credit hours**

Students will explore educational practices within various cultures and communities, educational perceptions of these multicultural communities, and the educational institutions that serve students from ethnically and linguistically diverse backgrounds. Offered every fall.

### **EASL 250 Language Acquisition**

#### **3 credit hours**

This course focuses primarily on the theories and models of language acquisition. Students in the class will also explore bilingual education and the dual language model; studying theory and use of native language to enhance second language learning. Offered every spring.

### **EASL 350 ESL Tutoring**

#### **1 credit hour**

Students will observe and engage in one-on-one and small group tutoring of ESL students. This experience may take place in a school setting, institution of higher education, or approved community program. Students must document 40 hours of observation/participation time, including a minimum of 25 hours of tutoring. Offered every fall, spring, summer.

**Prerequisites: EASL 202, EASL 210**

### **EASL 370 Teaching ESL K-6**

#### **2 credit hours**

Students will learn methods of instruction for multicultural settings in grades K-6. Emphasis will be placed on the cognitive and affective areas of the teaching process, including curriculum, resource development, and teaching strategies. Offered bi-annually in distance learning format.

**Prerequisites: EASL 202, EASL 210, EASL 250**

### **EASL 375 Teaching ESL 7-12**

#### **2 credit hours**

Students will learn methods of instruction for multicultural settings in grades 7-12. Emphasis will be placed on the cognitive and affective areas of the teaching process, including curriculum, resource development, and teaching strategies. Offered bi-annually in distance learning format.

**Prerequisites: EASL 202, EASL 210, EASL 250**

### **EASL 390 ESL Practicum (K-6)**

#### **2 credit hours**

Students will observe and engage in ESL teaching in an elementary school. Students must document 30 hours of observation/ participation in ESL classes, including 25 hours of leading instruction for elementary school students. This is a capstone class for the ESL endorsement. Arranged.

**Prerequisite/Co-requisite: EASL 202, 210, 250, 370 and 375.**

### **EASL 395 ESL Practicum (7-12)**

#### **2 credit hours**

Students will observe and engage in ESL teaching in a middle/high school. Students must document 30 hours of observation/ participation in ESL classes, including 25 hours of leading instruction for middle/high school students. This is a capstone class for the ESL endorsement. Arranged.

**Prerequisite/Co-requisite: EASL 202, 210, 250, 370 and 375.**

## ECONOMICS (ECON)

### **ECON 111 Personal and Family Finance**

#### **3 credit hours**

Financial planning in regard to tax decisions, cash and credit management, major acquisitions, insurance, personal investments, retirement, and estate distribution. Offered every spring.

### **ECON 211 Principles of Microeconomics**

#### **3 credit hours**

The market economy functioning through demand and supply; focus on consumer decision making, firm decision making in different market structures, worker decision making, and selected microeconomic issues. Offered every fall.

**Prerequisite: Sophomore standing or consent of instructor**

### **ECON 212 Principles of Macroeconomics**

#### **3 credit hours**

National income, employment, price level, money and banking, fiscal and monetary policies, international trade and finance, and comparative economic systems. Offered every spring.

**Prerequisite: Sophomore standing or consent of instructor**

### **ECON 309 Managerial Economics**

#### **3 credit hours**

Application of economic analysis to managerial decisions relating to demand forecasting, production levels, cost analysis, and product pricing. Offered every fall.

**Prerequisite: ECON 211**

### **ECON 349 International Business**

#### **3 credit hours**

Study of business in a global economy with the major complexities involved including the effects of different social systems, governmental influences on trade, financial exchange rates, and corporate relationships and policies. Offered every spring.

**Same as BUSI/PLSC 349**

**Prerequisite: Junior standing**

## SPECIAL EDUCATION (EDSP) - STRATEGIST I

### **EDSP 100 Introduction to Exceptional Learners**

#### **3 credit hours**

This course provides a foundational understanding of special education, including the historical, philosophical and legal basis for special education. Characteristics and etiologies of individuals with special needs are surveyed. Special education disabilities, as well as at-risk, culturally/linguistically diverse and gifted and talented students are studied. Current program trends in special education, educational alternatives, the importance of the multidisciplinary team and related services are introduced. This course includes a 15-hour field experience in a special education setting. Every fall and spring.

**Prerequisite or co-requisite: EDUC 100:01 or 02**

### **EDSP 270 Behavioral Management**

#### **2 credit hours**

In this course, pre-service teachers are introduced to behavioral management theories, strategies, and methods for classroom and individual behavior management. Functional assessment and non-aversive techniques for the purpose of controlling targeted behavior will be explored. Using case studies, students will learn how to design, implement and evaluate instructional programs and behavior management plans to improve social skills, attention and behavior. Every spring.

**Prerequisite: EDUC 355 and EDSP 100**

### **EDSP 280 Collaboration Strategies**

#### **2 credit hours**

Students will learn the strategies and dispositions necessary for working with parents, regular classroom teachers, support personnel, paraprofessionals and other individuals in collaborative and consultative roles. The importance and role of the interdisciplinary team is examined, as well as the role of the special education teacher as consultant and as supervisor of paraprofessionals. The importance of collaboration in the special education process is emphasized. Offered every spring.

**Prerequisite: EDSP 100**

**EDSP 290 Transition Education****2 credit hours**

This course introduces organizations, networks and sources of services available for individuals with mild/moderate disabilities in the areas of career-vocational transition support, community and life skills. Pre-service teachers learn how to provide transition support for students as they move to post high school settings and ways to encourage decision making and full participation in the community. Every spring. **Prerequisite: EDSP 100**

**EDSP 360 Diagnosis and Treatment of Reading Difficulties****3 credit hours**

This course is designed to introduce pre-service teachers to methods and strategies in assessing and teaching students with reading problems, including Title I pupils. Knowledge of a variety of instruments, procedures, and practices that range from individual to group and from formal to informal are examined for use in the identification of students' reading proficiencies and needs, for planning and revising instruction for all students, and for communicating results of ongoing assessment to all stakeholders. Hands-on implementation of reading analysis and strategies will be experienced as students participate in a tutoring experience with children in local schools. Every fall and spring. Clinic experience involves tutoring students after school hours for 20 hours.

**Prerequisite: EDUC 370 or EASL 202**

**EDSP 370 Educational Assessment****3 credit hours**

In this course, students focus on assessment, diagnosis and intervention evaluation of both general education students and students with disabilities. Legal provisions and guidelines for unbiased assessments and application of assessment results to individualized program development are introduced. Students will examine achievement, standardized diagnostic, informal, curriculum based, functional behavioral, and authentic assessments. They will learn the specialized vocabulary related to assessment for specific disabilities. Writing IEP's and modifying assessments for students with special needs will also be examined. Fee required. Every fall.

**Prerequisite: EDSP 100**

**EDSP 385 - Differentiated Instruction Methods and Strategies (K-8)****3 credit hours**

Students will demonstrate teaching skills, methods, and strategies to differentiate instruction for individuals with mild/ moderate disabilities, the exceptional child, and culturally and linguistically diverse students. Sources of curriculum materials and remedial strategies will be explored for cognitive, academic, social, language and functional life skills for elementary students. Appropriate assistive technology will also be covered. Students will learn the role of unbiased assessment in planning appropriate instruction and in progress monitoring. Offered every fall.

**Prerequisite: EDSP 100**

**EDSP 387 - Differentiated Instruction Methods and Strategies (5-12)****3 credit hours**

Students will demonstrate teaching skills, methods, and strategies to differentiate instruction for individuals with mild/ moderate disabilities, the exceptional child, and culturally and linguistically diverse students. Sources of curriculum materials and remedial strategies will be explored for cognitive, academic, social, language and functional life skills. Appropriate assistive technology will also be covered. Students will learn the role of unbiased assessment in planning appropriate instruction and the relationship between assessment and placement decisions for secondary students. Every fall.

**Prerequisite: EDSP 100**

**EDSP 390 Special Education Practicum****1 credit hour**

Students will complete 20 hours with a licensed professional in a special education setting. The student will identify curriculum, as well as strategies used in the special education classroom and write a reflective summary paper of the field experience. They will engage in observing, teaching, and helping as the supervising teacher directs. Every fall and spring.

**Prerequisite: EDSP 100; Prerequisite or co-requisite: EDSP 385 or 387**

**EDSP 400:01 1st 8- week Strategist I Elementary Student Teaching****EDSP 400:02 2nd 8-week Strategist I Elementary Student Teaching****7 credit hours**

Students seeking endorsement in Special Education spend 8 weeks observing and student teaching in an elementary special education program for students with mild/moderate disabilities under the direction of the special education teacher and university supervisor. Every fall and spring.

**Prerequisite: Admission to Student Teaching**

**Co-requisite: EDUC 405**

**EDSP 401:01 1st 8-Week Strategist I Secondary Student Teaching****EDSP 401:02 2nd 8-Week Strategist I Secondary Student Teaching****7 credit hours**

Students seeking endorsement in Special Education spend 8 weeks observing and student teaching in a secondary special education program for students with mild/moderate disabilities under the direction of the special education teacher and university supervisor. Every fall and spring.

**Prerequisite: Admission to Student Teaching**

**Co-requisite: EDUC 403 or 404**

**Note: Elementary or secondary regular education and special education student teaching may be completed in the same semester. Students serve a split assignment of 8 weeks in the regular classroom assignment and 8 weeks in the special education setting. For all 8-week student teaching assignments, section 01 indicates 1<sup>st</sup> 8-weeks and section 02 indicates 2<sup>nd</sup> 8-weeks.**

**EDSP 402:01 1st 8-Week Strategist I K-12 Student Teaching****EDSP 402:02 2nd 8-Week Strategist I K-12 Student Teaching****7 credit hours**

Students seeking endorsement in Special Education spend 8 weeks observing and student teaching in an elementary special education program and in a secondary special education program for students with mild/moderate disabilities under the direction of the special education teacher and university supervisor. Every fall and spring.

**Prerequisite: Admission to Student Teaching**

**Co-requisite: EDUC 403, 404, or 405**

## EDUCATION (EDUC)

**EDUC 100:01 Introduction to Elementary Education****3 credit hours**

This course is designed to acquaint students who plan to become elementary school teachers with the teaching profession, as well as William Penn University Education Division policies and procedures. Students will complete a 12-hour field experience and begin their education portfolios during this course. Fee required. Every fall and spring.

\*\*Distance Learning student's 15-hour field exp.

**EDUC 110 TEP Entrance Exam Preparation****0 credit hours**

This seminar is designed to assist students with registration and preparation for the Praxis Core test. Fee required - \$35, to cover cost of test (subject to change by ETS). Every fall and spring.

**EDUC 100:02 Introduction to Secondary Education****3 credit hours**

This course is designed to acquaint students who plan to become secondary school teachers within the teaching profession, as well as William Penn University Education Division policies and procedures. Students will complete a 15-hour\*\* field experience and begin their education portfolios during this course. Fee required. Every fall and spring.

**EDUC 115 Praxis II Preparation****0 credit hours**

This seminar is designed to assist elementary education majors with registration and preparation for the Praxis II test. Fee required - \$225 to cover cost of test (subject to change by ETS). Every fall and spring.

**EDUC 200 Social Foundations of American Education****3 credit hours**

This course provides students with the historical and philosophical foundations of American Education (EDUC) education. In addition, the areas of school culture, organization, finance, and law will be explored. Students should complete the CBase during the semester in which this course is completed. Every fall and spring.

**Prerequisite: EDUC 100:01 or 02**

**Co-requisite: Registration for the CBase**

**EDUC 203 – Foundations of Reading.****3 Credit Hours**

This course explores the foundational knowledge needed to learn to read. It examines the psychological, sociocultural, and linguistic foundations of reading and writing. Students will become familiar with the reading/language arts standards in the Iowa Core Curriculum and with Iowa's reading screening assessments. Additional components include the connection between oral vocabulary and learning to read; the stages of reading, writing, and spelling development; the alphabetic principal; and the "five pillars" of reading instruction: phonological awareness (specifically phonemic awareness), phonics, word analysis, fluency, and comprehension.

**EDUC 205 William Penn University Education Seminar****0 credit hours**

This seminar is required for transfer students who have completed an introduction to education course at another institution. Lab fee required. Every fall and spring.

**EDUC 255 Elementary Music Methods****3 credit hours**

Students explore the principles and techniques of teaching elementary music; selecting materials, integration of music into elementary curriculum, and unit and lesson planning are integral parts of this course. Topics include, but will not be limited to, the use of Orff instruments, Kodaly methods, recorders, traditional styles and genres, and world music. Designed for the Music Education major, teaching strategies and assessment tools for Pre-K-7th grade students will be studied.

**EDUC 265 Children's Literature****3 credit hours**

In this course, students examine the characteristics of quality children's literature in each of the various genres, including both picture and chapter books. Students examine how children's literature reflects society and culture, including perspectives on gender roles and multicultural issues, how children's literature has changed over time, and the modern phenomenon of "banned" or "challenged" books. Students learn about matching children with literature, including book leveling systems, determining children's interests, fiction and non-fiction, and class or subject needs. Students examine how to use quality children's books in teaching, how to organize class libraries, and how to involve parents in children's reading activities. Offered spring semester.

**EDUC 350 Media Methods****3 credit hours**

This course is designed to acquaint prospective teachers with the operation and appropriate use of a wide array of instructional media.. Every fall and spring.

**Prerequisites:** EDUC 100:01 or 02, LDRS 105

**EDUC 355 Classroom Management****3 credit hours**

This course is designed to equip educators with the tools necessary to create and maintain a physically and emotionally safe environment in which all students can learn. Students will learn how to identify and implement a variety of behavioral, instructional and management strategies. Every fall and spring.

**Prerequisites:** EDUC 200, EDSP 100

**EDUC 360 Content Area Reading****1 credit hour**

Content Area Reading provides literary strategies for teaching content reading across the curriculum. Students will examine types of text structures, as well as the dimensions of content area vocabulary and comprehension. Reading Recovery strategies will be explored. Students will demonstrate knowledge and the ability to implement content area instruction in reading and writing that effectively uses a variety of research-based strategies and practices. Every fall and spring.

**EDUC 365 Human Relations for Teachers****3 credit hours**

This course provides prospective teachers with knowledge, skills, and resources that will enable them to work effectively with the variety of students they will encounter in today's multicultural society. Every fall and spring.

**Prerequisite:** EDUC 200

**EDUC 370 Teaching of Reading****3 credit hours**

The purpose of this class is to provide students with methods to teach the five pillars of reading instruction (phonemic awareness, phonics, vocabulary and word knowledge, comprehension, and fluency), and research-based strategies for instruction. Students will become familiar with content area reading strategies, basal reading series, and assessments in reading. This course is part of a fall semester block and includes a 25-hour field experience. Every fall.

**Prerequisite:** EDUC 200

**Co-requisites:** EDUC 373, EDUC 378

**EDUC 372 Elementary Mathematics Methods****3 credit hours**

Students review math topics taught in elementary schools, as well as explore a variety of ways to teach these concepts. Activities include working with manipulative, production of materials, unit and lesson planning, and sharing of instructional activities. This course is taught as part of a spring semester block and includes a 25-hour field experience. Every spring.

**Prerequisite:** EDUC 200

**Co-requisites:** EASL 250, EDUC 374, EDUC 376, EDUC 379

**EDUC 373 Literacy 25-Hour Field Experience****0 credit hours**

Students must enroll in this 25-hour field experience concurrently with their fall block classes. Grades will be assigned as *credit/no credit*, with *no credit* grades assigned to students who performed unsatisfactorily during the experience or students who were not admitted into the Teacher Education Program prior to the experience. Every fall.

**Prerequisites:** Admission to the Teacher Education Program, Acceptable Dispositions

**Co-requisite:** EDUC 370, EDUC 378

**EDUC 374 Elementary Language Arts Methods****3 credit hours**

This course examines the theoretical foundations for teaching the language arts and provides the methods and strategies needed for planning and implementing meaningful curriculum. Students will use knowledge of language development, reading acquisition (birth through 6th grade), and the variations related to culture and linguistic diversity to provide effective instruction in reading, writing and spelling. Every spring.

**Prerequisite:** EDUC 200

**Co-requisites:** EASL 250, EDUC 372, EDUC 376, EDUC 379

**EDUC 375 Reading Practicum****3 credit hours**

This course reviews basic instruction in reading theory and methods; including causes, prevention, and correction of reading difficulties. Students engage in a practicum experience where they will assess students' reading abilities and provide appropriate remediation. Summer only. **Prerequisite:** EDUC 370

**EDUC 376 Elementary Science Methods****3 credit hours**

This course is designed to expose prospective teachers to a wide variety of elementary science resources, methods, and techniques. Activities include labs, research, unit and lesson planning, and activity presentations. Fee required. Every spring.

**Prerequisite:** EDUC 200

**Co-requisites:** EASL 250, EDUC 372, EDUC 374, EDUC 379

**EDUC 378 Elementary Social Studies Methods****3 credit hours**

Students explore a variety of resources and techniques that can be used to facilitate learning in the areas of elementary history, government, sociology, anthropology, economics, and geography. Activities include research, unit and lesson planning, and sharing of activities. Every fall.

**Prerequisite:** EDUC 200

**Co-requisites:** EDUC 370, EDUC 373

**EDUC 379 Math 25-Hour Field Experience****0 credit hours**

Students must enroll in this 25-hour field experience concurrently with their spring elementary block classes. Grades will be assigned as *credit/no credit*, with *no credit* grades assigned to students who performed unsatisfactorily during the experience or students who were not admitted into the Teacher Education Program prior to the experience. Every spring.

**Prerequisites:** Admission to the Teacher Education Program, Acceptable Dispositions

**Co-requisite:** EDUC 372

**EDUC 380 General Methods in Secondary Teaching****3 credit hours**

This course is designed to acquaint students with methods of teaching at the secondary level. Topics of study include learning styles, varied teaching strategies, lesson plan design, unit design, assessment strategies, and establishment of a productive classroom environment. Students complete a 25-hour field experience as part of the course requirements. Every spring.

**Prerequisites:** EDUC 100:01 or 02, EDUC 200, EDUC 365, PSYC 303

**Co-requisites:** Admission to Teacher Education Program, EDUC 381

**EDUC 381 Secondary General Methods 25-Hour Field Experience****0 credit hours**

Students must enroll in this 25-hour field experience concurrently with General Methods in Secondary Teaching. Grades will be assigned as *credit/no credit*, with *no credit* grades assigned to students who performed unsatisfactorily during the experience or students who were not admitted into the Teacher Education Program prior to the experience. Every spring. **Prerequisites:** Admission to the

**Teacher Education Program, Acceptable Dispositions**

**Co-requisite:** EDUC 380

**EDUC 382 Business Methods in Secondary Teaching****3 credit hours**

Students learn how to apply the knowledge gained in General Secondary Methods to the teaching of secondary general business. Modern methods of teaching and a 25-hour field experience are integral components of this course. Every fall.

**Prerequisite: EDUC 380****Co-requisites: Admission to Teacher Education Program, EDUC 383****EDUC 383 Secondary Business Methods 25-Hour Field Experience****0 credit hours**

Students must enroll in this 25-hour field experience concurrently with their Business Methods in Secondary Teaching class. Grades will be assigned as *credit/no credit*, with *no credit* grades assigned to students who performed unsatisfactorily during the experience or students who were not admitted into the Teacher Education Program prior to the experience. Every fall.

**Prerequisites: Admission to the Teacher Education Program, Acceptable Dispositions****Co-requisite: EDUC 382****EDUC 384 English Methods in Secondary Teaching****3 credit hours**

Students learn how to apply the knowledge gained in General Secondary Methods to the teaching of secondary English. Modern methods of teaching and a 25-hour field experience are integral components of this course. Every fall. **Prerequisite: EDUC 380**

**Co-requisites: Admission to Teacher Education Program, EDUC 385****EDUC 385 Secondary English Methods 25-Hour Field Experience****0 credit hours**

Students must enroll in this 25-hour field experience concurrently with their English Methods in Secondary Teaching class. Grades will be assigned as *credit/no credit*, with *no credit* grades assigned to students who performed unsatisfactorily during the experience or students who were not admitted into the Teacher Education Program prior to the experience. Every fall.

**Prerequisites: Admission to the Teacher Education Program, Acceptable Dispositions****Co-requisite: EDUC 384****EDUC 386 Industrial Technology Methods in Secondary Teaching****3 credit hours**

Students learn how to apply the knowledge gained in General Secondary Methods to the teaching of industrial technology. Modern methods of teaching and a 25-hour field experience are integral components of this course. Every fall.

**Prerequisite: EDUC 380****Co-requisites: Admission to Teacher Education Program, EDUC 387****EDUC 387 Secondary Industrial Technology Methods 25-Hour Field Experience****0 credit hours**

Students must enroll in this 25-hour field experience concurrently with their Industrial Technology Methods in Secondary Teaching class. Grades will be assigned as *credit/no credit*, with *no credit* grades assigned to students who performed unsatisfactorily during the experience or students who were not admitted into the Teacher Education Program. Every fall.

**Prerequisites: Admission to the Teacher Education Program, Acceptable Dispositions****Co-requisite: EDUC 386****EDUC 388 Math Methods in Secondary Teaching****3 credit hours**

Students learn how to apply the knowledge gained in General Secondary Methods to the teaching of secondary mathematics. Modern methods of teaching and a 25-hour field experience are integral components of this course. Every fall.

**Prerequisite: EDUC 380****Co-requisites: Admission to Teacher Education Program, EDUC 389****EDUC 389 Secondary Math Methods 25-Hour Field Experience****0 credit hours**

Students must enroll in this 25-hour field experience concurrently with their Math Methods in Secondary Teaching class. Grades will be assigned as *credit/no credit*, with *no credit* grades assigned to students who performed unsatisfactorily during the experience or students who were not admitted into the Teacher Education Program prior to the experience. Every fall.

**Prerequisites: Admission to the Teacher Education Program, Acceptable Dispositions****Co-requisite: EDUC 388****EDUC 391 Physical Education/Health Methods in Secondary Teaching****3 credit hours**

Students learn how to apply the knowledge gained in General Secondary Methods to the teaching of health and physical education. Modern methods of teaching and a 25-hour field experience are integral components of this course. Every fall.

**Prerequisite: EDUC 380****Co-requisites: Admission to Teacher Education Program, EDUC 392**

**EDUC 392 Secondary Physical Education/Health Methods 25-Hour Field Experience****0 credit hours**

Students must enroll in this 25-hour field experience concurrently with their Physical Education/Health Methods in Secondary Teaching class. Grades will be assigned as *credit/no credit*, with *no credit* grades assigned to students who performed unsatisfactorily during the experience or students who were not admitted into the Teacher Education Program prior to the experience. Every fall.

**Prerequisites: Admission to the Teacher Education Program, Acceptable Dispositions****Co-requisite: EDUC 391****EDUC 393 Science Methods in Secondary Teaching****3 credit hours**

Students learn how to apply the knowledge gained in General Secondary Methods to the teaching of secondary science. Modern methods of teaching and a 25-hour field experience are integral components of this course. Every fall.

**Prerequisite: EDUC 380****Co-requisites: Admission to Teacher Education Program, EDUC 394****EDUC 394 Secondary Science Methods 25-Hour Field Experience****0 credit hours**

Students must enroll in this 25-hour field experience concurrently with their Science Methods in Secondary Teaching class. Grades will be assigned as *credit/no credit*, with *no credit* grades assigned to students who performed unsatisfactorily during the experience or students who were not admitted into the Teacher Education Program prior to the experience. Every fall.

**Prerequisites: Admission to the Teacher Education Program, Acceptable Dispositions****Co-requisite: EDUC 393****EDUC 395 Social Studies Methods in Secondary Teaching****3 credit hours**

Students learn how to apply the knowledge gained in General Secondary Methods to the teaching of secondary social science. Modern methods of teaching and a 25-hour field experience are integral components of this course. Every fall.

**Prerequisite: EDUC 380****Co-requisites: Admission to Teacher Education Program, EDUC 396****EDUC 396 Secondary Social Studies Methods 25-Hour Field Experience****0 credit hours**

Students must enroll in this 25-hour field experience concurrently with their Social Studies Methods in Secondary Teaching class. Grades will be assigned as *credit/no credit*, with *no credit* grades assigned to students who performed unsatisfactorily during the experience or students who were not admitted into the Teacher Education Program prior to the experience. Every fall.

**Prerequisites: Admission to the Teacher Education Program, Acceptable Dispositions****Co-requisite: EDUC 395****EDUC 397 (A, B, C) K-12 Music Methods in Secondary Teaching****3 credit hours (1 each in Instrumental, Choral and General Music Methods)**

Students learn how to apply the knowledge gained in General Secondary Methods of the teaching of secondary music in each of three areas: Instrumental, Choral & General Methods. Modern methods of teaching and a 25-hour field experience are integral components of this course. Students must enroll in all three (A, B and C) to get credit for the class. Offered fall semester.

**Prerequisite: EDUC 380****Co-requisites: Admission to Teacher Education Program, EDUC 398****EDUC 398 Secondary Music Methods 25-Hours Field Experience****0 credit hours**

Students must enroll in this 25-hour field experience concurrently with their Music Methods in Secondary Teaching class. Grades will be assigned as *credit/no credit*, with *no credit* grades assigned to students who performed unsatisfactorily during the experience or students who were not admitted into the Teacher Education Program prior to the experience. Every fall.

**Prerequisites: Admission to the Teacher Education Program, Acceptable Dispositions****Co-requisite: EDUC 397****EDUC 400 16-Week Elementary Education Student Teaching****14 credit hours**

Students spend 16 weeks observing and student teaching in a K-6 classroom under the direction of a classroom teacher and university supervisor. During the semester, student teachers are required to attend professional development seminars. Fee of \$300 required. Every fall and spring.

**Prerequisite: Admission to Student Teaching**

**EDUC 401 16-Week Secondary Education Student Teaching - Non-PE and Music Majors**

**14 credit hours**

Students spend 16 weeks observing and student teaching in a 7-12 classroom under the direction of a classroom teacher and university supervisor. During the semester, student teachers are required to attend professional development seminars. Fee of \$300 required. Every fall and spring.

**Prerequisite: Admission to Student Teaching**

**EDUC 402 16-Week K-12 Student Teaching - PE and Music Majors**

**14 credit hours**

Physical Education/Health and Music majors spend 16 weeks observing and student teaching in elementary and secondary classrooms under the direction of classroom teachers and university supervisor. During the semester, student teachers are required to attend professional development seminars. Fee of \$300 required. Every fall and spring.

**Prerequisite: Admission to Student Teaching**

**EDUC 403:01 1st 8-Week Secondary Education Student Teaching - Non-PE and Music Majors**

**EDUC 403:02 2nd 8-Week Secondary Education Student Teaching - Non-PE and Music Majors**

**7 credit hours**

Students spend 8 weeks observing and student teaching in 7-12 classroom under the direction of classroom teachers and a university supervisor. During the semester, student teachers are required to attend professional development seminars. Fee of \$300 required. Every fall and spring.

**Prerequisite: Admission to Student Teaching**

**Co-requisite: EDSP 401**

**EDUC 404:01 1st 8-Week Secondary Education Student Teaching - PE and Music Majors**

**EDUC 404:02 2nd 8-Week Secondary Education Student Teaching - PE and Music Majors**

**7 credit hours**

Students spend 8 weeks observing and student teaching in an elementary and secondary classroom under the direction of a classroom teacher and university supervisor. During the semester, student teachers are required to attend professional development seminars. Fee of \$300 required. Every fall and spring.

**Prerequisite: Admission to Student Teaching**

**Co-requisite: EDSP 401**

**EDUC 405:01 1st 8-Week Elementary Education Student Teaching**

**EDUC 405:02 2nd 8-Week Elementary Education Student Teaching**

**7 credit hours**

Students spend 8 weeks observing and student teaching in a K-6 classroom under the direction of a classroom teacher and university supervisor. During the semester, student teachers are required to attend professional development seminars. Fee of \$300 required. Every fall and spring.

**Prerequisite: Admission to Student Teaching**

**Co-requisite: EDSP 400**

**Note: Elementary or secondary student teachers seeking special education endorsement may complete both student teaching placements in the same semester, serving a split assignment of 8 weeks in the regular classroom and 8 weeks in the special education setting. A \$300 student teaching fee is required. For all 8-week student teaching assignments, section 01 indicates 1<sup>st</sup> 8-weeks, and section 02 indicates 2<sup>nd</sup> 8-weeks.**

## ENGLISH (ENGL)

**ENGL 115 Sports in Film and Literature**

**3 credit hours**

An interdisciplinary course that introduces students to the world of sports as seen through the lenses of film and literature. We will examine how athletes and their sport are perceived in the culture at large by viewing films and reading fiction about different sports, including football, baseball, and soccer. We will view films and read selected short stories which highlight the many facets of an athlete's life. We will also focus on how the plight of these athletes are influenced by their cultural settings and historical circumstances.

**ENGL 215 Business and Technical Communications**

**3 credit hours**

Written communications stressing conciseness, clarity, precision, audience, revision, and persuasion. Memoranda, letters, reports, proposals, document design, graphic presentation, and other forms of workplace communications. Students will work in groups and will present their projects in formal presentations. Offered every fall.

**Prerequisite: LDRS 102**

**ENGL 216 Literary Genres****3 credit hours**

An examination of one of the following genres: poetry, fiction, drama, film, or nonfiction literature. May be repeated as long as topics are not duplicated. Offered every fall.

**Literary Genres: Drama Same as THEA 216**

**ENGL 220 Introduction to Literature****3 credit hours**

Primer for upper-level literature courses, covering drama, fiction, poetry, and film. This course introduces the terminology of literature as well as the fundamentals of how to read, discuss, and write about a literary text. Offered every spring.

**Prerequisite: LDRS 101**

**ENGL 223 Adolescent Literature****3 credit hours**

Selected literary and theoretical works are read, which highlight the universal coming-of-age dilemmas of adolescents. Offered every fall.

**Prerequisite: ENGL 220 or consent of instructor.**

**ENGL 226 British Literature To 1784****3 credit hours**

A survey of British literature from the Middle-Ages to the Eighteenth Century, including *Beowulf*, Chaucer, Shakespeare, and Milton. Organized in historical sequence, attention will be paid to both historical interpretation and to the connection between the writer and contemporary reader. Fall of even years.

**Prerequisite: ENGL 220 or consent of instructor**

**ENGL 227 British Literature Since 1784****3 credit hours**

A study of selected writings, beginning with Romantics such as Blake, Coleridge, Wordsworth, Shelley and Keats; extending through Victorian poetry and prose; and culminating with twentieth century moderns such as Yeats, Lawrence, Joyce, and Woolf. Spring of odd years.

**Prerequisite: ENGL 220 or consent of instructor**

**ENGL 231 Creative Writing****3 credit hours**

Dynamics of creative process in fiction, poetry, and drama. Exploration of student writing through interchange of ideas and reactions in weekly seminars. Offered every spring.

**Prerequisite: LDRS 102**

**ENGL 237 Multiethnic American Literature of the U.S.****3 credit hours**

An interdisciplinary course that introduces students to the various voices that make up the evolving canon of ethnic American literature. We will examine a variety of theories to help us make sense of the various voices of modern American writing. We will view videos and documentaries and read selected essays and fictional stories that highlight the challenges and joys of various ethnic communities. Offered spring of odd years.

**Prerequisite: ENGL 220 Introduction to Literature**

**ENGL 238 American Literature To 1865****3 credit hours**

Survey of early American authors from the Colonial, Enlightenment, and Romantic periods. Examines the emergence of an American literary identity from its Puritan origins to the Civil War. Fall of odd years.

**Prerequisite: ENGL 220 or consent of instructor**

**ENGL 239 American Literature Since 1865****3 credit hours**

A survey of American writing from the Civil War to the latter part of the Twentieth Century. Examines trends including Realism, Modernism, and Postmodernism; also covers emerging minority writers. Spring of even years.

**Prerequisite: ENGL 220 or consent of instructor**

**ENGL 245 Writing Consultation****3 credit hours**

Students will learn techniques for tutoring individuals and groups, including strategies for critiquing others' work, writing collaboratively, and giving presentations. Offered every fall.

**Prerequisite: LDRS 102 with grade of B or above**

**ENGL 300 Theory of Language****3 credit hours**

This is an introductory linguistics course. Students are introduced to modern grammar, including structural and transformation grammar, with some review of traditional grammar. A survey of the historical development of the English language is also included. Offered spring of odd years.

**ENGL 307 Shakespeare****3 credit hours**

An in-depth examination of Shakespeare's plays and poetry. Opportunities include attending or participating in at least one Shakespeare performance or event. Offered spring semester of even years.

**Prerequisite:** ENGL 220 or consent of instructor

**Same as** THEA 307

**ENGL 310 Advanced Writing****3 credit hours**

Designed to build on the student's writing skills and individually tailored to meet the student's needs in personal development towards the chosen career field. Non-fiction writing, in-depth analysis of current issues, narrative essays, interviews, reviews, and creative writing may be used as course assignments. Offered every spring.

**Prerequisite:** C or higher in LDRS 102

**ENGL 350 Early World Literature****3 credit hours**

English translations of literary masterpieces from ancient times through the early Eighteenth Century. Representative authors include Homer, Virgil, Dante, and Cervantes. Fall of even years.

**Prerequisite:** ENGL 220 or consent of instructor

**ENGL 351 Modern World Literature****3 credit hours**

English translations of significant works of late eighteenth through twenty-first century authors such as Goethe, Dostoevsky, Kafka, Borges, and Camus. Offered spring of odd years.

**Prerequisite:** ENGL 220 or consent of instructor

## ENGINEERING (ENGR)

**ENGR 101 Engineering Graphics I****3 credit hours**

Introduction to solid modeling with PTC-Creo. Students will utilize the software to create parts, fully dimensioned drawings, assemblies, and presentations. Students will produce a complete set of professional quality working drawings. Offered every fall.

**ENGR 102 Engineering Graphics II****3 credit hours**

Introduction to 2D drawing using AutoCAD. Will include orthographic projections, dimensioning, tolerancing, sections, auxiliaries, fasteners, and pictorials. Students will produce a complete set of professional quality working drawings. Offered every spring.

**ENGR 125 Industrial Metal Processes****3 credit hours**

Industrial metal processing involving hand and machine operations. Planning, measurement, and precision layout. Lab fee required. Offered every fall.

**ENGR 215 Materials and Processes****3 credit hours**

Materials and processes used in manufacturing, including computer integration. Computer Numerical Control, robotics, automation, automatic factories, and material handling and storage. Lab fee required. Offered every spring.

**ENGR 327 Engineering Thermodynamics****3 credit hours**

Introduction to the principles of work, energy and the physical properties of engineering fluids including temperature, pressure, internal energy, enthalpy, specific heat and entropy. The first and second laws of thermodynamics will be studied and used to analyze various thermodynamic processes common in engineering practice. The non-flow energy equation, continuity equation, Bernoulli's equation and steady flow energy equation will be introduced. Calculations will also involve the ideal gas law, gases, and gas mixtures, steam and non-ideal gases. Offered spring 2018.

**Prerequisites:** MATH 140/MATH 241 and PHYS 202/212

**ENGR 341 Statics****3 credit hours**

An introduction to the principles of engineering statics and the laws of equilibrium. Mathematical analysis of forces and moments acting on machine elements, frames and trusses at rest or in non-accelerated motion. The concepts of free body diagrams, inertia, friction and moment diagrams are introduced to help analyze multiple force systems. Classroom concepts will be applied to actual industrial problems to develop a method of problem evaluation and final solution. Offered every spring.

**Same as PHYS 341**

**Prerequisites: PHYS 201/211, MATH 241**

**ENGR 342 Dynamics and Kinematics****3 credit hours**

An introduction to the principles of engineering dynamics, including particle position, displacement, velocity and acceleration. Newton's laws will be used to evaluate the forces required to produce desired motions, velocities and accelerations of machine elements. Concepts of work, kinetic energy, impulse, momentum and the conservation of energy will be introduced and applied in the analysis of actual industrial problems. Offered every fall.

**Same as PHYS 342**

**Prerequisite: ENGR 341**

**ENGR 343 Mechanics of Materials****3 credit hours**

An introduction to the concept of internal stresses in machine elements resulting from applied external force systems. Mathematical analysis of tension, compression, torsional and flexure stresses in machine elements and pressure vessels. Introduction and mathematical analysis of strain and deflections resulting from external forces. Classroom concepts will be applied to actual industrial problems to develop a method of problem evaluation and resolution. Offered every spring. **Same as PHYS 343**

**Prerequisite: ENGR 341**

## HISTORY (HIST)

**HIST 130 American History to 1900****3 credit hours**

Examines the political, economic, social, and cultural history of the United States from the Revolutionary War to 1900. Offered every fall.

**HIST 132 American History Since 1900****3 credit hours**

Examines the political, economic, social, and cultural history of the United States since 1900. Offered every spring.

**HIST 151 History of Western Civilization to 1648****3 credit hours**

Examines the political, economic, social and cultural history of ancient civilizations with emphasis on China, Egypt, Greece, and Rome, the Middle Ages, the Renaissance, and the Reformation. Offered every fall.

**HIST 152 History of Western Civilization Since 1648****3 credit hours**

Examines the political, economic, social and cultural history of western civilizations since 1648, with emphasis on western civilization. Offered every spring.

**HIST 204 Christianity in America****3 credit hours**

Examines the rise of both the Protestant and Catholic churches in America and the influence of Christianity upon American life and culture.

**Same as RELI 204**

**HIST 216 Leaders in World History****3 credit hours**

Examines world history from a biographical perspective, profiling how leaders have shaped political, economic, social and cultural life. Offered spring of odd years.

**HIST 217 Leaders in American History****3 credit hours**

Examines American history from a biographical perspective, profiling how leaders have shaped political, economic, social and cultural life. Offered fall of even years.

**HIST 222 American Sports History****3 credit hours**

Examines the history of baseball, football, and other team and individual sports, with emphasis on the twentieth century. Offered fall of odd years.

**Same as PHLE 222**

**HIST 230 Social Science for Elementary Education****3 credit hours**

This course is designed to provide the Elementary Education student with a survey of social studies topics applicable to elementary teaching. Particular emphasis will be placed on history, geography, economics, political science and civic literacy. Offered spring semester.

**HIST 234 American Black History****3 credit hours**

Examines the political, economic, social, and cultural history of American blacks. Offered spring of odd years.

**Same as PLSC/SOCI 234**

**HIST 236 America in the Modern World****3 credit hours**

Examines the diplomatic and military history of the United States since the Revolutionary War, with emphasis on the twentieth century. Offered spring of even years.

**Same as PLSC 236**

**HIST 250 American Political Parties and Elections****3 credit hours**

Examines the historical development, organization, functions, and tactics of American political parties and the historical development, method, style, and meaning of presidential and congressional election campaigns. Offered fall of even years.

**Same as PLSC 250**

**HIST 251 Ancient History****3 credit hours**

Examines the ancient Chinese, Egyptian, Mesopotamian, Asia Minor, Aegean, Greek and Hellenistic civilizations, the Roman Empire, and the rise of Christianity. Offered every fall of odd years.

**HIST 252 Medieval History****3 credit hours**

Examines the medieval feudal system, society, church, governments, and culture, the conflicts between the medieval church and feudal states, the Islamic civilization, the commercial revival, the European exploration and colonization, the Renaissance, and the Reformation. Offered spring of even years.

**HIST 318 Women in American History****3 credit hours**

Examines the political, economic, social, and cultural history of American women. Offered spring of even years.

**Same as PLSC 318/SOCI 318**

**HIST 332 American Constitutional History****3 credit hours**

Examines the historical development of the U. S. Supreme Court and its major decisions since the Federalist era. Offered fall of odd years.

**Same as PLSC 332**

**HIST 353 Civil War and Reconstruction****3 credit hours**

Examines the causes, major political, diplomatic, and military events and results of the Civil War and political, economic, and social developments during Reconstruction. Offered fall of even years.

**HIST 354 Modern Middle East, Africa and Asia****3 credit hours**

Examines the political, economic, social, and cultural history of the Middle East, Africa, and Asia from the mid-nineteenth century to the present, with emphasis on how and why those civilizations changed, and their relations with the Western nations. Offered spring of odd years.

**HIST 370 Modern Europe****3 credit hours**

Examines the political, economic, social, and cultural history of Europe from 1900 through the Cold War, with emphasis on nationalism, imperialism, World War I, totalitarianism, Second World War, and the Cold War. Offered fall of even years. *Note: this course was formerly listed as Second World War.*

**HIST 390 History/Government Practicum****3 credit hours**

A capstone practicum which integrates knowledge gained through student's major concentration and Penn Leadership Core courses. Offered every spring.

**Same as PLSC 390**

## HUMAN SERVICES (HS)

**HS 390 Human Services Practicum****3 credit hours**

A capstone seminar course for Human Services majors. Students will be required to work a minimum of 100 hours field experience in an agency or organization providing individual and/or community human/social services. Further, students are expected to provide reflection on their field experience vis-a-vis the knowledge and skill sets gained through their program of study.

## INDUSTRIAL TECHNOLOGY (INDU)

**INDU 107 Industrial Wood Processes****3 credit hours**

Industrial wood processing involving hand tools and machine operations, lumber, fasteners, hardware, planning, processing, and finishing. Lab fee required. Offered every spring.

**Prerequisite: ENGR 125****INDU 115 Praxis II Preparation (Technology Education)****1 credit hour**

This course focuses on preparation for the Praxis II test 5051 Technology Education. This test is required by the State of Iowa for licensure in Technology Education-Endorsement 140. Lab fee required. Offered every fall.

**INDU 218 Industrial Wood Processing****4 credit hours**

Production of wood products involving hand and machine operations. Efficiency, production planning, inventory control, and costing. Lab fee required. Offered fall of even years.

**Prerequisite: INDU 107****INDU 221 Applied Mechanical Engineering Technology****4 credit hours**

Covers introductory theory of statics & strength of materials, mechanical power systems, fluid power systems, electrical power systems, and internal combustion engines. Half lecture, half lab. Lab stresses practical application of topics common to the field of mechanical engineering technology. Offered every spring.

**Prerequisite: MATH 120 or higher****INDU 223 Welding Technology****4 credit hours**

AC & DC flat position shielded metal arc welding (SMAW), GTAW, GMAW, and resistance welding, cutting, and flame spraying. Welding equipment, materials, supplies, and safety. Lab fee required. Offered spring of odd years.

**Prerequisite: ENGR 125****INDU 226 Industrial Metal Processing****4 credit hours**

Production of metal products involving hand and machine operations utilizing sheet, cast, and machined metals. Precision layout and measurement stressed. Efficiency, production planning, inventory control, and costing. Lab fee required. Offered spring of even years.

**Prerequisite: ENGR 125****INDU 227 Electrical Energy and Circuits****4 credit hours**

Scientific theory of magnetism and electricity. An introduction to the generation and distribution of electrical energy. Application of Ohm's Law and Watt's Law to DC & AC circuits containing resistors, and/or capacitors, and/or inductors in series, parallel, and series/parallel combinations. Laboratory includes use of test equipment, bread boarding and troubleshooting of basic DC & AC circuits, and an introduction to residential wiring. Also includes units on Programmable Logic Controllers, basic electronics, and the construction of an individual project. Lab fee required. Offered every fall.

**Same as PHYS 227****Prerequisite: MATH 102 or MATH 120**

**INDU 290 Building Construction****4 credit hours**

Site layout, surveying, excavating, pouring and finishing concrete footings, foundations, and slabs, block and brick laying. Carpentry framing and finishing, insulating, dry walling, painting, and roofing. Construction procedures, tools and equipment, scheduling, cost estimating, and contract bidding. Lab fee required. Offered fall of odd years.

**Prerequisites:** ENGR 101, INDU 107

**INDU 311 Production Tooling and Machine Design****3 credit hours**

Experiences in designing, specifying, and controlling tooling for an actual product; dies, jigs, fixtures, and special production machines. Electrical, fluid, and welding drawings. Offered fall semester as needed.

**Prerequisite:** ENGR 102

**INDU 315 Industrial Plastics****4 credit hours**

Industrial processing of plastics; design, tooling, equipment, and processes. Lab fee required. Offered fall of odd years.

**Prerequisite:** ENGR 125

**INDU 324 Architectural Plans and Specifications****4 credit hours**

Original design for a residence structure. Complete set of presentation drawings and documents, floor plans, elevations, plot plans, perspectives, specifications, cost estimates, construction time line, and a 3D model. Analysis and interpretation of architectural contract documents for construction details, structural and mechanical systems, and compliance with building codes. Lab fee required. Offered fall of odd years.

**Prerequisite:** ENGR 102

**INDU 329 Graphics****3 credit hours**

Generating computer based working drawings and documents supporting industrial products utilizing industrial materials and composites through the use of AutoCAD, PTC-Creo, Presentation software, and Desktop Publishing software. Offered fall of even years.

**Prerequisites:** ENGR 101, LDRS 105

**INDU 333 Industrial Electronics****4 credit hours**

Scientific theory of semiconductors. An introduction to circuits using diodes, transistors, and opamps. Exploration of the use of transducers to interface mechanical, fluid, electrical, and thermal systems with emphasis placed on industrial automation and control. Laboratory activities include bread boarding and troubleshooting basic circuits, use of Programmable Logic Controllers, and various forms of electric motor controls. Construction of individual and group projects including original design of a printed circuit board is encouraged. Lab fee required. Offered spring of even years.

**Same as** PHYS 333

**Prerequisites:** INDU 227 or PHYS 202/212

**INDU 335 Computer Numerical Control (CNC)****4 credit hours**

Programming and operating Computer Numerical Controlled (CNC) equipment utilizing carbide tooling. Metallurgy, physical properties of metals, precision machining, and an introduction to robotics. Lab fee required. Offered spring of odd years.

**Prerequisites:** ENGR 101, ENGR 125, INDU 226

**INDU 346 Alternate Energy****3 credit hours**

Exploration of alternatives (solar, wind, nuclear, geothermal, ocean thermal, biomass, conservation, and others) to presently used nonrenewable energy sources. Includes numerous field trips as well as the design and construction of a group alternate energy project. Emphasis placed on the analysis of the consequences associated with various energy paths. Lab fee required. Offered spring of odd years.

**INDU 350 Manufacturing Technology****4 credit hours**

Operating a manufacturing enterprise; organization, methods, production planning and control, purchasing, quality control, sales, personnel, costs, and financing. Development of a consumer product from initial concept through marketing distribution. Lab fee required. Offered fall of even years.

**Prerequisites:** ENGR 101, ENGR 125

**INDU 357 Internship****3-6 credit hours**

Required of all Industrial Technology majors except Teacher Education and 3 + 2 Engineering unless replaced by INDU 390. Normally completed in the summer prior to the senior year, but may be completed during the regular semesters of the senior year. Students put in a minimum of 60 hours of "on the job" work for each credit earned. Typical employment is in the areas of management, production, design, engineering support, and construction. All placements must be approved by the department before employment is started. All internships are paid positions. Also requires reading a current book in your field of interest and writing a capstone paper. INDU 390 Professional Development Seminar may be taken as a substitute for the internship requirement. Offered every fall, spring, and summer.

**Prerequisite: Senior standing**

**INDU 390 Professional Development Seminar****2 credit hours**

Readings and discussion of professional and ethical issues; preparation of an individual's professional portfolio. Participation in a professional meeting and presentation of a paper based on original research and/or ideas encountered at the meeting. Offered spring semester. May substitute for INDU 357.

**Same as APCS/MATH/PHYS 390**

**Prerequisite: Junior standing in INDU or consent of instructor**

Course descriptions for Engineering Graphics I & II, Industrial Metal Processing, Materials and Processes, Engineering Thermodynamics, Statics, Dynamics and Kinematics, and Mechanics of Materials are found under ENGR.

## INTERNATIONAL (INTL)

**INTL 100 International Student Seminar****1 credit hour**

This course is an introduction for international students to the resources available on the William Penn Campus and in the surrounding community. Topics will address international student adjustment, cultural diversity, and resources such as, health, banking, academics, technology, residence hall living, and entertainment. Offered every fall.

## INTERDISCIPLINARY STUDIES (INTR)

**INTR 102 – Interdisciplinary Studies Introduction Seminar****1 credit hour**

Overall explanation of what the major is and individual goals and specific plans for the students are formulated. This individual plan will be the guideline for completion of the major and used for evaluation and assessment. Offered in fall and spring Semesters.

**INTR 103 – Interdisciplinary Studies Career Development****1 credit hour**

Directed study on career and major opportunities utilizing classroom and individual student analysis. Offered in fall and Spring Semesters.

**INTR 390 – Interdisciplinary Studies Capstone****3 credit hours**

Evaluation of the student's experiences of the major and how they are going to use it in the future are enumerated. It consists of a capstone paper, presentation to the class, and discussion of how the major can be changed to better meet the needs of both the students and university. Offered every Spring Semester.

## PENN LEADERSHIP CORE (LDRS)

**LDRS 090 Successful Writing****3 credit hours**

This course will prepare students to successfully complete William Penn University's Writing-Course sequence. Students in LDRS 090 will focus on the rudiments of writing and reading. The course will require students to complete short writing assignments to workshop their writing with peer groups, and to meet and discuss their writing with the instructor. The course will emphasize reading comprehension through discussion and short analysis assignments. Course credit does not count towards graduation.

**LDRS 100 College Foundations****2 credit hours**

College Foundations introduces the personal and leadership development emphasis of William Penn University, integrates students into the campus community, and assists them in adjusting to the academic environment of the university. College Foundations will 1) address skills essential to success as a life-long learner; 2) explore vital university resources such as the library, computer lab, and career services;

3) introduce the institution's foundational values including the influence of its Quaker heritage; 4) encourage leadership and active involvement in service opportunities, extracurricular activities and student organizations Required of all students with less than 12 hours of college credit.

### **LDRS 101 English Composition I**

#### **3 credit hours**

This course has been designed as an introduction to the writing process. Emphasis will be placed on pre-writing, careful drafting, and critical revision of the basic essay, with particular attention to audience analysis, identification of purpose, thesis formation, incorporation of supporting materials, and overall essay organization. Analysis of the students' own writing and that of others will be emphasized. Offered every fall and spring.

**Prerequisite:** Appropriate placement on the placement schedule, or grade of C or higher in LDRS 090.

### **LDRS 102 English Composition II**

#### **3 credit hours**

Following Composition I, this course continues developing students' writing skills and prepares students for the research projects and critical thinking that they will need in future courses and beyond. Students will read scholarly writing, participate in discussion, study argument and research methods, and prepare research projects, such as a hypothesis, a project proposal or abstract, and an annotated bibliography. Offered every fall and spring.

**Prerequisite:** LDRS 101 with grade of C- or above.

### **LDRS 103 Educational Success (replaces LDRS 100 for Distance Learning students)**

#### **3 credit hours**

Educational Success introduces the personal and leadership development emphasis of William Penn University, integrates students into the campus community, and assists them in adjusting to the academic environment of the university. Cooperative learning is the foundational methodology of the course. Educational Success will 1) address skills essential to success as a life-long learner; 2) explore vital university resources such as the library, computer lab, and career services; 3) introduce the institution's foundational values including the influence of its Quaker heritage; 4) encourage leadership and active involvement in service opportunities, extracurricular activities and student organizations; 5) initiate the compilation of a personal leadership portfolio. Required of all students with less than 12 hours of college credit.

### **LDRS 105 Computers and Technology**

#### **3 credit hours**

Fundamental computer concepts, terminology, and skills applicable for communication in today's world; awareness of critical issues in computer usage, including historical perspective, ethical practice, and current use of technology in various fields. Laboratory applications such as word processing, spreadsheet, database, programming, graphics, electronic mail, and Internet search tools will be part of individual and group projects. Lab fee required.

**Pre-requisite:** Math 100, Math ACT>19, Math Assessment Exam placement, or consent of instructor

### **LDRS 106 Computers in Education (replaces LDRS 105 for Distance Learning students)**

#### **3 credit hours**

Fundamental computer concepts, terminology, and skills applicable for communication in today's world; awareness of critical issues in computer usage, including historical perspective, ethical practice, and current use of technology in various fields. Laboratory applications such as word processing, spreadsheet, database, programming, graphics, electronic mail, and Internet search tools will be part of individual and group projects. Lab fee required.

**Co-requisite:** Math 100, Math ACT>19, Math Assessment Exam placement, or consent of instructor

### **LDRS 200 Principles of Communication**

#### **3 credit hours**

Two foundational assumptions of this course are that communication skills are essential for successful social and vocational life and that communication competence is the mark of effective leadership. In this course basic communication principles related to intrapersonal, interpersonal, small group, and public speaking contexts will be introduced and discussed in theory and in practice. Offered every fall and spring.

**Prerequisite:** LDRS 101 with grade of C- or above. Required for education certification.

### **LDRS 220 Arts and Society I**

#### **3 credit hours**

Focusing on art, music, theatre, literature and their impact on society, this course will equip the student with an understanding of early major movements and style periods in both the visual and performing arts and an appreciation for the works of major artists who were influential in changing society. The course will use lecture-demonstration, guided listening, small group discussion, attendance at cultural events, and field trips to museums and/or concerts to engage the student with the arts at a personal level. Content will cover the time periods of the early Egyptians to the Renaissance. Lab fee required. Offered every fall.

**Prerequisite:** LDRS 102

### **LDRS 221 Arts and Society II**

#### **3 credit hours**

Focusing on art, music, theatre, literature and their impact on society, this course will equip the student with an understanding of *modern* major movements and style periods in both the visual and performing arts and an appreciation for the works of major artists who were influential in changing society. The course will use lecture-demonstration, guided listening, small group discussion, attendance at cultural events, and field trips to museums and /or concerts to engage the student with the arts at a personal level. Content will cover the time period of the Baroque through present day. Note that LDRS 220 is not a prerequisite. Lab fee required. Offered every spring.

**Prerequisite: LDRS 102**

### **LDRS 290 Quaker Values**

#### **1 credit hour**

A study of the beliefs and heritage of the early Society of Friends that are the heritage of this institution. With these values and beliefs as a foundation, this interdisciplinary course will emphasize an understanding of the self and what we value, an awareness of the world and our responsibilities in it, and an understanding of ethical decision-making which transfers values into actions.

### **LDRS 390 Contemporary Leadership**

#### **3 credit hours**

Principles and theories of effective leadership. The concept of leadership is analyzed, including definitions, characteristics, and skills of effective leadership. Observation, analysis, and evaluation of leadership as displayed by contemporary and historical people. The course also addresses the development of self-awareness of potential strengths and weaknesses of the students as leaders.

**Prerequisite: Must have completed 75 credit hours**

## **MATHEMATICS (MATH)**

### **MATH 090 Numeric Reasoning I**

#### **2 credit hours**

Introduction to algebraic expressions, first-degree equations and inequalities, linear and exponential growth, positive and negative exponents, and conversions of units of measure. Fluency with percentages, decimals and fractions, displays of data, formulas, and methods of problem solving. Note: This course meets during the first eight weeks of a semester and is a co-requisite of MATH 100 which takes place during the second eight weeks of a semester. Offered every fall and spring. Course credit does not count towards graduation.

### **MATH 100 Numeric Reasoning II**

#### **2 credit hours**

Deeper investigation into linear and exponential functions, graphing, rates of change, computation on algebraic expressions and equations, and problem solving applications. Introduction to systems of equations, factoring, quadratic functions, scientific notation, and statistics. Provides readiness for MATH 102, MATH 105, MATH 120, and/or MATH 205/206. Emphasis on concepts and applications.

Note: This course meets during the second eight weeks of a semester and is a co-requisite of MATH 090 which takes place during the first eight weeks of a semester. Offered every fall and spring.

**Prerequisite: A minimum grade of C- in MATH 090 is required before continuing on to MATH 100.**

### **MATH 102 Intermediate Algebra**

#### **3 credit hours**

Absolute value equations and inequalities, linear equations and inequalities, systems of equations, quotients of polynomials, synthetic division, rational expressions, radicals, complex numbers, quadratic equations and inequalities, and word problem applications. Offered every fall and spring. Does not fulfill core math requirement.

**Prerequisite: MATH 100 with grade of C- or better, or equivalent, or a satisfactory score on the Mathematics**

**Assessment Exam.**

### **MATH 105 Mathematics for Leaders**

#### **3 credit hours**

A survey of applied topics in mathematics including voting theory, finance, mathematical patterns, geometric similarity, probability, and statistics. Offered every semester.

**Prerequisite: MATH 100 with grade of C- or better, MATH ACT > 20, or Mathematical Assessment Exam placement.**

### **MATH 115 Praxis II Preparation (Mathematics Education)**

#### **1 credit hour**

This course focuses on preparation for the Praxis II test 5161 Mathematics: Content Knowledge. This test is required by the State of Iowa for licensure in Mathematics Education-Endorsement 143. Offered every fall.

**MATH 120 Technical Mathematics****3 credit hours**

Prepares industrial technology majors for courses including INDU 221 and INDU 227. Topics include exponentials, logarithms, vectors, and trigonometry. Not intended for any student planning to study Calculus. Offered every spring.

**Prerequisite: MATH 100 with a grade C- or better, or equivalent, or a satisfactory score on the Mathematics Assessment Exam placement, or consent of instructor.**

**MATH 140 College Algebra and Trigonometry****4 credit hours**

Composite and inverse functions, circles, parabolas, exponential/logarithmic functions and equations, trigonometric functions (graphs, inverses), trigonometric identities and equations, law of sines and cosines. Offered every fall and spring.

**Prerequisite: MATH 102 or equivalent, or a satisfactory score on the Mathematics Assessment Exam, or consent of the instructor.**

**MATH 205 Mathematics for Elementary Educators I****3 credit hours**

A study of mathematical concepts related to topics taught in elementary schools. Topics include numbers, operations, algebra and number patterns. Offered every fall semester.

**Prerequisite: MATH 100 with a grade of C- or better, or equivalent, or a satisfactory score on the Mathematics Assessment Exam placement, or consent of instructor.**

**MATH 206 Mathematics for Elementary Educators II****3 credit hours**

A study of mathematical concepts related to topics taught in elementary schools. Topics include geometry, measurement, data analysis, and probability. Offered every spring semester.

**Prerequisite: MATH 100 with a grade of C- or better, or equivalent, or a satisfactory score on the Mathematics Assessment Exam placement, or consent of instructor.**

**MATH 211 Discrete Mathematics****3 credit hours**

Finite math for computer science majors stressing an algorithmic approach. Topics include Boolean algebra, number base conversions, binary arithmetic, matrices and determinants, graph theory, functions, and recursion. Offered every fall.

**Prerequisite: MATH 140 or equivalent**

**MATH 212 Introduction to Abstract Mathematics****3 credit hours**

Elementary logic, set theory, inductive and deductive reasoning, methods of proof, relations and orders, countable and uncountable sets. The course will emphasize the basic techniques of reading and writing proofs. Offered every spring.

**Prerequisite: MATH 211**

**MATH 241 Calculus I****4 credit hours**

Limits, continuity, implicit and explicit differentiation, extrema, increasing and decreasing functions, concavity, differentials, antiderivatives, basic integration theory (Riemann sums), and integration by substitution. Offered every spring.

**Prerequisite: MATH 140 or equivalent**

**MATH 242 Calculus II****4 credit hours**

Differentiation and integration of logarithmic, exponential, and trigonometric functions; applications of integration including area, volume, and arc length; techniques of integration; improper integrals, infinite series; conics, parametric equations, and polar coordinates. Offered every fall. **Prerequisite: MATH 241**

**MATH 303 Statistical Methods****3 credit hours**

A study of applied statistics with emphasis on appropriate use of technology. Topics include probability, correlation, regression, confidence intervals, and hypothesis testing. Students may not receive credit for both MATH 303 and MATH 336. Offered every semester.

**Prerequisite: MATH 102 or equivalent, or a satisfactory score on the Mathematics Assessment Exam placement, or consent of instructor.**

**MATH 332 College Geometry****3 credit hours**

Basic concepts in Euclidean and non-Euclidean geometry, geometric transformations, and applications. Designed primarily for prospective mathematics teachers. Offered every third semester.

**Prerequisites: MATH 212 and MATH 242**

**MATH 335 Differential Equations****3 credit hours**

First- and second-order methods for ordinary differential equations including separable, homogeneous, linear, Laplace transforms, linear systems, power series, and some applications. Offered spring of even years.

**Prerequisite: MATH 242****MATH 336 Mathematical Statistics****3 credit hours**

A mathematical study of probability and statistics. Course is Calculus-based and mixes theory and application. Students may not receive credit for both MATH 303 and MATH 336. Offered fall of odd years.

**Prerequisite: MATH 242; MATH 212 recommended****MATH 339 History of Mathematics****3 credit hours**

Explores the development of mathematics through the centuries, with emphasis on the nature of mathematics, both theoretical and applied. Filled with amusing historical anecdotes, like the time the state of Indiana tried to legally redefine the value of Pi. Warning: This is a proof-based course intended for students with a strong background in mathematics. This course cannot be substituted for any other history course. Offered every third semester.

**Prerequisite: MATH 242 (MATH 212 strongly recommended, or consent of instructor)****MATH 343 Calculus III****4 credit hours**

Vectors and surfaces, parametric equations and motion, functions of several variables, partial differentiation, maximum- minimum, Lagrange multipliers, multiple integration, vector fields, path integrals, Green's Theorem, and applications. Offered spring of odd years.

**Prerequisite: MATH 242****MATH 345 Numerical Analysis Methods****3 credit hours**

Techniques for curve fitting, interpolation, numerical differentiation and integration; solutions of equations and systems of linear equations; polynomial approximation; error analysis and eigenvectors. Emphasis on the development of mathematical algorithms and data analysis techniques for solving problems encountered by engineers and scientists. Some solutions will be implemented in MATLAB or C/C++. Lab fee required. Offered every third semester.

**Same as APCS 345****Prerequisites: LDRS 105 (205 recommended), MATH 241 (211 recommended), PHYS 201/211****MATH 353 Linear Algebra****3 credit hours**

Topics include matrices, systems of linear equations, determinants, vector spaces, inner products, linear transformations, eigen values and applications. A balance between axiomatic and computational mathematics. Offered every third semester.

**Prerequisites: MATH 212 and MATH 242****MATH 354 Abstract Algebra****3 credit hours**

Elementary group theory and ring theory, fundamental isomorphism theorems, ideals, quotient rings, integral domains, real and complex numbers, factorization and zeros of polynomials. Offered every third semester.

**Prerequisites: MATH 212 and MATH 242; MATH 353 is also recommended****MATH 390 Professional Development Seminar****2 credit hours**

Readings and discussion of professional and ethical issues; preparation of an individual's professional portfolio. Participation in a professional meeting and presentation of a paper based on original research and/or ideas encountered at the meeting. Offered every spring.

**Same as APCS/INDU/PHYS 390****Prerequisite: Junior standing in MATH or consent of instructor****MATH 395 Professional Development Seminar II****1 credit hour**

Continuation of professional development in a second area. Preparation of a professional portfolio; presentation of an individual research project or participation in another professional meeting and presentation of a research paper. Offered as needed.

**Pre/Co-requisite APCS 390/MATH 390**

## APPLIED MUSIC (MUAP)

### **MUAP 101, 201, 301 Private Instruction in Piano/Keyboard, Guitar/Bass, Percussion, Brass, Woodwinds, Strings, and Voice** **1 credit hour**

Instruction is offered for the beginning and advancing musician in twelve weekly, one-half hour lessons per semester. A private lesson tuition fee is charged. May be repeated for credit. Offered every fall and spring.

### **MUAP 102 Class Piano Instruction I (First Year Piano Skills)**

#### **1 credit hour**

Designed for the beginning keyboardist with no previous experience. These courses are in a two-part series and must be taken in sequence, except with the instructor's permission. Basic music and keyboarding skills will be taught including note reading, rhythm, scales, chords, harmonizing melodies and music interpretation. These fundamentals will allow students to explore any musical style. Elementary Education majors may find this class useful. Offered every fall.

### **MUAP 130 William Penn University Jazz Ensemble**

#### **1 credit hour**

A contemporary music ensemble focusing on twentieth-century musical forms such as jazz, rock and world music. May be repeated for credit. Offered every fall and spring.

**Prerequisite: The equivalent of three years of high school ensemble playing or permission of instructor**

### **MUAP 131 Marching/Pep Band**

#### **1 credit hour**

Rehearsal and performance of typical pep band music, with required participation at home football games, including set up and tear down. The first rehearsal of this group will be held during the first week of classes, for an extended period of time. Prior to each home game, pep music will be played through at the regularly scheduled jazz ensemble rehearsal. Other performance opportunities will be taken under consideration by the director. Open to all qualified students at William Penn University and all qualified members of the local community. May be repeated for credit. Offered every fall and spring.

### **MUAP 140 Music in the Electronic Medium**

#### **1 credit hours**

A course in electro-acoustic music, focusing on creating, sequencing and recording original electronic music. Students will learn the basics of MIDI technology, recording, sequencing and editing software and apply them to their own original works. Each student will have a workstation with a computer and multi-timbral synthesizer for hands-on application in the music department MIDI Lab. Some piano/keyboard and/or computer/electronics experience is helpful but not required. May be taken 3 times to fulfill core Humanities requirement.

### **MUAP 202 Class Piano Instruction II**

#### **1 credit hour**

Continuation of Class Piano I.

**Prerequisites: MUAP 102 or consent of instructor**

### **MUAP 250 William Penn Singers (Choral Ensemble)**

#### **1 credit hour**

Choral music from a wide variety of style periods from madrigals to sacred to vocal jazz/rock will be studied. Singers of all interests and levels are welcome to participate. It is assumed that students are enrolled in the ensemble for the full academic year. May be repeated for credit. Offered every fall and spring. Lab fee required.

### **MUAP 251 William Penn Concert Band**

#### **1 credit hour**

Symphonic concert band open to all William Penn University students, community members and area high school students. Performance of traditional and modern concert band literature. One major concert each semester plus graduation ceremony. May be repeated 8 times.

## MUSIC (MUSI)

### **MUSI 100 Applied Music Seminar**

#### **0 credit hours**

A weekly convocation or studio class is held every Tuesday afternoon. Applied Music Seminar is an opportunity for students to perform with the permission of their applied music instructors. Students registered for any MUAP 101 section are required to attend. Held each semester.

**MUSI 104 Fundamentals of Music****3 credit hours**

An introduction to the fundamentals of music theory, listening, appreciation, composition and improvisation with an emphasis on practical musicianship and hands-on learning. Exercises will include performance, composition and listening exercises. Keyboard experience is helpful but not required. Students may find it helpful to take the group piano class concurrently or study piano privately. Offered every fall and spring.

**Prerequisites:** Previous musical experience (singing or playing) helpful.

**MUSI 123 Music Theory I****3 credit hours**

The first of a two-course sequence focusing on fundamentals of notation, keys, diatonic chords, cadences and beginning formal analysis. Students not having sufficient keyboard ability should also study piano. Offered every fall.

**MUSI 124 Music Theory II****3 credit hours**

Continuation of MUSI 123. Seventh chords in root position and their inversions, non-chord tones, modulations, and work in improvisation and composition. MUSI 124 must follow MUSI 123 in sequence except with instructor's permission. Offered every spring.

**Prerequisite:** MUSI 123

**MUSI 201 Woodwind Methods****1 credit hour**

Woodwind Methods is a course designed to provide the music education major an introductory study, with actual playing experience, of the major woodwind instruments (Flute, clarinet and saxophone). Pedagogical approaches to these as well as double reed instruments will be examined and explored. Theoretical concepts such as transposition and the harmonic series will also be included in the course. This course is designed to enable the student to provide beginning instrumental instruction in either a public school or private studio setting. **Prerequisite:** MUSI 123 or consent of instructor

**MUSI 202 Brass Methods****1 credit hour**

Brass Methods is a course designed to provide the music education major an introductory study, with actual playing experience, of the major brass instruments (trumpet, trombone, French horn and tuba). Pedagogical approaches to these instruments will be examined and explored. Theoretical concepts such as transposition and the harmonic series will also be included in the course. This course is designed to enable the student to provide beginning instrumental instruction in either a public school or private studio setting.

**Prerequisite:** MUSI 123 or consent of instructor

**MUSI 203 String Methods****1 credit hour**

String Methods is a course designed to provide the music education major an introductory study, with actual playing experience, of the major string instruments (violin, viola, cello and bass). Pedagogical approaches to these instruments will be examined and explored. Theoretical concepts such as transposition and the harmonic series will also be included in the course. This course is designed to enable the student to provide beginning instrumental instruction in either a public school or private studio setting.

**Prerequisite:** MUSI 123 or consent of instructor

**MUSI 204 Percussion Methods****1 credit hour**

Percussion Methods is a course designed to provide the music education major an introductory study, with actual playing experience, of the major percussion instruments (snare drum, keyboard percussion and timpani). Pedagogical approaches to these instruments will be examined and explored. Theoretical concepts such as transposition and the harmonic series will also be included in the course. This course is designed to enable the student to provide beginning instrumental instruction in either a public school or private studio setting.

**Prerequisite:** MUSI 123 or consent of instructor

**MUSI 216 History of Music****3 credit hours**

An introduction to Western music literature from early music to the present. Offered spring of even years.

**Prerequisite:** Completion of MUSI 123 or instructor permission

**MUSI 217 History of Music II****3 credit hours**

Music in American from the time of the Puritans to the present day. Historical, biographical material and listening will be included. For the general students as well as for music majors and minors.

**MUSI 223 Music Theory III****3 credit hours**

This course continues the study of the concepts introduced in Music Theory I and II, with the addition of augmented sixth chords, Neapolitan sixth chords, and changes of tonal centers.

**Prerequisites: MUSI 123 and MUSI 124****MUSI 224 Music Theory IV****3 credit hours**

This course studies counterpoint, fugues, sonata allegro, rondo, and variation forms, as well as 20<sup>th</sup> century chord structures and techniques.

**Prerequisites: MUSI 223****MUSI 336 Conducting****2 credit hours**

Instrumental and choral conducting and score reading, use of baton and rehearsal techniques, ranges of instruments, clefs, and transpositions. Offered fall semester of even-numbered years.

**Prerequisite: Student must also be concurrently enrolled in the William Penn University Jazz Ensemble (MUAP 130) and/or William Penn Singers (MUAP 250) and must have successfully completed MUSI 123.****MUSI 337 Conducting II****2 credit hours**

Continuation of conducting studies with emphasis on instrumental conducting, baton technique, score reading/marking, transpositions, and rehearsal techniques. Offered spring semester of odd-numbered years.

**Prerequisite: MUSI 336.****MUSI 339 Ear Training and Sight Singing****2 credit hours**

A skills course designed to improve the student's aural acuity and sight-reading ability. Lab fee required. Offered fall of even years.

**Prerequisite: Concurrent enrollment in or completion of MUSI 123****MUSI 340 Ear Training and Sight Singing II****2 credit hours**

This course is a continuation of the class Ear and Training and Sight Singing I. The content is designed to complement the Theory II course though it is not necessary they be taken in the same semester. This course is taught in the spring semester. **Prerequisite: MUSI 339**

## NURSING (NURS)

*The NURS classes are available only to students in the nursing program.*

**NURS 300 Health Assessment/Pathophysiology for the RN-BSN****3 credit hours**

Pathophysiological aspects of alterations in major body systems at a cellular level. Emphasis is on the holistic nature of human responses to health alterations and how care impacts that human response. Understanding basic disease processes support decision making in assessing, planning, implementing and evaluating care of clients in professional nursing practice. Emphasis in this course is placed on comprehensive health assessment of individuals. The students draw upon their prior knowledge in clinical experiences of health assessment to effectively conduct a comprehensive health assessment for providing safe efficient care.

**NURS 301 Professional Nursing for the RN-BSN****5 credit hours**

This course enhances the students understanding of clinical reasoning through expanding of knowledge beyond pragmatic knowledge. Students explore the concept of caring as uniquely expressed in their nursing situations. Students learn to locate multi-level evidence, learn research terminology, types of research, and investigate evidence based holistic nursing interventions.

**Prerequisite: NURS 300****NURS 302 Leading & Managing for the RN-BSN****4 credit hours**

Course emphasis is on concepts and skills of basic level management and leadership in nursing. Students explore aspects of management/leadership with nurse leaders. The students are introduced to informatics and how this concept is utilized in assuring safety and quality outcome initiatives. This course prepares the student to assume the role of a manager/leader at the fundamental level.

**Prerequisite: NURS 300**

### **NURS 303 Community Health for the RN-BSN**

#### **4 credit hours**

Examines the role of the nurse to understand the community as client. The RN-BSN student's knowledge will be enhanced through clinical experiences in a variety of community settings. Students will come to know nursing assessment and interventions unique to the community or population-based settings. Within this course, students will explore global health and how they can impact the global community.

**Prerequisites: NURS 301 and NURS 302**

### **NURS 401 Evidence-Based Practice for the RN-BSN**

#### **5 credit hours**

Students come to understand the process for implementing evidence-based practice and its application to a clinical question generated from their practice setting. Students will utilize critical inquiry in evaluating and synthesizing multi-level evidence related to their question. This evidence will form the basis for drafts of policies to support EBP changes in their practice setting.

**Prerequisite: NURS 303 and MATH 303**

### **NURS 451 Research Application Elective**

#### **1-4 credit hours**

Across the curriculum, students have experienced a broad base of research formats and tools for decision making presented by business, biological and nursing frameworks. In this elective course students with an individual area of interest will research current practice and literature, frame a question or plan a change project, apply appropriate process and report outcomes.

**Prerequisite: Project proposal and approval by faculty**

### **NURS 461 Guided Study**

#### **1-4 credit hours**

This is an individually (or small group) designed course to expand the students' experience or individual interest in some topic related to nursing. This course can be related to topics such as practice skills, diversity, health, or service to the community. The content of the course will be based on multilevel evidence that is supportive of the selected topic.

## **PHYSICAL EDUCATION ACTIVITIES (PHLA)**

### **Traditional Program**

The following courses are offered to improve movement efficiency and provide knowledge of recreational activities. Instruction for all participants is according to their skill level. All PHLA activities are 1 credit courses each, and no more than six activity credits will be counted toward graduation. A lab fee is required for the following PHLA courses.

PHLA	101	Swimming
PHLA	102	Tennis
PHLA	103	Golf
PHLA	104	Archery
PHLA	105	Fishing
PHLA	107	Social Dance
PHLA	108	Folk and Square Dance
PHLA	109	Weight Training
PHLA	110	Volleyball
PHLA	111	Soccer
PHLA	112	Football
PHLA	115	Basketball
PHLA	116	Handball and Racquetball
PHLA	117	Softball
PHLA	118	Stress Management
PHLA	119	Jogging
PHLA	120	Bowling
PHLA	121	Speedball
PHLA	122	Table Games
PHLA	124	Badminton

PHLA credit (**1 hour**) may also be earned by registering for and participating in the following intercollegiate athletics. Credit is awarded during the semester in which the season ends.

These PHLA activities are graded on a credit/no credit basis. No more than six PHLA credits will be counted toward graduation.

PHLA	150	Intercollegiate Baseball
PHLA	152	Intercollegiate Basketball
PHLA	153	Intercollegiate Bowling
PHLA	154	Intercollegiate Cheerleading/Dance
PHLA	155	Intercollegiate Dance
PHLA	156	Intercollegiate Cross Country
PHLA	158	Intercollegiate Football
PHLA	160	Intercollegiate Golf
PHLA	162	Intercollegiate Soccer
PHLA	164	Intercollegiate Softball
PHLA	166	Intercollegiate Track and Field
PHLA	168	Intercollegiate Volleyball
PHLA	170	Intercollegiate Wrestling

## PHYSICAL EDUCATION (PHLE)

### **PHLE 110 Wellness and Fitness**

#### **3 credit hours**

This course is designed to improve movement efficiency and provide knowledge of recreational activities. Included will be the effects of exercise on the body, basic nutrition, an introduction to relaxation and stress management techniques, and basic weight training principles. Offered fall & spring semesters.

### **PHLE 150 Fundamental Concepts of Health, Physical Education, and Recreation**

#### **3 credit hours**

Orientation for majors concerning requirements, career opportunities, history and principles in the fields of Health, Physical Education, and Recreation. Offered fall & spring semesters.

### **PHLE 160 First Aid and CPR/AED**

#### **1 credit hour**

This course is designed to provide the opportunity for students to learn current methods and concepts in administering First Aid and CPR to accident victims. American Red Cross certification may be obtained for Adult, Child & Infant CPR, Adult & Child AED, First Aid, and Preventing Disease Transmission. Students will demonstrate knowledge, both written and applied, in the concepts described above. Lab fee required. Offered fall and spring semesters.

### **PHLE 205 Theory and Practice of Strength Conditioning**

#### **3 credit hours**

This course is designed to give students an understanding of how a collegiate strength and conditioning program operates, while also providing the opportunity to work directly with student-athletes. Offered fall and spring semesters.

### **PHLE 208 Leadership in Sport, Exercise, & Recreation**

#### **3 credit hours**

Leadership theories and techniques for professionals working in the field of sport, exercise, and recreation. The course will equip students with the knowledge, skills, and abilities to enhance the performance of others, including students, athletes, clients, and consumers. Offered fall and spring semesters.

### **PHLE 210 Camp Management and Outdoor Education**

#### **3 credit hours**

Preparation for duties of camp counselors and camp leadership positions; practical experience built around camp craft skills for outdoor living. Lab fee required.

### **PHLE 215 Elementary Physical Education Methods**

#### **3 credit hours**

This course is designed to acquaint physical education majors with games and play activities appropriate for classroom use. Offered spring semester.

**PHLE 216 Elementary Physical Education and Health Methods****2 credit hours**

This course is designed to acquaint elementary education majors with games and play activities appropriate for classroom use. Students will be informed of the components of fitness and how to encourage active lifestyles which meet the physical, social, and psychological needs of children. Basic health concepts to enhance personal, family and community health and wellness will be covered. Topics to be included are promoting and monitoring physical fitness, drug abuse education, classroom management, handicapping conditions, facilities and equipment, and integrating physical education and academics. National standards for elementary physical education will be discussed and examined. Offered fall semester.

**PHLE 217 Adaptive Physical Education****3 credit hours**

Designed to help the student understand and cope with the problems of the physically, socially, and mentally handicapped people with whom they may be involved. Students in this course will study many deviations from the normal pattern in physical management and health management in an attempt to handle them in a "normal" classroom. Offered spring semester.

**PHLE 218 Prevention and Care of Sports Injuries****3 credit hours**

Theory and practical application involving prevention, care and rehabilitation of athletic injuries. Required of all students seeking a coaching certification. Lab fee required.

**Prerequisite: BIOL 216**

**PHLE 221 Teaching Individual and Team Sports****3 credit hours**

Theory and practice of the fundamentals, methods, and materials of teaching individual and team sports. Offered fall and spring semesters.

**PHLE 222 American Sports History****3 credit hours**

Examines the history of American sports aside from baseball, with emphasis on the twentieth century.

**Same as HIST 222**

**PHLE 223 Sociology of Sport****3 credit hours**

This course offers a sociological examination and analysis of the role the institution, sport, plays in social life and society. Particular attention is given to understanding the social processes which relate to sport, such as socialization, competition and conflict, cooperation, social stratification, and social change. Additionally, the relationship(s) between sport and culture and between sport and other social institutions – such as education, economics, politics, health, family, and religion – is addressed.

**Same as SOCI 223**

**PHLE 227 Personal and Community Hygiene****3 credit hours**

Hygiene of the basic systems of the body with emphasis on care, functions and disorders, natural and acquired defenses against disease, elements of preventive medicine, and modern standards of sanitation. Exploration of causative community factors; diagnosis of disease and programs to combat these conditions. Offered spring semester.

**PHLE 228 Sport Communication****3 credit hours**

An introduction and overview of the field of sport communication; specific topics include models of sport communication, print and electronic media, sport advertising, public relations, media relations, and employment opportunities. Students will write copy for various media) create content for their sport communication portfolio) as well as critically assess content created by other sport organizations.

**PHLE 231 Substance Abuse****3 credit hours**

Study of alcohol and drug use with relevance to medical, psychological, sociological and legal dimensions in the United States with an emphasis on automobile-related issues.

**Theory of Coaching Sports Courses**

The following 2 credit hour theory courses include the theory, organization, methods and techniques of coaching these sports. Each course is designed as preparation for public school coaching. Lectures and practical work with the various athletic teams are included. Also included will be ethics education for coaches of all sports.

**PHLE 240 Theory of Coaching Wrestling****PHLE 241 Theory of Coaching Football****PHLE 242 Theory of Coaching Basketball**

**PHLE 243 Theory of Coaching Baseball**  
**PHLE 244 Theory of Coaching Softball**  
**PHLE 246 Theory of Coaching Volleyball**  
**PHLE 248 Theory of Coaching Track and Field**  
**PHLE 250 Theory of Coaching Soccer**

**PHLE 251 Theory of Officiating Fall and Winter Sports**  
**2 credit hours**

Students will obtain proficiencies in the fundamentals, techniques, rules, procedures, and professional attitudes required of officials for fall and winter sports. Offered fall semester.

**PHLE 252 Theory of Officiating Spring and Summer Sports**  
**2 credit hours**

Students will obtain proficiencies in the fundamentals, techniques, rules, procedures, and professional attitudes required of officials for spring and summer sports. Offered spring semester.

**PHLE 257 Field Experience I**  
**1 credit hour**

An opportunity for students to survey pre-career opportunities, observe industry-relevant practices and content, and initiate professional networking. Course is repeatable once for credit; 2 credit hours maximum.

**PHLE 295 Seminar in Kinesiology**  
**2 credit hours**

Instructor-guided discussion of current and emerging topics in sport management, recreation, and exercise science. Topics of interest may vary each time the course is offered. May be repeated once for credit.

**Prerequisites: Junior standing**

**PHLE 318 Sports Injury Management Skills**  
**3 credit hours**

The student is introduced to the various methods and techniques used in injury assessment, taping and bandaging, therapeutic modalities and rehabilitation exercises. The focus of this course is directed toward skills necessary for managing a variety of situations that commonly occur in the field of athletic training and sports medicine. Recognizing and evaluating sports injuries is a necessary part of the responsibility of the person(s) working in the sports areas, along with knowing the hands-on techniques associated with injury care. Lab fee required.

**Prerequisite: PHLE 218**

**PHLE 319 Concepts of Coaching**  
**3 credit hours**

This course provides an overview of the concepts that are essential in the preparation of sport coaches in secondary schools. Students will evaluate the current theoretical perspectives in the field of sport psychology and critically evaluate the current research in coaching sports. Topics include: developing a coaching philosophy, evaluating theories in motivation, understanding team dynamics, communicating effectively, and improving player performance. Offered fall semester.

**Prerequisite: Junior standing**

**PHLE 321 Sports Marketing**  
**3 credit hours**

Marketing concepts applied to the sports industry with application emphasis on the amateur and collegiate levels. Topics covered include the traditional marketing mix, services marketing, public relations, and event planning. Students also will utilize case studies and individual and team projects in learning how to market sporting events.

**Same as BUSI 321**

**Prerequisite: Junior standing or consent of instructor.**

**PHLE 325 Sport & Exercise Nutrition**  
**3 credit hours**

Influence of nutrients and energy metabolism on the individual's health; adjustment of meal patterns to fulfill nutritional needs of the individual throughout the life cycle. Offered spring semester.

**Prerequisites: BIOL 216 or equivalent, Recommended: CHEM 101 & CHEM 102**

**PHLE 332 Analysis of Human Motion**  
**3 credit hours**

Study of body movements, muscle action, and joint mechanics in relation to physical education activities; mechanical analysis of basic motor skills. Offered fall semester.

**Prerequisite: BIOL 216**

**PHLE 334 Tests and Measurements in Health, Physical Education, and Recreation**

**3 credit hours**

Various testing techniques and statistical analysis of tests available for use in the field of Physical Education. Offered fall and spring semester.

**Prerequisite: MATH 102 or higher**

**PHLE 335 Exercise Physiology**

**4 credit hours**

An introduction to the study of how the human body responds to the demands of physical activity and how exercise affects the physiological functions of the body. Offered fall semester.

**Prerequisite: BIOL 216**

**PHLE 336 Organization and Administration of Health, Physical Education, and Recreation**

**3 credit hours**

Programs and problems related to administration. Emphasis on intramurals, curriculum revision, purchasing and management of facilities. Offered fall and spring semester.

**Prerequisite: Junior standing**

**PHLE 338 Organization of School Health Program**

**3 credit hours**

Organization and development of school health programs, dealing with hygiene, sanitation of the school plant, the lunch program, school health services and the health instructional program.

**Prerequisite: PHLE 227**

**PHLE 339 Essentials of Strength and Conditioning**

**3 credit hours**

This class is designed to teach students how the body reacts to varying types of exercise, covers physiological systems and anatomy pertinent to strength training, and how to design weight training and conditioning programs for athletes in many athletic arenas. Offered spring semester.

**Prerequisite: PHLE 205 Recommended: PHLE 332**

**PHLE 347 Field Experience II**

**1 credit hour**

An opportunity for students to further explore practice-based opportunities, develop industry-relevant skills and initiate networking, as well as building their career portfolio in the sport industry.. Course is repeatable once for credit;2 credit hours maximum.

**PHLE 390 Kinesiology Practicum**

**1 credit hour per semester, 2 credits required**

A Kinesiology capstone course in which students will integrate knowledge and skills learned in the progression of their education. Students will conduct research and produce a presentation-quality manuscript and/or poster for display at a local, regional, or national conference. Course will be taken over two full consecutive semesters.

**PHLE 420 Biomechanics**

**4 credit hours**

Study of forces on the human body; application of Newtonian mechanics to problems of human motion. Topics covered include linear & angular kinematics & kinetics, motion in fluid medium. 3 hour lecture, 1 hour lab per week. Offered spring semester.

**Prerequisites: PHYS 201 & PHLE 332**

**PHLE 430 Advanced Exercise Physiology**

**4 credit hours**

Advanced study of exercise physiology topics, including adaptations to exercise training, environmental influences on performance, age & sex considerations in sports and exercise, and the impact of physical activity on disease states, including cardiovascular disease, diabetes, and obesity. 3 hour lecture, 1 hour lab per week. Offered spring semester.

**Prerequisite: PHLE 335**

**PHLE 437 Exercise Prescription**

**3 credit hours**

This class is designed to teach students how to test individuals and their fitness level, and then how to prescribe an exercise routine that will develop the individual to what they desire. Offered spring semester.

**Prerequisite: PHLE 332, PHLE 334 & PHLE 335**

**PHLE 440 Sports Pharmacology****3 credit hours**

Pharmacologist principles including models of action, uses, modes of excretion, and patient side effects of various drug classes. The drugs are presented in a "system approach" with emphasis on medications utilized in diagnosing and treating diseases and injuries associated with the various body systems. 3 hours lecture per week; student oral presentations and case studies. Offered fall semesters.

**Prerequisites: CHEM 101 and CHEM 102****PHLE 445 Sport Facility & Event Management****3 credit hours**

This course examines the fundamental knowledge, skills, and concepts pertaining to the planning, organization, publicity, and management of sporting events. Additionally, the course will address the ongoing operation, maintenance, development, and planning of sport and leisure facilities.

**PHLE 454 Risk Management in Sport****3 credit hours**

This course focuses on safety, negligence, and liability in sport. Designed to help ADs, coaches, educators, facility managers, program directors, etc., develop the knowledge and skills to recognize and eliminate dangerous situations before they become problematic. Offered spring semester.

**Prerequisite: Junior standing or instructor consent**

## PHYSICAL SCIENCE (PHSC)

### Traditional Program

**PHSC 100 Physical and Earth/Space Science for Elementary Educators****3 credit hours**

This course is designed to provide the Elementary Education student with an introduction to the Sciences with content related to Physical and Earth/Space Science. This class cannot be used to meet Core science requirements. Offered spring semester.

**Prerequisite: Elementary Education major**

## PHYSICS (PHYS)

### Traditional Program

**PHYS 201 General Physics I****4 credit hours**

Solid mechanics including kinematics, dynamics and statics; fluid mechanics, waves, periodic motion, sound, and light with algebra and trigonometry applications. Three lectures and one laboratory session per week. Lab fee required. Offered every fall.

**Prerequisite: MATH 140 or consent of instructor****PHYS 202 General Physics II****4 credit hours**

Heat transfer, thermodynamics, magnetism; electricity including resistance, capacitance, inductance, series and parallel combinations, DC and AC circuits; electromagnetic waves, atomic structure and modern physics with algebra and trigonometry applications. Three lectures and one laboratory session per week. Lab fee required. Offered every spring.

**Prerequisite: PHYS 201****PHYS 211 College Physics I****5 credit hours**

Solid mechanics including kinematics, dynamics and statics; fluid mechanics, waves, periodic motion, sound and light with vector and calculus applications. Three lectures, one laboratory session, and one problem-solving session per week. Lab fee required. Offered every fall.

**Prerequisite: MATH 241 or consent of instructor****PHYS 212 College Physics II****5 credit hours**

Heat transfer, thermodynamics, magnetism; electricity including resistance, capacitance, inductance, series and parallel combinations, DC and AC circuits; electromagnetic waves, atomic structure and modern physics with vector and calculus applications. Three lectures, one laboratory session, and one problem-solving session per week. Lab fee required. Offered every spring.

**Prerequisite: PHYS 211**

**PHYS 227 Electrical Energy and Circuits****4 credit hours**

Scientific theory of magnetism and electricity. An introduction to the generation and distribution of electrical energy. Application of Ohm's Law and Watt's Law to DC & AC circuits containing resistors, and/or capacitors, and/or inductors in series, parallel, and series/parallel combinations. Laboratory includes use of test equipment, breadboarding and troubleshooting of basic DC & AC circuits, and an introduction to residential wiring. Also includes units on Programmable Logic Controllers, basic electronics, and the construction of an individual project. Lab fee required. Offered every fall.

**Same as INDU 227**

**Prerequisite: MATH 140 recommended**

**PHYS 327 Engineering Thermodynamics****3 credit hours**

Introduction to the principles of work, energy and the physical properties of engineering fluids including temperature, pressure, internal energy, enthalpy, specific heat and entropy. The first and second laws of thermodynamics will be studied and used to analyze various thermodynamic processes common in engineering practice. The non-flow energy equation, continuity equation, Bernoulli's equation and steady flow energy equation will be introduced. Calculations will also involve the ideal gas law, gases, and gas mixtures, steam and non-ideal gases. Offered spring 2018.

**Prerequisites: MATH 140/MATH 241 and PHYS 202/212**

**PHYS 333 Industrial Electronics****3 credit hours**

Scientific theory of semiconductors. An introduction to circuits using diodes, transistors, and opamps. Exploration of the use of transducers to interface mechanical, fluid, electrical, and thermal systems with emphasis placed on industrial automation and control. Laboratory activities include breadboarding and troubleshooting basic circuits, use of Programmable Logic Controllers, and various forms of electric motor controls. Construction of individual and group projects including original design of a printed circuit board is encouraged. Lab fee required. Offered spring of even years.

**Same as INDU 333**

**Prerequisites: PHYS 202/212 or INDU 227**

**PHYS 341 Statics****3 credit hours**

An introduction to the principles of engineering statics and the laws of equilibrium. Mathematical analysis of forces and moments acting on machine elements, frames and trusses at rest or in non-accelerated motion. The concepts of free body diagrams, inertia, friction and moment diagrams are introduced to help analyze multiple force systems. Classroom concepts will be applied to actual industrial problems to develop a method of problem evaluation and final solution. Lab fee required. Offered every spring.

**Same as ENGR 341**

**Prerequisites: PHYS 201/211**

**PHYS 342 Dynamics and Kinematics****3 credit hours**

An introduction to the principles of engineering dynamics, including particle position, displacement, velocity and acceleration. Newton's laws will be used to evaluate the forces required to produce desired motions, velocities and accelerations of machine elements. Concepts of work, kinetic energy, impulse, momentum and the conservation of energy will be introduced and applied in the analysis of actual industrial problems. Lab fee required. Offered every fall.

**Same as ENGR 342**

**Prerequisites: PHYS 341**

**PHYS 343 Mechanics of Materials****3 credit hours**

An introduction to the concept of internal stresses in machine elements resulting from applied external force systems. Mathematical analysis of tension, compression, torsional and flexure stresses in machine elements and pressure vessels. Introduction and mathematical analysis of strain and deflections resulting from external forces. Classroom concepts will be applied to actual industrial problems to develop a method of problem evaluation and resolution. Offered every spring. **Same as ENGR 343**

**Prerequisites: PHYS 341**

**PHYS 390 Professional Development Seminar****2 credit hours**

Readings and discussion of professional and ethical issues; preparation of an individual's professional portfolio. Participation in a professional meeting and presentation of a paper based on original research and/or ideas encountered at the meeting. Offered spring semester.

**Same as APCS/INDU/MATH 390**

**Prerequisite: Junior standing in PHYS or consent of instructor**

**PHYS 395 Professional Development Seminar II**

**1 credit hour**

Continuation of professional development in a second area. Preparation of a professional portfolio; presentation of an individual research project or participation in another professional meeting and presentation of a research paper. Offered as needed.

**Pre/Co-requisite: APCS/INDU/MATH 390**

## POLITICAL SCIENCE (PLSC)

**PLSC 100 International Relations**

**3 credit hours**

Individual, domestic, national and system effects on relations between states; war, diplomacy and other instruments of influence; contemporary and future international problems. Offered every spring.

**PLSC 125 United States National Government**

**3 credit hours**

Nature of government, Federal Constitutional principles; organization and functions of executive, legislative, and judicial branches; roles of interest groups and citizens in democracy. Offered every fall.

**PLSC 150 Comparative Politics -Western Democracies**

**3 credit hours**

The politics of Great Britain, France, the Federal Republic of Germany, and other major Western European states; the comparative method and its utility in the study of politics, comparison of political processes and political institutions. Offered spring of even years.

**PLSC 200 The Politics of War and Peace**

**3 credit hours**

Major issues concerning war and peace and the search for peace; research on the causes of war at the individual, national and system levels; an examination of the ethics of war and the conduct of war; nuclear weapons and disarmament, nuclear war.

**Prerequisite: PLSC 100 or consent of instructor**

**PLSC 210 State and Local Government**

**3 credit hours**

Organization and functions of state, county, and municipal government; examination of their financial problems, reorganization and urban-rural relations. Offered spring of odd years.

**PLSC 217 Ethnic and Race Relations**

**3 credit hours**

Explores the historic and current problems faced by ethnic and racial minority groups in American society; the causes and consequences of prejudice and discrimination and the nature of current minority-majority interaction. Offered fall of even years.

**Same as SOCI 217**

**PLSC 230 Congress and the Presidency**

**3 credit hours**

Background of the executive and legislative branches in the Constitutional Convention and their evolution to present; decision-making by Congress and the President. Offered fall of even years.

**Prerequisite: PLSC 125 or consent of instructor**

**PLSC 234 American Black History**

**3 credit hours**

Examines the political, economic, social, and cultural history of American blacks.

**Same as HIST/SOCI 234**

**PLSC 236 America in the Modern World**

**3 credit hours**

Examines the diplomatic and military history of the United States since the Revolutionary War, with emphasis on the twentieth century.

**Same as HIST 236**

**PLSC 250 American Political Parties and Elections**

**3 credit hours**

Examines the historical development, organization, functions, and tactics of American political parties and the historical development, method, style, and meaning of presidential and congressional election campaigns.

**Same as HIST 250**

**PLSC 310 Political Thought****3 credit hours**

Analysis of political theory from the ancient, medieval, modern, and post-modern periods, with application to political issues and problems of the contemporary world. Offered fall of odd years.

**PLSC 318 Women in American History****3 credit hours**

Examines the political, economic, social, and cultural history of American women. Offered spring of even years.

**Same as HIST/SOCI 318**

**PLSC 321 U.S. Public Opinion and Interest Groups****3 credit hours**

An examination of the trends and diversity of American public opinion on political issues; an introduction to the measurement of public opinion; how and why public opinion develops into interest groups; types, resources, tactics, roles, and regulation of interest groups.

**PLSC 331 Law and Society****3 credit hours**

Evolution of law and legal institutions; theory of law and jurisprudence; use of law and the legal system for the development of public policy. Offered odd years.

**Same as SOCI 331**

**Prerequisite: PLSC 125 or consent of instructor**

**PLSC 332 American Constitutional History****3 credit hours**

Examines the historical development of the U. S. Supreme Court and its major decisions since the Federalist era. Offered fall of odd years.

**Same as HIST 332**

**PLSC 333 Constitutional Rights and Liberties****3 credit hours**

Legal issues, controversies, and significant developments in constitutional rights and liberties, and the impact of these developments upon American politics, culture, and social institutions. Offered fall of even years.

**Prerequisite: PLSC 125, or PLSC 332, or consent of instructor**

**PLSC 349 International Business****3 credit hours**

Study of business in a global economy with the major complexities involved including the effects of different social systems, governmental influences on trade, financial exchange rates, and corporate relationships and policies. Offered every spring.

**Same as ECON/BUSI 349**

**Prerequisites: Junior standing**

**PLSC 358 Washington Center Internship****10 to 15 credit hours**

The Washington Center places juniors or first semester seniors in a federal agency in Washington, D.C. Interns work forty hours per week in a responsible position for twelve hours credit and participate in one weekly seminar led by a professional practitioner for three hours credit. Applications are due April 15 for the fall semester, October 1 for the spring semester, and February 15 for the summer (summer session credit ten hours maximum).

**PLSC 359 Iowa Legislative Internship****6 to 12 credit hours**

Interns spend spring semester at Iowa State Legislature in Des Moines, gaining practical experience in the legislative process and providing useful staff services for legislators. Interns serve either Monday through Thursday for twelve hours credit or two of those days for six hours credit. Interns must submit paper summarizing legislative experience. All applications are due December 1.

**PLSC 390 History/Government Practicum****3 credit hours**

This capstone course integrates knowledge gained through student's major concentration and Penn Leadership Core courses. Offered every spring.

**Same as HIST 390**

## PSYCHOLOGY (PSYC)

### **PSYC 102 Introduction to Psychology**

#### **3 credit hours**

Introductory psychology with units in learning, human development, problem solving, perception, emotion, motivation, personality, social behavior, behavior disorders, and therapy. Offered every fall.

### **PSYC 108 Life-Span Psychology**

#### **3 credit hours**

Human development from conception to death (child, adolescent, adult psychology). Emphasis on the plasticity, multidimensionality, multidirectionality, and historical embeddedness of human change. Offered every fall and spring.

### **PSYC 221 Introduction to Counseling**

#### **3 credit hours**

An overview of current practices in personal and career counseling including basic counseling skills and contemporary professional issues. Emphasis on service to individuals. Offered every fall.

### **PSYC 230 Psychology of Religion**

#### **3 credit hours**

A course that examines the practice of religion from a social scientific perspective.

**Same as RELI 230**

### **PSYC 240 Health Psychology**

#### **3 credit hours**

Psychological contributions to understanding the causes, prevention, and treatment of physical illness. Research addressing the reciprocal effects of behavior and physical health will be emphasized. Offered every spring.

### **PSYC 260 Social Psychology**

#### **3 credit hours**

Scientific study of social influence. Topics include small group process, organizational behavior, affliction, aggression, altruism, attitude change, interpersonal attractions, and prejudice. Offered every spring.

**Same as SOCI 260**

### **PSYC 265 Social Science Statistics**

#### **3 credit hours**

This course introduces students to the fundamentals of social statistics – techniques social scientists use to summarize quantitative data. The topics include *descriptive* statistical percentages, ratios and rates, frequency distributions, tables, charts, and graphs; measures of central tendency and dispersion; *inferential* statistical sampling distribution and estimation; hypothesis testing; bivariate measures of association; and multivariate techniques. Offered every fall. MATH 105 recommended.

**Same as SOCI 265**

### **PSYC 303 Developmental & Educational Psychology**

#### **3 credit hours**

This course focuses on human development of child and adolescent (K-12) including physical, personal, social and cognitive development. Psychological principles are applied to the educational process with units in learning, motivation, measurement, and evaluation. This course is required for all education majors.

**Prerequisites: EDUC 100, Junior standing or consent of the instructor**

### **PSYC 305 Theories and Systems of Counseling**

#### **3 credit hours**

The emphasis of this course is counseling theories as applied to counseling individuals. An overview of the major theoretical perspectives on human behavior and individual counseling interventions. Counseling strategies and techniques associated with different theories will be discussed. Offered every spring.

**Prerequisite: PSYC 102**

### **PSYC 322 Multicultural Counseling Approaches**

#### **3 credit hours**

Designed to help counselors and mental health practitioners maximize their effectiveness when working with a culturally diverse population. Offered every spring.

**Prerequisite: PSYC 221**

**PSYC 326 Abnormal Psychology****3 credit hours**

A study of major forms of psychological disorder in adults and children in the context of modern life. Attention to the genetic, socio-cultural, and psychological bases and amelioration of abnormality. Offered every spring.

**PSYC 327 Personality****3 credit hours**

A survey of the major theories of personality, including but not limited to those of Freud, Jung, Skinner, Maslow, Adler, Fromm, Bandura, Allport, and Cattell. Offered every fall.

**Prerequisites: PSYC 102 or consent of instructor****PSYC 331 Human Services in Contemporary America****3 credit hours**

Survey of human service organizations, their historical development, relationship to professional societies, and diverse employment opportunities locally and nationally. Offered every spring.

**PSYC 333 Learning****3 credit hours**

An exploration of past and current learning theories. Emphasis will be placed on how learning principles are related to everyday experiences and how knowledge of these principles may be used to modify one's behavior for a more satisfying life. Offered every fall.

**Prerequisite: PSYC 102 or consent of instructor****PSYC 335 Experimental Psychology****3 credit hours**

An in-depth examination of research methods applied in the field of psychology, as well as how data is collected, analyzed (at a basic level) and written in report form. Required of psychology majors. Offered every fall.

**Prerequisite: PSYC 102 and LDRS 203 or consent of instructor****PSYC 348 Crisis Intervention****3 credit hours**

A skills-related counseling course to understand the bases of and practical techniques for crisis intervention and group facilitation. Offered every spring.

**Prerequisite: PSYC 102****PSYC 390 Psychology Practicum****Human Services General****3 credit hours**

A capstone course for psychology / human services majors. Some field experience and seminar discussion. Human services students will be required to work a minimum of 100 hours in an area of human services or a work setting where human relations skills and psychological knowledge are relevant. Psychology students will conduct primary or literature research integrating knowledge in their discipline. Offered every spring.

**Prerequisite: PSYC 335 for Psychology majors**

## RELIGION (RELI)

**RELI 104 Understanding the Old Testament****3 credit hours**

A survey course in which significant portions of the Old Testament are read and discussed. The historical-spiritual development of the Jewish people and relationship of the Jewish faith to Christianity is emphasized.

**RELI 106 Understanding the New Testament****3 credit hours**

A survey course in which the entire New Testament is read and discussed. Major features and themes of the individual books and letters of the New Testament are discussed and analyzed.

**RELI 204 Christianity in America****3 credit hours**

Examines the rise of both the Protestant and Catholic churches in America and the influence of Christianity upon American life and culture. Note: this course has been formerly listed as Living Religions in America.

**Same as HIST 204**

**RELI 206 Christian Ethics****3 credit hours**

This course examines the foundations of Christian ethical thought and theory derived from both the New and Old Testaments. The personal and social implications of Christian ethics to life and culture will be addressed. Lives of exemplars representing Christian ethics in action – both past and present – will serve as models for study and reflection.

**RELI 210 Religion in Modern America****3 credit hours**

A survey of the influence of religion upon American culture from the 20<sup>th</sup> century to the present day.

**RELI 212 Religion and Society****3 credit hours**

This course approaches religion as one of society's institutions. It will focus on the practices, social structures, historical backgrounds, development, universal themes and the roles of religion in society. Emphasis will be placed on the dialectical relationship between society and religion.

**Same as SOCI 212**

**RELI 230 Psychology of Religion****3 credit hours**

A course that examines the practice of religion from a social scientific perspective.

**Same as PSYC 230**

**RELI 300 Comparative Religion****3 credit hours**

This course is a comparative survey of world religious leaders, historical and contemporary. The emphasis will be on understanding the major religious faiths of the world. The course will include inquiry concerning the beliefs, practices, views of reality, morality, paths of ultimate fulfillment, and the social implications of the world's major religions. Students will be expected to respond reflectively to the readings and field experiences.

## SOCIOLOGY (SOCI)

**SOCI 101 Introduction to Sociology****3 credit hours**

Examines the social processes and structures which shape both individuals and groups of all sizes, including friends, families, corporations and nations. Provides students with interpretive tools for understanding themselves and others in a changing world. Offered every fall.

**SOCI 123 Sociology of Contemporary Issues****3 credit hours**

Investigates current social problems with an analysis of causative factors and possible solutions. Topics covered will vary. Offered every spring.

**SOCI 126 Deviant Behavior****3 credit hours**

A sociological analysis of deviant behavior in relation to norms, values, and social control. The course examines the relationship of deviant behavior to conventional values, sex roles, institutions, and power, with special attention to the social construction of deviance. Offered spring of even years.

**SOCI 211 Introduction to Criminology****3 credit hours**

Analyzes the meaning, identification and causes of crime and the role of social institutions in the control of crime and the correction of criminals. Offered every fall.

**SOCI 212 Religion and Society****3 credit hours**

This course approaches religion as one of society's institutions. It will focus on the practices, social structures, historical backgrounds, development, universal themes and the roles of religion in society. Emphasis will be placed on the dialectical relationship between society and religion. **Same as RELI 212**

**SOCI 217 Ethnic and Race Relations****3 credit hours**

Explores the historic and current problems faced by ethnic and racial minority groups in American society and beyond; the causes and consequences of prejudice and discrimination and the nature of current minority-majority interaction. Offered fall of even years.

**Same as PLSC 217**

**SOCI 218 Juvenile Delinquency****3 credit hours**

An investigation of youth as both offenders and victims of crime; theories of juvenile delinquency; youth programs related to crime; the role of the school, the family, and the police; child abuse, runaways and street kids; juvenile gangs; the juvenile justice system; juvenile corrections, and an evaluation of preventive programs. Offered every fall.

**SOCI 219 Sex and Gender in Society****3 credit hours**

A sociological exploration of the changing roles of men and women. Examination of formation of male and female identity; problems encountered between men and women; interpersonal, romantic, and work relationships; and the implications of changing sex roles for major social institutions. Offered every spring.

**SOCI 220 Social Organization****3 credit hours**

A study of organizational society, its formal and informal structure, the development of bureaucracy, and the use and misuse of power. Offered fall of odd years.

**SOCI 223 Sociology of Sport****3 credit hours**

This course offers a sociological examination and analysis of the role the institution, sport, plays in social life and society. Particular attention is given to understanding the social processes which relate to sport, such as socialization, competition and conflict, cooperation, social stratification, and social change. Additionally, the relationship(s) between sport and culture and between sport and other social institutions – such as education, economics, politics, health, family, and religion – is addressed. Offered spring of odd years.

**Same as PHLE 223**

**SOCI 234 American Black History****3 credit hours**

Examines the political, economic, social, and cultural history of American blacks.

**Same as PLSC/HIST 234**

**SOCI 260 Social Psychology****3 credit hours**

Scientific study of social influence. Topics include small group process, organizational behavior, affliction, aggression, altruism, attitude change, interpersonal attractions, and prejudice.

**Same as PSYC 260**

**SOCI 265 Social Science Statistics****3 credit hours**

This course introduces students to the fundamentals of social statistics – techniques social scientists use to summarize quantitative data. The topics include *descriptive* statistical percentages, ratios and rates, frequency distributions, tables, charts, and graphs; measures of central tendency and dispersion; *inferential* statistical sampling distribution and estimation; hypothesis testing; bivariate measures of association; and multivariate techniques. Offered every fall. MATH 105 recommended.

**Same as PSYC 265**

**SOCI 311 Marriage and Family****3 credit hours**

Marriage and contemporary family life; exploration of questions, problems, and alternatives. Offered every fall.

**Prerequisite: SOCI 101, or SOCI 123, or consent of instructor**

**SOCI 318 Women in American History****3 credit hours**

Examines the political, economic, social, and cultural history of American women.

**Same as HIST 318/PLSC 318**

**SOCI 328 Criminology Theory and Practice****3 credit hours**

An analysis of the patterns and causes of criminality and the operational practice of the law enforcement and criminal justice systems. Crime, as a form of social deviance, is examined in relation to the cultural and social control systems of society. Offered every spring.

**Prerequisite: SOCI 101, 123, or consent of instructor**

**SOCI 331 Law and Society****3 credit hours**

Evolution of law and legal institutions; theory of law and jurisprudence; use of law and the legal system for the development of public policy.

**Same as PLSC 331**

**Prerequisite: PLSC 125 or consent of instructor**

**SOCI 335 Social Research Methods****3 credit hours**

Presents the detailed logic underlying research design, data collection, and data analysis in sociological studies. The course addresses both quantitative (e.g., survey) and qualitative (e.g., participant observation) dimensions of research, and special emphasis is placed on research ethics. Offered every spring.

**Prerequisite: MATH 105 or consent of instructor**

**SOCI 345 Organizational Behavior****3 credit hours**

Analysis of the behavior of people in organizations, drawing upon the disciplines of Psychology, Sociology, and Business Administration. Applications are studied in the context of effective management of organizational behavior and the important inter-relationships between needs and expectations of the individual, the organization, and society. Offered every fall.

**Same as BUSI 345**

**SOCI 347 Business Ethics****3 credit hours**

Approaches to ethical issues and problems facing business and society today. Offered every spring.

**Same as BUSI 347**

**Prerequisite: Junior standing**

**SOCI 350 Sociological Theory****3 credit hours**

An integrative seminar focusing on the central issues and selected problems faced by major social thinkers and others in the study and understanding of the social world. Offered every fall.

**Prerequisite: SOCI 101 or SOCI 123 and twelve hours of other Sociology courses, or consent of the instructor**

**SOCI 390 Sociology Practicum****3 credit hours**

A capstone seminar course in sociology research methodology, theory, and practice involving 100 hours of relevant service learning. Regardless of emphasis area, majors will be involved in research integrating knowledge of their discipline with critical reflection on their service learning experiences.

## THEATRE (THEA)

**THEA 104 Basic Production****3 credit hours**

Designed to familiarize a student with all production aspects of a working theatre. Along with class and workshop time, students will make practical application of theories and practices through work on university, community, and possibly, professional performances. Offered fall semester.

**THEA 106 Acting 1****3 credit hours**

Students will explore acting techniques including character analysis, voice, projection, movement, and memorization. The emphasis will be on developing the actor as a disciplined artist and the actor's role in the production process. Offered spring semester.

**THEA 110 Improvisation and Movement****3 credit hours**

Basics of movement and physical adaptation of characters will be developed throughout the semester. Students will learn principles and techniques of Improvisational Theatre and how to apply the essentials of physical comedy. Offered fall semester.

**THEA 114 Theatre Production****1 credit hour**

Many acting and technical theatre opportunities are available on campus. Whether it is working on stage, doing one-acts, or full stage productions, students are assured of a quality experience in the theatrical performing arts. May be repeated for credit.

**THEA 116 Special Effects****1 credit hour**

Basic principles related to theatrical special effects and illusions will be introduced and discussed in both theory and practice. Techniques include practiced exercises ranging from close-up "Street Magic" to full-scale illusions used in set designs. Exploration includes an overview of pyrotechnics and environmental effects.

**THEA 117 Makeup****1 credit hour**

Basic makeup techniques practiced through exercises in Grecian proportions, old age, stout, and lean using the student's own face as a canvas. Exploration of animal makeup, beard construction, and appliance effects.

**THEA 118 Costuming****1 credit hour**

Survey of costume history to gain knowledge of various period styles. Basic construction methods. Solving design problems through use of sketches, pattern making, and construction of period costumes. Work with major production required.

**THEA 124 Stage Lighting & Sound****3 credit hours**

An introductory course providing students with a basic understanding of the principles, practices, and execution of stage lighting and sound and their applications in the theatre. The lighting portion of the course focuses on the fundamentals of stage lighting such as: functions of lighting, qualities of light, design, basic electricity, lighting instruments and equipment, light plot basics, board operation, and safety. The sound portion of the course provides the students with a working knowledge of sound design and engineering focusing on the functions of sound, equipment (including set up and maintenance), design, sound operation, sound plot basics, recording and reproduction.

**THEA 212 Oral Interpretation****3 credit hours**

Poet Vachel Lindsey once wrote, "I write poetry to be read and poetry to be read out loud." This class will focus on the second kind of literature that Lindsey was talking about. This course will introduce students to a specific, systematic understanding of performed literature. Voice and diction will be developed through the medium of drama, poetry, prose, reader's theatre, narratives, and children's literature. Breathing, phrasing, and range will also be explored.

**THEA 216 History of Theatre****3 credit hours**

This course gives an overview of theatre history and aesthetic styles, explores the methods of theatre artists, and provides a literary perspective from the ancient Greeks to modern day. Offered fall semesters of even years.

**Same as ENGL 216 Literary Genres: Drama**

**THEA 304 Directing and Advanced Production****3 credit hours**

A workshop course that will explore the directing and production of an entire one act play by coordinating and executing all aspects of the production. Offered spring of odd years.

**Prerequisites: THEA 104, THEA 106, and THEA 306**

**THEA 306 Acting 2****3 credit hours**

This course will explore advanced acting techniques focusing on specialized areas such as truth in technique, scene study, and the performance process as a whole. In the words of Professor Robert Barton, this course encourages students to start "setting goals for the future which allow both artistic growth and personal satisfaction."

**Prerequisite: THEA 106**

**THEA 307 Shakespeare****3 credit hours**

This course will be an in-depth examination of Shakespeare's plays and poetry. Opportunities include attending or participating in at least one Shakespeare performance or event. Offered spring semester of even years.

**Same as ENGL 307**

**Prerequisite: ENGL 220 or consent of instructor**

## SPECIAL COURSES

### Traditional Program

In addition to courses described in previous pages, William Penn University offers experimental courses. These courses are not listed in the catalog since they are designed to meet the special needs of the community or students, or arise out of the interest of faculty. 25

### **199, 299, 399 Special Topics Seminar**

Seminar devoted to a special topic related to the department's academic discipline, but not normally covered in existing courses in that department. Experimental courses in a department will be listed under one of these numbers: 199 – Freshman, 299 – Sophomore, 399 - Junior and Senior according to the level of student participation.

### **320 Independent Study**

#### **1 – 3 credit hours**

Independent research on a topic of a student's own choosing. Approval of supervising faculty member and the Dean of CASPS must be secured in advance of registration.

### **330 Experience Project**

#### **1 – 3 credit hours**

Work, travel, or group experience as arranged by academic division.

### **340 Department Assistant**

#### **1 – 2 credit hours**

Assisting with teaching a class or overseeing laboratory under supervision of regular faculty member. The student will aid in designing, developing, and evaluating the laboratory and other instructional activities. No more than four hours counted toward graduation. Must have approval of faculty member. Pass/Fail Only.

### **357 Internship**

#### **1 – 6 credit hours**

Extensive work experience in an area related to student's major field of concentration under the direct supervision of a regular faculty member and an on-site work supervisor. Approval of the faculty member, work supervisor, and division chair must be secured in advance of registration. This course may be taken more than once, for up to a total of 6 hours maximum credit per declared major. University guidelines specify a student must perform a minimum of 40 hours of meaningful work per credit hour earned. The division chair will oversee all internships credits.

## **Graduate Program**

### ***Paul McCracken Master of Business Leadership***

The William Penn University Online and Evening Program, *Paul McCracken* Master of Business Leadership program has been designed to develop leadership skills and attributes required by participants to excel at both the personal and professional level. Emphasis is placed on business leadership skills that are critical for leading a variety of business organizations at any level.

The program focuses on developing skills that have been recognized as absent in many graduate business programs. A useful graduate business leadership degree should go beyond spreadsheets and daily management techniques. It should focus on the development of skills and knowledge required to work with people, provide a framework and strategies for managing organizational systems and performance, and enhance the ability to communicate and disseminate information in an effective manner throughout the business organization.

Working with experienced adult educators the William Penn University Master of Business Leadership program is designed to build practical and useful leadership skills. The program emphasizes the development of leadership skill sets that will serve the participant throughout their personal life and career. Exposure to a wide variety of real-world issues and situations makes learning interesting and helps to develop strategies for solving problems and leading people effectively.

The program uses the following straightforward educational design: Present the basic challenges of leadership in a series of courses that provide understanding and conceptual solutions to each of these challenges; use experienced faculty mentors and contemporary real-world problem sets to assist the student in acquiring the knowledge and practical experiences required to apply these real-world solutions to leadership challenges; provide constant mentoring and feedback to the student to develop and improve essential individual and team leadership skills; and place emphasis on teamwork, business ethics, and servant leadership throughout the curriculum.

### ***Master of Business Leadership***

<b>Course</b>	<b>Course Title</b>	<b>Credit</b>
MBL 504	Effective Business Teams	3
MBL 508	Principles and Practice of Business Leadership	3
MBL 528	Business Leadership Research Methods and Project Management	3
MBL 512	Character-Based Servant Leadership	3
MBL 524	Financial Management for Business Leaders	3
MBL 520	Ethical and Moral Business Leadership	3

MBL 516	Effective Business Leadership Communication	3
MBL 532	Systems, Performance and Organizational Effectiveness	3
MBL 536	Human Capital Development and Succession Planning	3
MBL 540	Leadership and Community	3
MBL 544	Leading in a Global Business Environment	3
MBL 548	Business Leadership Capstone	3
		<b>36</b>

## ***Master Business Leadership***

### **MBL 504 Effective Business Teams**

#### **3 credit hours**

The course explores the problems, possibilities, diagnostic techniques, and management strategies associated with the effective development and management of teams in the business environment. The theory teams learn faster, execute better, implement change more readily, and deliver quality products and services more quickly and effectively are emphasized throughout the course. Models for transforming business organizations into team-based cultures are explored. Orientation to graduate studies is also included at the beginning of this course.

### **MBL 508 Principles and Practices of Business Leadership**

#### **3 credit hours**

This integrative course focuses on research and models of business leadership relevant to the identification and achievement of goals in diverse business settings. The course explores the historical development of leadership theory and examines multiple leadership models including associated strengths, weaknesses, and cross-cultural implications of each to develop a broad understanding of leadership in an ethical context.

### **MBL 528 Business Leadership Research Methods and Project Management**

#### **3 credit hours**

This is the first of two courses that emphasize the practical applications of concept, theories and practices in a real business environment in a capstone project. The course provides a framework for business research, project design and project management. Organizational and project development provide the backdrop for the application of qualitative and quantitative research, organizational based research, business project design and project management.

### **MBL 512 Character-Based Servant Leadership**

#### **3 credit hours**

Participants in this course explore the ways in which leaders are able to develop and integrate competence and character in the context of servant leadership. The course is organized around the seven classic virtues: courage, faith, justice, prudence, temperance, love, and hope identified by Aristotle and embraced as Quaker values. Students examine and learn to apply each of these virtues to common leadership issues that occur at the global, corporate, and individual business levels.

### **MBL 520 Ethical and Moral Business Leadership**

#### **3 credit hours**

This course explores leadership and ethics in business through the inquiry into the philosophical basis of interpersonal relations and values in business contexts. The application of ethical, regulatory, and legal systems to the responsibilities of people in business organizations toward society and individual employees is explored. Emphasis is placed on the ability of business leaders to recognize and address ethical issues using a grounded decision making process.

### **MBL 524 Financial Management for Business Leaders**

#### **3 credit hours**

This business course focuses on understanding financial concepts for the purpose of achieving operational organizational goals. Students will explore and apply the concepts associated with the cost of capital, working capital management, and cash flow in relationship to analysis, strategic decision making, and goal achievement.

### **MBL 516 Effective Business Leadership Communication**

#### **3 credit hours**

The primary goal of this course is to provide students with the tools and skills necessary for effective professional leadership communication in today's business environment. This course is based on the concept that communication is a central leadership skill required in the global workplace

of the twenty-first century. Participants in the course explore contemporary concepts of the meaning and functions of communication in business as well as in large private or nonprofit associations, community groups and governments.

**MBL 532 Systems, Performance and Organizational Effectiveness**

**3 credit hours**

This course focuses on the use of systems thinking and performance management to solve difficult problems and improve the effectiveness of business organizations. Students learn the difference between a traditional approach and a systems approach to analyzing complex problems. Concepts and methods involved in measuring individual and organizational performance are explored.

**MBL 536 Human Capital Development and Succession Planning**

**3 credit hours**

Participants in the course will explore methods for evaluating, recruiting, developing, and deploying employees to fill key roles in order to effectively produce desired results and drive the business organization toward its goals. Students will explore strategies for developing key human resources and leverage human capital to transform business organizations and achieve integrated externally focused results.

**MBL 540 Leadership and Community**

**3 credit hours**

This course provides participants with firsthand knowledge and experience in understanding the process of creating and transforming community through collaboration, empowerment, and dialog. Students learn the principles of individual and group development, collaboration and dialogue, and process oriented leadership through work in the community setting.

**MBL 544 Leading in a Global Business Environment**

**3 credit hours**

Course participants explore the political, cultural, economic, and technological forces at work in human societies to become knowledgeable regarding global business problems and potential solutions to those problems. Students review research findings and learn strategies for leadership and effective responses to issues of democracy, justice, peace, and human rights.

**MBL 548 Business Leadership Capstone**

**3 credit hours**

The second of two courses that emphasizes the practical applications of concept, theories and practices in a real business environment. Students implement their project plan and then compile and report the results of their research and project experience. Culmination of this course is an extensive written project report presented for review by a panel of readers and a presentation at a symposium before invited faculty, administration, students, local business leaders, and community leaders.



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## EMERITI FACULTY

- L. FREDERICK ALLEN, Professor of Religion, 1990 -2012. Emeritus, 2012; Dean, 2003 - 2009. Campus Minister, 1990-1998; Chair, Social and Behavioral Sciences Division, 1996-2003. B.S., St. Lawrence University; M.Div., Colgate Rochester/Bexley Hall/Crozer Theological Seminary; Ph.D., Boston University.
- ALLEN J. BOWMAN, Associate Professor of Religion and Philosophy, 1966-1990; Campus Minister, 1979-1990; Emeritus, 1990. B.A., Asbury College; B.D., Asbury Theological Seminary; S.T.M., Pacific School of Religion; Graduate study, Duke University and University of Iowa.
- KATHRYN DE VORE, Assistant Professor of Education, 2000 - 2014. B.S., Iowa State University; M.A., University of Iowa.
- LINDA ELIASON, Associate Professor of Music, 1965-1997; Emeritus, 1997. Chair and co-chair, 1994-97. B.A., William Penn College; M.M., Drake University; Graduate study, Drake University, University of Northern Iowa, University of Iowa, Indiana University, George Peabody College of Teachers (Nashville), and Brigham Young University.
- HENRY EDGAR GRAFKE, JR., Associate Professor of Art, 1968-1997. Emeritus 1997; B.S., Kansas State Teachers College, Emporia; M.S., University of Kansas; Graduate study, University of Iowa and Iowa State University.
- DONALD HICKLIN, Assistant Professor of Mathematics, 1992 - 2011; Emeritus 2011. B.A., William Penn College; M.S., University of Northern Colorado; Graduate study, University of Georgia and University of Montana.
- M. PATRICK McADAMS, Assistant Professor of Geology, 1988 - 2014. Chair, Natural Science Division 1994-1995. Director of Assessment, 1996-2000. Registrar, 2001 - 2009. Interim Director of Enrollment Management, 2003. B.A., M.S., University of Iowa.
- DAVID L. PORTER, Louis Tuttle Shangle Professor of History, 1976 -2016 . Acting Chair, Social & Behavioral Sciences, 2000-2001. B.A., Franklin College; M.A., Ohio University; Ph.D., Pennsylvania State University; NEH Fellow at the University of Iowa and Herbert Hoover Library 1979; Eleanor Roosevelt Institute Fellow at the Franklin D. Roosevelt Library, 1981.
- DONALD E. SCHULTZE, Dean of Instruction, 1959-1973, 1985, and 1989. Director of Teacher Education, 1958-65; Chair, Education and Psychology Division, 1958-65; Professor of Education and Social Science, 1958-91; Emeritus, 1991. B.S., M.Ed., Ed.D. University of Nebraska.
- DOUGLAS R. ZEHR, Professor of Biology, 1980 - 2014. Dean of the College of Arts, Sciences, and Professional Studies, 2000-2002. Chair, Natural Science Division 1987-1994; Interim Academic Dean, 1995-1996. B.S., Iowa State University; M.S., Ph.D., Southern Illinois University.

## FACULTY

- ROBB BEANE, Instructor of Education, 2016 - . Co-Director of Distance Learning, 2016- . B.S., Iowa State University; M.A., University of Illinois at Urbana-Champaign.
- SUSAN BOXLER, Assistant Professor of Education, 2010 - . CO-Chair of Distance Learning, 2016- . Co-Chair, Education Division, 2014 -2015- . B.S., Ball State University; M.A. Ed., Olivet Nazarene University.
- RONALD BRYAN, Visiting Instructor of Religion, 2015 - . Endowed Beane Chair in Quaker Studies, 2015 - . B.A., Vennard College; M.A., Barclay College School of Graduate Studies.
- GARY CHRISTOPHER, Associate Professor of Kinesiology, 2011 - . Chair, Health & Life Sciences Division, 2013 - . B.S., Brigham Young University; M.S., Brigham Young University; Ph.D., Texas Woman's University.
- MICHAEL D. COLLINS, Professor of Sociology, 1997 - . Associate Dean, 2011 -2016. Chair, Social and Behavioral Sciences Division, 2003 - . B.A., St. John's University; M.A., University of Nevada-Las Vegas; Ph.D., Oklahoma State University.
- WILLIAM M. COLLMAN, Assistant Professor of Kinesiology, 1995 - . B.S., Greenville College; M.A., Ball State University.
- SCOTT CRESSLEY, Assistant Teaching Professor of Instrumental Music, 2007 - . B.S., Clarion University of PA.; M.M., Eastern New Mexico University.
- SHARON DEKOCK, Instructor of Nursing, 2015 - . B.S. in Nursing, The Wichita State University; M.S. in Nursing, University of Phoenix. Central Missouri State University.
- JIM DROST, Professor of Industrial Technology, 1966 - . Co- Chair, Applied Technology Division, 1968 - . B.A., William Penn College; M.Ed., Ph.D., Iowa State University.
- BRENDA L. DUREE, Director of Nursing, 2011 - . Chair, Nursing Division, 2011 - . B.S.N., University of Iowa; M.Ed., Iowa State University; M.S.N., University of Iowa; Ph.D., Iowa State University.
- LANCE J. EDWARDS, Professor of Business, 2009 - . Chair, Business Administration Division, 2014-2015- . A.A., B.S., University of Montana; M.B.A. City University of Seattle; M.A., American Military University; D.M. Colorado Tech University.
- JANET L. EWART, Professor of Biology, 1996 - . A.B., Kenyon College; Ph.D., University of Wisconsin- Madison; Post-doctoral studies, University of Pennsylvania.
- PETE EYHERALDE, Assistant Professor of Biology, 2015 - . B.A., University of Northern Iowa; PH.D., Iowa State University.
- ANN M. FIELDS, Associate Professor of Business Administration, 2003 - . Provost, 2009. Interim President, 2009 - 2010. President 2010 - 2013. B.S., M.S., Ph.D., Iowa State University.
- BREANNE GARRETT, Assistant Teaching Professor of Mathematics, 2011 - . B.A., Central College; M.A., University of Iowa.
- JULIE E. HANSEN, Librarian and Archivist, 1988 - . B.A., Winona State University; M.A., University of Iowa.
- STEPHEN HENDERSON, Assistant Professor of Education, 2014 - ., B.A., Trinity Christian College, M.A., American Public University.
- JAMES HOEKSEMA, Professor of Industrial Technology, 1986-1995 and 1997 - . Co-Chair, Applied Technology, 2006- . B.A., William Penn College; M.A., D.I.T., University of Northern Iowa; Graduate study, Montclair State College, Iowa State University, and University of Northern Iowa.
- MICHAEL O. JOHNSTON, Assistant Professor of Sociology, 2013 - . B.A., Buena Vista University; M.P.A., Iowa State University; Ph.D., Walden University.
- VICTORIA LAIRD, Director of Visual Art, Part-time Instructor of Fine Arts, 1991 - . B.S., West Liberty State College.
- BRYCE LINKVIS, Instructor of Mathematics, 2012- . B.A. University of Northern Iowa; M.A. Northern Arizona University.
- JEANNE MARSHALL, Instructor of Education, 2015- . B.A., William Penn University; M.A., Morningside College
- PAMELA MARTIN, Professor of Education, 1996 - . Chair, Education Division, 1998 - 2014. B.S., M.Ed., James Madison University; Ph.D., University of Virginia.

TED McCOY, Associate Professor of Mathematics, 2007 - . Co-Chair, Applied Technology Division, 2016- . B.A., Grinnell College; M.S., Ohio State University; Ph.D., Ohio State University.

ANITA MEINERT, Assistant Teaching Professor & Director of Vocal and Keyboard Music, 1998 - . Chair, Humanities Division, 2013 - . B.A., William Penn College; M.M.E., Boston University.

DAVID A. MEINERT, Assistant Teaching Professor of Accounting, 2010 - . Chair, Business Administration Division, 2015- . CPA; A.A., Muscatine Community College, B.A., Buena Vista University; M.B.A., St. Ambrose University.

JIHNA MULLENS, Instructor of Business and Mathematics, 2010 - . B.S., Florida A&M University; M.B.A., Florida A&M University.

SUSAN NORRIS, Instructor of Mathematics, 2017 - . B.A. Washington State University, B.S. Washington State University, M.S. University of Idaho.

JAMES A. NORTH, Professor of Biochemistry, 2000 - . Chair, Health & Life Sciences Division, 2002 - 2013. B.S., Ph.D., University of Iowa.

DANA J. OSWALD, Assistant Professor of Education, 2007 - . B.A., William Penn College; M.E., Iowa State University.

JARED PEARCE, Associate Professor of English, 2007 - . Director of Assessment and Student Learning, 2015- . Interim Chair, Humanities Division, 2009 - 2010. Chair, Humanities Division, 2010 - 2013. B.A., Brigham Young University; M.A., Brigham Young University; Ph.D., University of Louisiana at Lafayette.

ROBERT A. RIETVELD, Assistant Teaching Professor of English, 2005 - . B.A., Central Christian College of the Bible; M.A., MDiv, Cincinnati Christian University; DMin, Southern Christian University.

STEPHEN RITTGERS, Instructor of Applied Computer Science, 2015- . B.A. Bethel University; B.S.C.E. Iowa State University; M.A. California State University.

KATHRYN A. ROE, Assistant Professor of Education 2005 - . B.A., Northern Illinois University; M.S., University of Wisconsin - Milwaukee.

BROOKE SHERRARD, Assistant Professor of History 2016 - .B.A., Truman State University; M.A., University of Iowa; Ph.D., Florida State University.

MATTHEW SLAYMAKER, Instructor of Applied Computer Science 2016 - .B.A. Mount Saint Clare College; M.A., Digital Media Arts College.

JAMES SMITH, Instructor of Industrial Technology, 2014-. B.A., William Penn University, M.A., University of Northern Iowa.

NOEL STAHL, Associate Professor of English, 2005 - . Chair, Humanities Division, 2007 - 2009. Interim Dean, 2009 -2010. Academic Dean, 2010 - . B.A., Brigham Young University; M.A., Brigham Young University, Ph.D., University of Texas, J.D., Hamline University School of Law.

GLENN STEIMLING, Associate Professor of Kinesiology 2014 - . B.A., Plymouth State College; M.A., University of Arizona; Ph.D., University of New Mexico.

JENNIFER STERLING, Instructional Services Librarian, 2002 - Reference Librarian 1998-2000. B.S., Pittsburg University; M.S., University of Missouri.

JONATHAN H. STEVENS, Assistant Professor of Applied Computer Science, 2000 - . B.A., M.Ed., University of Minnesota-Duluth; M.S., Concordia University, Wisconsin.

ASHLEY SWANSON, Instructor of English, 2015-. B.A., William Penn University; M.F.A. Minnesota State University Moorhead.

JOSHUA STUTTING, Instructor of Applied Technology, 2017-. B.A. William Penn University; M.S. Kaplan University.

SARAH TARBELL, Instructor of Psychology, 2013 - . B.A., William Penn University; M.B.L., William Penn University; M.S., Walden University.

MATTHEW D. WAGNER, Assistant Teaching Professor of Communications, 2011-. Director of the Digital Communication Program, 2011 - . B.A., Buena Vista University; M.S., Iowa State University.

JESSICA A. WILLETT, Instructor of Communications, 2017 - . B.S. Iowa State University, M.A. St Ambrose University.

JUDITH C. WILLIAMS, Assistant Professor of Applied Computer Science, 1981 - . Associate Academic Dean, 1992-1994 and 1995-1996. B.S.M.E., Virginia Polytechnic Institute; M.S.M.E., Purdue University; Graduate study, Purdue University, Memphis State University and Central Oklahoma State University.

CATHERINE A. WILLIAMSON, Associate Professor of Education, 2006- . Chair, Education Division, 2014 - . B.A., Buena Vista College; M.A., Morningside College.

LONNY L. WILSON, Professor of Economics, 1972 - . Chair, Social Science Department, 1978 - 1996. Chair, Business Administration Division, 1996 - 2014. B.A., Iowa Wesleyan College; M.A., Ph.D., University of Iowa.

RANDALL WRIGHT, Director of Technical Theater, 2005 - . B.A., Wartburg College; M.A., University of Northern Iowa.

PAPAE WYMORE, Instructor of Education, 2016 - . A.A., Indian Hills Community College; B.A., Buena Vista University; M.A., Viterbo University.

## 2017 FALL SEMESTER

Friday, August 11	Last day to add: Online Course 1 <sup>st</sup> 8 weeks
Friday, August 18	Fall Registration
Sunday, August 20	Freshman/ Transfer Student Orientation
Monday, August 21	Classes begin
Tuesday, August 29	Last day to: add a 1 <sup>st</sup> 8 week & full semester course, drop a 1 <sup>st</sup> 8 week & full semester course to be deleted from student's record
Monday, September 4	Labor Day; no classes, offices closed
Friday, September 15	Intent forms for 2018 graduates due to Registrar
Thursday, September 21	1 <sup>st</sup> 8 week module courses dropped recorded as a "W"
Monday, October 2	Last day to remove incompletes from Spring 2017/Summer 2017
Friday, October 6	Last day to add: Online Course for 2 <sup>nd</sup> 8 week Module
Tuesday, October 10	Last day to request incomplete for a 1 <sup>st</sup> 8 week module course
Friday, October 13	Fall Break; no classes, offices open
Sunday, October 15	1 <sup>st</sup> 8 week module end
Monday, October 16	1 <sup>st</sup> 8 week module grades due
Monday, October 16	Second 8 week module classes begin
Friday, October 20	Midterm grades due
Tuesday, October 24	Last day to: add a 2 <sup>nd</sup> 8 week module course drop a 2 <sup>nd</sup> 8 week module course to be deleted from student record
Wednesday, October 25	Full semester courses dropped recorded as "W"
Tuesday, November 14	2 <sup>nd</sup> 8 week module courses dropped recorded as a "W" letter grade
Wednesday-Friday, Nov 22-26	Thanksgiving holiday; no classes, offices closed
Monday, November 27	Thanksgiving break ends at 8:00 a.m.
Tuesday, December 5	Last day to request incompletes for a 2 <sup>nd</sup> 8 week module
Tuesday, December 5	Last day to request incompletes for a full semester course
Wednesday, December 6	Semester exams begin
Friday, December 8	Semester exams end
Wednesday, December 13	Final Grades due at 8am
Friday, December 22	Offices closed for Christmas break and will reopen Tuesday, January 2, 2018

## 2018 SPRING SEMESTER

Tuesday, January 2	Last day to add: Online Course for 1 <sup>st</sup> 8 weeks
Friday, January 5	Registration for Spring Semester
Saturday, January 6	Registration for Spring Semester
Monday, January 8	Classes begin
Monday, January 15	Martin Luther King Jr. Day; no classes
Tuesday, January 16	Last day to: add a 1 <sup>st</sup> 8 week & full semester course, drop a 1 <sup>st</sup> 8 week & full semester course to be deleted from student's record
Thursday, February 8	1 <sup>st</sup> 8 week module courses dropped recorded as a "W"
Monday, February 19	Last day to remove incompletes for FA17
Wednesday, February 28	Last day to request incompletes for a 1 <sup>st</sup> 8 week module course
Friday, March 2	Last day to add: Online Course for 2 <sup>nd</sup> 8 weeks
Sunday, March 4	1 <sup>st</sup> 8 week module ends
Monday, March 5	Spring Break begins
Monday, March 5	Final grades due for 1 <sup>st</sup> 8 week module
Sunday, March 11	Mid-term grades due
Monday, March 12	Spring Break ends at 8:00 a.m.
Monday, March 12	Second 8 week module begin
Tuesday, March 20	Last day to: add a 2 <sup>nd</sup> 8 week module course, drop a 2 <sup>nd</sup> 8 week module course to be deleted from student's record
Wednesday, March 28	Last day to drop a full semester course to be recorded as a "W"
Friday, March 30	Good Friday, No Classes
Saturday, April 7	Honors Banquet
Tuesday, April 10	2 <sup>nd</sup> 8 week module courses dropped recorded as a "W"
Friday, April 28	Last day to request incompletes for a full semester course
Friday, April 28	Last day to request incompletes for a 2 <sup>nd</sup> 8 week module course
Tuesday, May 1	Semester exams begin
Thursday, May 3	Semester exams end;
Saturday, May 5	Commencement
Sunday, May 6	Last day of semester
Wednesday, May 9	ALL grades due to Registrar

## 2017 SUMMER TERM I

Monday, May 14	Term I begins (4 weeks)
Sunday, June 9	Term I ends

## 2017 SUMMER TERM II

Monday, June 11	Term II begins (8 weeks)
Sunday, August 5	Term II ends

## 2017 SUMMER TERM III

Monday, May 14	Term III begins (12 weeks)
Sunday, August 5	Term III ends

**FINAL EXAMINATION SCHEDULE FALL 2017**

**Wednesday, December 6, 2017**

8:15 - 10:10	All classes meeting 8:15 - 9:05 MWF
10:15 - 12:10	All classes meeting 10:15 - 11:05 MWF
12:15 - 2:10	All classes meeting 12:15 - 1:05 MWF
2:15 - 4:10	All classes meeting 2:15 - 3:05 MWF
Evening	All classes meeting Monday/Wednesday or Monday evening

**Thursday, December 7, 2017**

8:15 - 10:10	All classes meeting 8:15 - 9:30 TTH
10:15 - 12:10	All classes meeting 9:45 - 11:00 TTH
12:15 - 2:10	All classes meeting 12:15 - 1:30 TTH
2:15 - 4:10	All classes meeting 1:45 - 3:00 TTH
Evening	All classes meeting Tuesday/Thursday or Tuesday evening

**Friday, December 8, 2017**

9:15 - 11:10	All classes meeting 9:15 - 10:05 MWF
11:15 - 1:10	All classes meeting 11:15 - 12:05 MWF
1:15 - 3:10	All classes meeting 1:15 - 2:05 MWF
3:15 - 5:10	All classes meeting 3:15 - 4:05 MWF
Evening	All classes meeting Wednesday evening

**FINAL EXAMINATION SCHEDULE SPRING 2018**

**Tuesday, May 1, 2018**

8:15 - 10:10	All classes meeting 8:15 - 9:05 MWF
10:15 - 12:10	All classes meeting 10:15 - 11:05 MWF
12:15 - 2:10	All classes meeting 12:15 - 1:05 MWF
2:15 - 4:10	All classes meeting 2:15 - 3:05 MWF
Evening	All classes meeting Monday/Wednesday or Monday evening

**Wednesday, May 2, 2018**

8:15 - 10:10	All classes meeting 8:15 - 9:30 TTH
10:15 - 12:10	All classes meeting 9:45 - 11:00 TTH
12:15 - 2:10	All classes meeting 12:15 - 1:30 TTH
2:15 - 4:10	All classes meeting 1:45 - 3:00 TTH
Evening	All classes meeting Tuesday/Thursday or Tuesday evening

**Thursday, May 3, 2018**

9:15 - 11:10	All classes meeting 9:15 - 10:05 MWF
11:15 - 1:10	All classes meeting 11:15 - 12:05 MWF
1:15 - 3:10	All classes meeting 1:15 - 2:05 MWF
3:15 - 5:10	All classes meeting 3:15 - 4:05 MWF
Evening	All classes meeting Wednesday evening

## 2017-2018 ACADEMIC MEETINGS

For Areas of Study, Departments, Faculty and Faculty Development

### SEPTEMBER

- 5 Areas of Study Meetings
- 12 Divisional Meetings
- 19 Faculty Meeting
- 26 Academic Council Meeting

### OCTOBER

- 3 Areas of Study Meetings
- 10 Divisional Meetings
- 17 Faculty Meeting
- 24 Academic Council Meeting
- 31 Areas of Study Meetings

### NOVEMBER

- 7 Divisional Meetings
- 14 Faculty Meeting
- 21 Academic Council Meeting

### DECEMBER

- 5 Areas of Study Meetings
- 12 Divisional Meetings
- 19 Faculty Meeting

### JANUARY

- 9 Divisional Meetings
- 16 Faculty Meeting
- 23 Academic Council Meeting

### FEBRUARY

- 6 Areas of Study Meetings
- 13 Divisional Meetings
- 20 Faculty Meeting
- 27 Academic Council Meeting

### MARCH

- 13 Divisional Meetings
- 20 Faculty Meeting
- 27 Academic Council Meeting

### APRIL

- 3 Areas of Study Meetings
- 10 Divisional Meetings
- 17 Faculty Meeting
- 24 Academic Council Meeting

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