

WILLIAM PENN UNIVERSITY



2018-2019 Academic Catalog



William Penn University

2018–2019

Academic Catalog

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INTRODUCING 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-five years later, William Penn University 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.
Leadership	We will influence others to worthy action.
Technology	We will master relevant technology.
Simplicity	We will focus on essential ideas and values.
Peacemaking	We will understand various view points and be able to respectfully and peaceably embrace, negotiate, or decline those views.
Integrity	We will create new and relevant knowledge and methods.
Community	We will cooperate, communicate, and coordinate our efforts. We will also participate in communities beyond the University.
Equality	We will create the opportunity for all to learn and to share their experience.

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 several 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. Its resources include two classrooms and access to over 106,000 full text journals. 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.

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 the Ware 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. This 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: Student Government Association (SGA), Programming Activities for Students by Students (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 influence 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 in the student handbook available at 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.

Foyer Gallery Art Shows
Intramural Sports
Pep/Marching Band

Student Theatre Productions
William Penn Singers
William Penn University Jazz Ensemble

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, including:

Business Club
College Democrats
College Republicans
Computer Club
Creative Ink (Literary Club)
Ecology Club
Education Club
Fishing Organization
Greek Life
History Club
Kinesiology Club
Media Club

Penn Zone Club
Pre-Professional Majors Club
President's Diplomats
Psychology/Sociology Organization
Residence Hall Association
Student Athlete Advisory Council (SAAC)
Southern Eyre Belegarth (Medieval Combat Society)
Student Ambassadors
Super Hero Club
Technology & Engineering Education Collegiate Association (TEECA)
United World Club

Student Government

SGA 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.

Campus Ministries
Fellowship of Christian Athletes (FCA)

Inter-Varsity Christian Fellowship
Team Christ

Campus Media

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)
Cadendo

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)
Alpha Sigma Lambda (Nontraditional college student honor society)
Phi Alpha Theta (History Honorary Society)
Sigma Beta Delta (National Business 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
WPC² (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	Nu Psi Tau
Alpha Eta Omega	Pi Gamma Xi
Alpha Sigma Chi	Sigma Phi Sigma
Delta Beta Phi	Theta Alpha Psi
Lambda Delta Nu	Theta Kappa Psi

Student Programming

PASS 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 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/fpc/

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 comply 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.

TYPE	LOCATION	CUSTODIAN
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 record.

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 COMPLAINT POLICY AND PROCEDURE

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. 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.
- 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

Complaints about sexual assault, relationship misconduct, or harassment should be directed to the Title IX Coordinator:

Angella Durian-Gambell
Title IX Coordinator
Penn Hall 202
William Penn University
201 Trueblood Avenue
Oskaloosa, Iowa 52577
(641) 673-1076
gambella@wmpenn.edu

The procedures for all other types of complaints is as follows:

1. When a student has a complaint, she or he shall first meet on an informal basis with the WPU employee directly involved in the dispute in an attempt to resolve the complaint or grievance. For full consideration, the complaint or grievance should be discussed 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 which remains unresolved after consultation with the WPU employee directly involved in the dispute, she or he may submit a written complaint via his or her WPU Access Student Portal. The submission of the grievance will be assigned an ombudsperson that will notify the appropriate supervisor that a complaint has been filed.

This notification shall contain a statement indicating the intention of the student(s) to proceed with the complaint and the relief requested. The appropriate supervisor shall respond in writing to the student(s) within fourteen (14) days of receipt of the submitted complaint.

If the complaint is not resolved at the point of the supervisor, the student(s) may appeal to the area Vice President via the WPU Access Student Portal. The submission of the grievance will be assigned an ombudsperson that will notify the area Vice President that a complaint or grievance has been filed. The area Vice President shall consider the appeal and make a decision. The area Vice President shall respond in writing to the student within fourteen (14) days of receipt WPU Access Student Portal grievance submission.

If the complaint is not resolved with the area Vice President, the student(s) may appeal to the University President via the WPU Access Student Portal. The submission of the grievance will be assigned an ombudsperson that will notify the President that a complaint or grievance has been filed. The University President shall respond in writing to the student within fourteen (14) days of receipt of the submitted notice of appeal. The decision of the President is final and binding.

If the initial complaint is with the area Vice President, the student may appeal to the President of the University using the same process described above.

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
(800) 621-7440 / (312) 263-0456
Fax: (312) 263-7462
info@hlcommission.org

RECORD KEEPING

The University maintains a record of complaints submitted via the WPU Access Student Portal. All submitted student complaints will be stored by 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 to help mitigate further complaints.

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

Questions regarding the student complaint policy and associated procedures should be directed to the Vice President for Academic Affairs, in person at Penn Hall, room 221, or by telephone, (641) 673-1010.

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, except for 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, DSST), 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) or the AACRAO Foreign Education Credential Service (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*:

IHCC Technical Program

Agricultural/Biofuels Process Technology
 Automotive Technology
 Aviation Maintenance Tech
 Computer Networks and Security

Computer Software Development
 Construction Management
 Construction Technology
 Criminal Justice–AAS Degree
 Diesel Power Systems
 Digital Forensics

Early Childhood Associate
 Electronic Engineering Tech

Health Information Technology

Industrial Technology Education, AGS Degree

Laser/Electro-Optics Technology
 Machine Technology
 Nursing, Associate Degree

Paramedical Specialist
 Physical Therapist Assistant

Radiologic Technology

Robotics/Automation Technology

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

William Penn major

Industrial Technology
 Industrial Technology
 Industrial Technology
 Applied Computer Science
 Industrial Technology
 Applied Computer Science
 Industrial Technology
 Industrial Technology
 Sociology/Criminology
 Industrial Technology
 Applied Computer Science
 Sociology/Criminology emphasis
 Elementary Education
 Applied Computer Science
 Industrial Technology
 Biology
 Exercise Science
 Secondary Education
 Industrial Technology
 Industrial Technology
 Industrial Technology
 Bachelor of Science in Nursing
 Biology
 Exercise Science
 Biology
 Biology
 Exercise Science
 Biology
 Exercise Science
 Industrial Technology

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

Digital Communication–Video Broadcasting
Digital Communication–Public Relations

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

Music
Music Education–K-12
Creative Arts–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

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

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*	Housing Deposit	General Fee	Medical Fee	Infra. Fee
1 st Sem	\$12,435	\$1,925	\$100	\$150	\$35	\$180
2 nd Sem	\$12,435	\$1,925	\$100	\$150	\$35	\$180
Annual	\$24,870	\$3,850	\$200	\$300	\$70	\$360

Tuition

Full-time tuition charges (12 through 18 hours) are stated above. Part-time tuition is based on \$390 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 \$390 per credit hour over 18 hours.

Meals

All full-time residential students except for 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	\$1,535 per semester or \$3,070 annually
Twin Towers Double Room	\$1,340 per semester or \$2,680 annually
Twin Towers Single Room	\$1,740 per semester or \$3,480 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.

Room and Board Cancellation

Once a student signs a housing contract and/or receives a dorm key, he/she will be required to pay 50% of the total room and board costs if he/she leaves campus before Census Day and remain enrolled in classes. Remaining enrolled in classes and moving off-campus after Census Day will result in a charge for 100% of room and board costs.

When a room and board reservation has been made and a housing contract signed for an upcoming year, cancellation may be made before the deadline without penalty. Cancellations for room and board made after May 1 for the fall semester, or December 1 for the spring semester, will result in forfeiture of your \$100 housing deposit.

A student may be released from his/her housing contract at the end of a semester as long as he/she meets the criteria for being exempt from the housing requirement. The housing deposit will be refunded in total only after room inspection and damage assessment has been forwarded to Business Services. Any charges assessed by room inspection will be withdrawn from the housing deposit and the remainder of the deposit will be returned to the student. Should damages exceed the deposit, the student will be billed for the balance.

Room Change

Room changes prior to Census Day will be billed at 100% of the room to which the student moves. Room changes after Census Day will be prorated (both refund and billing) according to the schedule below. Residence Life reserves the right to ask students to remain in their assigned rooms for the first week of school to avoid confusion.

Following the second week of school, the Residence Life Director will implement room consolidation for students living in double rooms without a roommate. Students will be charged for a single room if they choose not to consolidate.

Requests for room changes may be made on the form found at www.wmpenn.edu/roomchangerequest. No room changes may be made without a Residence Life Director's approval. A room change request does NOT guarantee a change will be granted.

Single Room Policy: if a student requests a single room, one will be granted based on seniority and availability. Should a student be placed in a double room and the roommate moves out prior to Census Day, the remaining student will be given another roommate or pay the single room rate.

If a student is found residing in a room not assigned by the Residence Life Director, that student, along with any roommate(s), will be fined a minimum of \$200; the student must remove all personal items on the day the discrepancy is discovered.

Housing and Meal Plan Refund Schedule, Fall 2018			
Date From	Date To	Days	% Refund/Billed
Prior to 8/20/2018		112	100
8/20/2018	9/2/2018	98	88
9/3/2018	9/16/2018	84	75
9/17/2018	9/30/2018	70	63
10/1/2018	10/14/2018	56	50
10/15/2018	10/28/2018	42	38
10/29/2018	11/11/2018	28	25
11/12/2018	11/25/2018	14	13
11/26/2018	12/9/2018	0	0

Student Health Insurance

All traditional students attending William Penn University **MUST** have health insurance, and any traditional student may enroll in the university's student health insurance program by completing an enrollment form. The enrollment form is completed through the online enrollment verification packet. 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 through the online

enrollment verification. The online enrollment verification needs to be completed prior to the first day of class to receive credit 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 \$390 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 and Market Street Hall 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 st Semester	\$12,435	\$105	\$80	\$100
2 nd Semester	\$12,435	\$105	\$80	\$100
Annual Totals	\$24,870	\$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	\$390/credit Hour	\$425/credit hour	\$480/credit hour

PAYMENT OPTIONS

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 10th 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

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

INSTITUTIONAL REFUND POLICY

Institutional Policy for Refund of Credit Balances

Credits showing on the student's account, created due to 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 1st day of class.

Tuition Refund Schedule

Full Semester Course Fall 2018

Week 1 – 90%	8/20/18-8/26/18
Week 2 – 80%	8/27/18-9/2/18
Week 3 – 70%	9/3/18-9/9/18
Week 4 – 60%	9/10/18-9/16/18
Week 5 – 50%	9/17/18-9/23/18
Week 6 – 40%	9/24/18-9/30/18
Week 7 – 30%	10/1/18-10/7/18
Week 8 – 20%	10/8/18-10/14/18
Week 9 – 10%	10/15/18-10/21/18
Week 10 – 0%	10/22/18-10/28/18

1st 8 Week Courses Fall 2018

Week 1 – 80%	8/20/18-8/26/18
Week 2 – 60%	8/27/18-9/2/18
Week 3 – 40%	9/3/18-9/9/18
Week 4 – 20%	9/10/18-9/16/18
Week 5 – 0%	9/17/18-9/23/18

2nd 8 Week Courses Fall 2018

Week 1 – 80%	10/15/18-10/21/18
Week 2 – 60%	10/22/18-10/28/18
Week 3 – 40%	10/29/18-11/4/18
Week 4 – 20%	11/5/18-11/11/18
Week 5 – 0%	11/12/18-11/18/18

Summer Session 1 2019

Week 1 – 70%	5/13/19-5/19/19
Week 2 – 40%	5/20/19-5/26/19
Week 3 – 10%	5/27/19-6/2/19
Week 4 – 0%	6/3/19-6/9/19

Summer Session 2 2019

Week 1 – 80%	6/10/19-6/16/19
Week 2 – 60%	6/17/19-6/23/19
Week 3 – 40%	6/24/19-6/30/19
Week 4 – 20%	7/1/19-7/7/19
Week 5 – 0%	7/8/19-7/14/19

Full Semester Course Spring 2019

Week 1 – 90%	1/7/19-1/13/19
Week 2 – 80%	1/14/19-1/20/19
Week 3 – 70%	1/21/19-1/27/19
Week 4 – 60%	1/28/19-2/3/19
Week 5 – 50%	2/4/19-2/10/19
Week 6 – 40%	2/11/19-2/17/19
Week 7 – 30%	2/18/19-2/24/19
Week 8 – 20%	2/25/19-3/3/19
Week 9 – 10%	3/4/19-3/10/19
Week 10 – 0%	3/11/19-3/17/19

1st 8 Week Courses Spring 2019

Week 1 – 80%	1/7/19-1/13/19
Week 2 – 60%	1/14/19-1/20/19
Week 3 – 40%	1/21/19-1/27/19
Week 4 – 20%	1/28/19-2/3/19
Week 5 – 0%	2/4/19-2/10/19

2nd 8 Week Courses Spring 2019

Week 1 – 80%	3/11/19-3/17/19
Week 2 – 60%	3/18/19-3/24/19
Week 3 – 40%	3/25/19-3/31/19
Week 4 – 20%	4/1/19-4/7/19
Week 5 – 0%	4/8/19-4/14/19

Summer Session 3 2019

Week 1 – 87%	5/13/19-5/19/19
Week 2 – 75%	5/20/19-5/26/19
Week 3 – 62%	5/27/19-6/2/19
Week 4 – 50%	6/3/19-6/9/19
Week 5 – 37%	6/10/19-6/16/19
Week 6 – 25%	6/17/19-6/23/19
Week 7 – 12%	6/24/19-6/30/19
Week 8 – 0%	7/1/19-7/7/19

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. 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 major. Some majors require concentrations. Majors are offered by William Penn University in the following subject areas:

Applied Technology Division

- Applied Computer Science
 - Computer Science
 - Information Technology
 - Software Engineering
- Industrial Technology *with emphases in*
 - Technical
 - Management of Technology
 - Engineering Technology
- Mathematics
 - General
 - Applied
- Mechanical Engineering (3 + 2) *with Iowa State University*

Business Administration Division

- Business Management
- General Accounting
- Public Accounting
- Human Resource Management

Education Division (# also offered in a Distance Learning format)

- Elementary Education K-6 #
- K-12 Education Endorsements (stand-alone)
 - Music (K-8/5-12)
 - Physical Education (K-8/5-12)
- Secondary Education 5-12 Endorsements (stand-alone)
 - All Social Sciences
 - American Gov't/American History
 - American Gov't/Psychology
 - American Gov't/Sociology
 - American History/Psychology
 - American History/Sociology
 - Biology
 - Biology/Basic Science
 - Biology/Chemistry
 - Biology/Earth Science
 - Biology/Physics
 - Business - General
 - English/Language Arts/Journalism
 - Industrial Technology
 - Mathematics
- Add-on Endorsements (can be added to any education endorsement)
 - Athletic Coaching
 - Driver and Safety Education
 - English as a Second Language#
 - Health (K-8/5-12)
 - Reading (K-8/5-12)#
 - Special Education Instructional Strategist (K-8/5-12)#
 - Speech Communication/Theatre

Health & Life Sciences Division

- Bachelor of Science majors
 - Biology
 - Exercise Science
- Bachelor of Arts majors
 - Wellness and Recreation
 - Sport Management

Humanities Division

- Creative Arts, *with emphases in*
 - Fine Arts
 - Theatre
 - Visual Art
- English
- Digital Communication *with emphases in*
 - Video Production
 - Journalism
 - Public Relations
- Music

Nursing Division

- Bachelor of Science in Nursing degree completion (2+2). Must have an Associate Degree in Nursing prior to beginning the program, and an RN License prior to the second semester in the program.

Social & Behavioral Sciences Division

- History
- Political Science
- Human Services
- Psychology
- Sociology *with emphases in*
 - General Sociology
 - Criminology
- Law School (3+3) with *Drake University*

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 discipline. Minors are available in the following subject areas:

- Accounting
- Art
- Biology
- Business Management
- Chemistry
- Computer Science
- Criminology
- Digital Broadcast
- Earth Science
- Economics
- English Literature
- English Writing
- Graphic Art
- History
- Human Services
- Industrial Technology
- Information Technology
- Insurance
- Journalism
- Kinesiology
- Mathematics
- Music
- Physics
- Political Science
- Psychology
- Religion
- Sociology
- 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 Classification, Probation, Dismissal and Warning

Students are classified according to the number of semester credit hours completed. 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>Classification</u>	<u>Credit Hours</u>	<u>Cumulative Required 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:

Career Exploration*	Reading Strategies*
Financial Literacy*	Self-Management*
Motivation and Goal Setting	Test Anxiety
Note Taking	Test Taking
Paper Writing*	Time Management

[*Whether these workshops are held may depend on the participation by faculty/staff members to lead 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 12 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.

Counseling Center

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

Course Load

Full-time enrollment 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. Courses numbered below 100 are not degree applicable.

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 DANTES, 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;
 - i. The course covers the same material in the same depth as a face-to-face version of the same course;
 - ii. The course has been evaluated by the division for content and rigor; and
 - iii. the Division has approved the credit to be awarded;
 - iv. 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:

Grade		Points	Grade		Points	Grade	Points
A	=	4.00	C	=	2.00	I (Incomplete)	No points
A-	=	3.67	C-	=	1.67	P (Pass)	No points
B+	=	3.33	D+	=	1.33	AU (Audit)	No points
B	=	3.00	D	=	1.00	CR (Credit)	No points
B-	=	2.67	D-	=	0.67	NC (No credit)	No points
C+	=	2.33	F	=	0.00	W (Withdrawal)	No points

Grades are submitted at the end 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 fifth 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. Transcripts can be requested as follows:

In Person: Penn Hall, Room 217
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, including the name of specific office or person
- 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

Applied Technology Co-Chairs: Jim Drost, James Hoeksema & Ted McCoy

Business Administration Chair: Dave Meinert

Education Chair: Cathy Williamson

Health and Life Sciences Chair: Gary Christopher

Humanities Chair: Anita Meinert

Nursing Chair: Brenda Krogh-Duree

Social and Behavioral Sciences Chair: Michael D. Collins

Online and Evening Program Chair: Monte Bohrofen



DISCIPLINE CODES

- | | | | |
|--------|------------------------------|--------|-------------------------------|
| • APCS | Applied Computer Science | • INDU | Industrial Technology |
| • ART | Art | • INTR | Interdisciplinary |
| • BIOL | Biology | • KINS | Kinesiology |
| • BUSI | Business Administration | • LDRS | Penn Core |
| • CHEM | Chemistry | • MATH | Mathematics |
| • COMM | Communications | • MBL | Master of Business Leadership |
| • EASC | Earth Science | • MUAP | Applied Music |
| • EASL | English as a Second Language | • MUSI | Music |
| • ECON | Economics | • NURS | Nursing |
| • EDSP | Special Education | • PHLA | Physical Activity |
| • EDUC | Education | • PHSC | Physical Science |
| • ENGL | English | • PHYS | Physics |
| • ENGR | Engineering | • PLSC | Political Science |
| • EXSC | Exercise Science | • PSYC | Psychology |
| • GCOM | Graphic Communication | • RELI | Religion |
| • GEOG | Geography | • SMGT | Sport Management |
| • HIST | History | • SOCI | Sociology |
| • HRMC | Human Resource Management | • THEA | Theatre |
| • HS | Human Services | | |

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.

Math and English Composition Placement

New students and transfer students without math or English composition credit will be placed according to the following recommendations:

ACT English	SAT Verbal	Recommended Class	Grade to Advance
≤ 17		LDRS 090–Successful Writing	C
18–24	≥ 430	LDRS 101–English Composition I	C-
≥ 25	≥ 570	LDRS 102–English Composition II	
ACT Math	SAT Math	Recommended Class	Grade to Advance
17–20	≥ 410	MATH 090/100–Numeric Reasoning	C-
≥ 21	≥ 500	MATH 105–Math for Leaders -OR-	
21–24		MATH 102–Intermediate Algebra (depends on major/course prerequisites)	
≥ 25		MATH 140–College Algebra/Trigonometry	

Exceptions to the placement policy may be granted on a case-by-case basis after satisfactory evidence of achievement in either English composition or mathematical literacy at the level expected of the Liberal Arts Core. No exceptions will be made to the Grade to Advance criteria.

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 or 400 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

Course	Title	Credits
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

		Credits
At least one of the following courses		
MATH 105	Math for Leaders*	3
MATH 120	Technical Mathematics	3
MATH 140	College Algebra & Trigonometry*	4
MATH 205 & 206	Math for Elementary Educators†	6
MATH 303	Statistical Methods*	3
Any course with MATH 140 as a prerequisite (e.g., MATH 241)		3-4

Requirement Area 2: Science

Any lab science course: biology, chemistry, earth science, or physics	3-5
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Requirement Area 3: Humanities

At least one of the following courses:		
LDRS 220	Arts and Society I* (unless taken in 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	African American 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.

†Both MATH 205 & 206 required to meet the Mathematics core requirement.

‡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, and
- 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
 - Management of Technology
 - Technical
- Mechanical Engineering
 - 3 + 2 Program *with Iowa State University*

Minors are available in:

- Applied Computer Science
- Digital Leadership
- 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.

Applied Computer Science/Mathematics Core

Core Required courses

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 Management 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
Applied Computer Science/Math Core		37

COMPUTER SCIENCE MAJOR

Computer Science Major

Applied Computer Science/Math Core plus the following:

APCS 305	Programming Techniques	1
APCS 345	Numerical Analysis Methods	3
APCS 350	Data Structures & Algorithm Analysis	4
APCS395	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

Applied Computer Science/Math Core **37**

Computer Science Major **26**

Total Computer Science* **63**

INFORMATION TECHNOLOGY MAJOR

Information Technology Major

Applied Computer Science/Math Core plus the following:

APCS 112	Communications Computer Applications or	3
APCS 116	G.I.S.	3
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

Applied Computer Science/Math Core **37**

Information Technology Major **22**

Total Information Technology* **59**

SOFTWARE ENGINEERING MAJOR

Software Engineering Major

Applied Computer Science/Math Core plus the following:

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

Applied Computer Science/Math Core **37**

Software Engineering Major **22**

Total Software Engineering * **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

Core required courses

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 353	Linear Algebra	4
MATH 390	Professional Development Seminar	2

Mathematics Core **24**

GENERAL MATHEMATICS MAJOR

General Mathematics Major

Mathematics Core plus the following:

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	College Geometry	3
MATH 339	History of Mathematics	3
MATH 345	Numerical Analysis Methods	3
PHYS 212	College Physics II	4

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

Mathematics Core **24**

General Mathematics Major **28-30**

Total General Mathematics **52-54**

APPLIED MATHEMATICS MAJOR

Applied Mathematics Major

Mathematics Core plus the following:

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	3
MATH 336	Mathematical Statistics	3

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

MATH 332	College Geometry***	3
MATH 335	Differential Equations	3
MATH 339	History of Mathematics***	3

MATH 343	Calculus III	4
MATH 354	Abstract Algebra***	3
PHYS 211 or 212	College Physics I or II (either course, not both)	4

At least 21 approved credits in some other area, including an approved minor where appropriate, where the coursework and minor must be approved by the head of the mathematics department.

*Note that PHYS 201/211 is a 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.

Mathematics Core	24
Applied Mathematics Major	16-19
Approved Minor	21+
Total Applied Mathematics	61+

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, Engineering Technology, Management of 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 Major--Technical Emphasis

<i>Required Courses</i>	<i>18-19</i>	
ENGR 101	Engineering Graphics I	3
ENGR 102	Engineering Graphics II	3
ENGR 125	Industrial Manufacturing Processes	3
ENGR 215	Materials & Processes	3
INDU 107	Industrial Wood Processes	3
INDU 221	Applied Mechanical Engineering Tech.	4
INDU 227	Electrical Energy & Circuits	4
INDU 357	Internship or	3
INDU 390	Professional Development Seminar	2
INDU	Electives	14
APCS	Electives	6
Total Technical Emphasis		45-46

Industrial Technology Major--Engineering Technology Emphasis

<i>Required courses</i>		
APCS 205	Algorithms & Programming	4
APCS 220	Computer Organization & Digital Circuits	3
APCS 345	Numerical Analysis Methods	3
ENGR 101	Engineering Graphics I	3
ENGR 102	Engineering Graphics II	3
ENGR 125	Industrial Manufacturing Processes	3
ENGR 215	Materials & Processes	3

ENGR 327	Engineering Thermodynamics	3
ENGR 341	Statics	3
ENGR 342	Dynamics and Kinematics	3
ENGR 343	Mechanics of Materials	3
INDU 227	Electrical Energy & Circuits	4
INDU 350	Manufacturing Technology	4
INDU 357	Internship or	3
INDU 390	Professional Development Seminar	2
MATH 211	Discrete Mathematics	3
MATH 241	Calculus I	4
PHYS 201	General Physics I or	
PHYS 211	College Physics I	4-5
PHYS 202	General Physics II or	
PHYS 212	College Physics II	4-5
<i>Major Electives—11 hours from the following</i>		11
APCS 116	Geographic Info Systems	3
APCS 265	Systems Analysis and Design Methods	3
INDU 223	Welding Technology	4
INDU 226	Industrial Metal Processing	4
INDU 311	Production Tooling and Machine Design	3
INDU 315	Industrial Plastics	4
INDU 329	Graphics	3
INDU 333	Industrial Electronics	4
INDU 335	Computer Numerical Control (CNC)	4
INDU 346	Alternate Energy	3
Total Engineering Technology Emphasis		70-73

Management of Technology Emphasis

(Requires a minor in Business Management & MATH 140 or higher)

Industrial Technology Area

29-31

Required courses

ENGR 101	Engineering Graphics I	3
ENGR 125	Industrial Manufacturing Processes	3
ENGR 215	Materials & Processes	3
INDU 221	Applied Mechanical Engineering Technology	4
INDU 227	Electrical Energy & Circuits	4
INDU 350	Manufacturing and Entrepreneurialism	4
INDU 357	Internship or	2
INDU 390	Professional Development Seminar	2

6-8 hours from the following:

ENGR 102	Engineering Graphics II	3
INDU 223	Welding	4
INDU 226	Industrial Metal Processing	4
INDU 315	Industrial Plastics	4
INDU 329	Graphics	3
INDU 333	Industrial Electronics	4
INDU 335	Computer Numeric Control (CNC)	4
INDU 346	Alternate Energy	3

Applied Computer Science Area

19

APCS 114	Computer Applications for Business	3
APCS 205	Algorithms and Programming	4
APCS 220	Computer Organization and Digital Circuits	3
APCS 265	Systems Analysis and Design	3
APCS 360	Software Engineering Project	3

APCS 370	Systems Implementation	3
Digital Communications Area		6
<i>Six hours from the following:</i>		
COMM 102	Media Writing	3
COMM 126	Video Production I	3
COMM 125	Principles of Public Relations	3
COMM 268	Social Media	3
Business Management Minor		
<i>Required courses 15 hours</i>		
BUSI 130	Contemporary Business	3
BUSI 201	Principles of Accounting I	3
BUSI230	Principles of Management	3
<i>Six hours from the following</i>		6
BUSI 332	Operations Management	3
BUSI 334	Marketing Management	3
BUSI 336	Human Resource Management	3
BUSI338	Financial Management	3
Industrial Technology		29-31
Applied Computer Science		19
Digital Communications		6
Business Management Minor		15
Total Management of Technology Emphasis		69-71

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 2018.)

Program Requirements

While attending William Penn University:

Year 1 –

ENGR 101	Engineering Graphics I	3
ENGR 102	Engineering Graphics II	3
ENGR 125	Industrial Manufacturing 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	Psychology or	
SOCI 101/123	Sociology	3

34 or 38

Year 2 –

ENGR 341	Statics	3
LDRS 200	Principles of Communication	3
HIST 217	Leaders in American History or HIST 234 or HIST 318	3
LDRS 220	Arts & Society I or 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

34 or 38**Year 3 –**

APCS 345	Numerical Analysis Methods	3
CHEM 101	General Chemistry I (or Year 1, depending on schedule)	4
*ECON 211 or 212	Principles of Microeconomics or 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

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

While attending Iowa State University:

Year 4 –

LIB 160	Library Instruction	0.5
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
*General Education	American Diversity/International Perspective	6
*ECON 201 or 202	Microeconomics or Macroeconomics	3

35.5**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

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

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

APPLIED TECHNOLOGY 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, 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 Management 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**

Digital Leadership Minor

Required courses

BUSI 230	Principles of Management	3
APCS 242	Computer & Network Management	3
APCS/BUSI 265	Systems Analysis & Design Methods	3
APCS 360	Software Engineering Project	3

Six hours from the following

APCS 112	Communications Computer Applications	3
APCS 114	Business Computer Applications	3
APCS 216	GIS for Decision Makers	3

Total Digital Leadership Minor hours **18**

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 Management 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 course

ENGR 101	Engineering Graphics I	3
ENGR 125	Industrial Manufacturing 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
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Physics Minor

Required courses

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

Total Physics Minor hours		20
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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:

- General Accounting
- Public Accounting
- Business Management
- Human Resource Management
(Online/Evening Program only)

Minors are available in:

- Accounting
- Business Management
- Economics
- Insurance

Secondary Education endorsement is available in

- Business Management

BUSINESS MAJORS

Business Core

Required courses

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
Total Business Core		27

ACCOUNTING MAJORS

Accounting (Public) Major

Business Core plus the following:

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
<i>Six hours from the following</i>		6

BUSI 265	Systems Analysis & Design Methods
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

Business Core plus the following:

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 or 311	Commercial Law or Contemporary Business Law	3
BUSI 314	Federal Income Tax I	3
BUSI 338 or 353	Financial Management or Advanced Accounting I	3

Business Core	27
Accounting (General) Major	21
Total Accounting (General) Major	48

BUSINESS MANAGEMENT MAJOR

Business Management Major

Business Core plus the following:

BUSI 310 or 311	Commercial Law or 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

HUMAN RESOURCE MANAGEMENT MAJOR

Note: This major is fully aligned with the Society for Human Resource Management (SHRM). Students completing this major will be eligible to apply for the SHRM certification exam. This major is only available through the Online and Evening Campus; interested students should contact the OLE advising office at 673-1300.

Human Resource Management Major

Business Core plus the following:

BUSI 336	Human Resource Management	3
BUSI 338	Financial Management	3
BUSI 345	Organizational Behavior	3
BUSI 349	International Business	3
HRMC 453	Employment Law	3
HRMC 454	Strategic Management	3
HRMC 455	Strategic Staffing	3
HRMC 457	Compensation and Benefits	3
HRMC 459	Training and Development	3
Business Core		27
Human Resource Management Major		27
Total Human Resource Management Major		54

BUSINESS MINORS

Accounting Minor

Fifteen hours from the following

BUSI 201	Principles of Accounting I	15
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
<i>Six hours from the following</i>		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		
<i>Required courses</i>		
ECON 211	Principles of Microeconomics	3
ECON 212	Principles of Macroeconomics	3
ECON Electives		9
Total Economics Minor		15
Insurance Minor		
<i>Required courses:</i>		
INSR 101	Foundations of Risk Management and Insurance	3
INSR 102	Insurance Company and Agency Operations	3
INSR 203	Personal Insurance	3
INSR 204	Commercial Insurance	3
INSR 205	Delivering Insurance Services	3
Total Insurance 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 Majors and Endorsements

- Elementary Education (K-6) – stand-alone endorsement; may elect an add-on endorsement
- Secondary Education – requires a stand-alone endorsement; may elect an add-on endorsement

K-12 Education Endorsement Areas (stand-alone)

- Music (K-8/5-12)
- Physical Education (K-8/5-12)

Secondary Education 5-12 Endorsements (stand-alone)

- | | |
|--|---|
| <ul style="list-style-type: none"> ➤ All Social Sciences ➤ American Gov't/American History ➤ American Gov't/Psychology ➤ American Gov't/Sociology ➤ American History/Psychology ➤ American History/Sociology ➤ Biology ➤ Biology/Basic Science | <ul style="list-style-type: none"> ➤ Biology/Chemistry ➤ Biology/Earth Science ➤ Biology/Physics ➤ Business – General ➤ English/Language Arts/Journalism ➤ Industrial Technology ➤ Mathematics |
|--|---|

Add-on Endorsements (may be combined with another education endorsement)

- | | |
|--|---|
| <ul style="list-style-type: none"> ➤ Athletic Coaching ➤ Driver and Safety Education ➤ English as a Second Language# ➤ Health (K-8/5-12) | <ul style="list-style-type: none"> ➤ Reading (K-8/5-12)# ➤ Special Education Instructional Strategist (K-8/5-12)# ➤ Speech Communication/Theatre |
|--|---|

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 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. To be recommended for teacher licensure, students must demonstrate acceptable performance in several 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 15 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

ELEMENTARY EDUCATION

Elementary Education (K-6) Endorsement #102

Course sections numbered in the 20's (20, 21, 22, etc.) are reserved for Distance Learning students who work in schools. Traditional on-campus students must obtain 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
EDUC 218	Elementary Physical Education and Health Methods	2
EDUC 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
FALL BLOCK		
EDUC 370	Teaching of Reading*	3
EDUC 373	Literacy 25-Hour Field Experience*	0
EDUC 378	Elementary Social Studies Methods*	3
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
EDUC 400	Elementary Student Teaching*	14
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
PSYC 303	Developmental & Educational Psychology*	3

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

Elementary Education Professional Core Total 91

*Pre-requisite required

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

- Biological Lab Science
- Composition I and II
- Computers & Technology
- Mathematics
- Principles of Communication
- Survey History

SECONDARY EDUCATION

Secondary Education Professional Core

Required Courses

EDUC 100:02	Introduction to Secondary Education (with a 15-hr. field experience)	3
EDUC 200	Social Foundations of American Education	3
EDUC 205	WPU Seminar (Transfer Students requirement)	0
EDUC 350	Media Methods	3
EDUC 355	Classroom Management	3
EDUC 360	Content Area Reading	1
EDUC 365	Human Relations for Teachers	3
EDUC 380	General Methods	3
EDUC 381	25-Hour Field Experience	0
EDSP 100	Introduction to Exceptional Learners	3
EDSP 387	Differentiated Instruction Methods & Strategies (5-12)	3
PSYC 303	Developmental & Educational Psychology	3
EDUC 401	Secondary Student Teaching	14

Students will choose one Secondary Methods & corresponding 25 Hr. Field Experience 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

45

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

- Lab Science
- Composition I and II
- Computers & Technology
- Mathematics
- Principles of Communication
- Survey History

K–12 EDUCATION ENDORSEMENTS (STAND-ALONE)

Music Endorsement #144/145

COMM 390	Applied Communications Seminar	3
EDUC 255	Elementary Music Methods	3
LDRS 220	Arts and Society I	3
MUSI 123	Music Theory I	3
MUSI 124	Music Theory II	3
MUSI 201	Woodwind Methods	1
MUSI 202	Brass Methods	1
MUSI 203	String Methods	1
MUSI 204	Percussion Methods	1
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

Performance Ensembles

7

Sections may be repeated to achieve required credits

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 101–8 credits

MUAP 101:06	Voice	6
MUAP 101:02	Piano/Keyboard	2
MUSI 100	Applied Music Seminar	0

OR

Instrumental Emphasis–MUAP 101–8 Credits

MUAP 101:02	Piano/Keyboard	2
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MUAP 101	Secondary Instrument	6
MUSI 100	Applied Music Seminar	0
Music Total		54
Physical Education / Health / Coaching (K-12) Endorsement #101 / 137 / 138 / 146 / 147		
BIOL 216	Anatomy and Physiology	4
EXSC 325	Sports & Exercise Nutrition	3
EXSC 332	Analysis of Human Motion	3
EXSC 335	Exercise Physiology	4
KINS 110	Wellness and Fitness	3
KINS 150	Fund. Concepts of Health, Physical Education & Recreation	3
KINS 160	First Aid & CPR/AED	1
KINS 215	Elementary Physical Education Methods	3
KINS 217	Adaptive Physical Education	3
KINS 218	Prevention and Care of Sports Injuries	3
KINS 221	Teaching Individual & Team Sports	3
KINS 227	Personal & Community Hygiene	3
KINS 334	Tests & Measurements in Health, Physical Education & Recreation	3
KINS 336	Organization & Administration of Health, Physical Education & Recreation	3
PSYC 240	Health Psychology	3
SMGT 240-250	Any Theory of Coaching course	2
SOCI 311	Marriage & Family	3
Physical Education/Health/Coaching (K-12) Total		50

SECONDARY EDUCATION (STAND-ALONE) (5-12) ENDORSEMENTS

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

Students completing their education at William Penn are required to take all courses for bundled (multiple) endorsements.

Example: A new or transfer student seeking the English/Language Arts endorsement must also complete the requirements for the bundled Journalism endorsement.

Licensed teachers seeking additional endorsements should see the Education Division Licensure Official for course requirements.

Example: A licensed teacher seeking the Journalism endorsement need only take courses for that endorsement and is not required to take courses for the English/Language Arts endorsement.

All Business Endorsement #1171

APCS 114	Computer Applications for Business	3
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
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

All Social Sciences Endorsement #186

HIST 151	Western Civilization to 1648	3
HIST 152	Western Civilization since 1648	3
HIST 216	Leaders in World History	3

HIST 130	American History to 1900	3
HIST 132	American History since 1900	3
HIST elective	American History elective	3
PLSC 125	U.S. National Government	3
PLSC 230	Congress and President	3
PLSC elective	Political Science elective	3
SOCI 101	Introduction to Sociology	3
SOCI elective	Sociology elective	3
PSYC 102	Introduction to Psychology	3
PSYC 303	Developmental and Educational Psychology	3
PSYC elective	Psychology elective	3
GEOG 102	Introduction to Geography	3
GEOG 103	Regional Geography of the Nonwestern World	3
ECON 211	Principles of Microeconomics	3
ECON 212	Principles of Macroeconomics	3
All Social Sciences Total		54

American Government Endorsement #157

PLSC 125	U.S. National Government	3
PLSC 230	Congress & the Presidency	3
<i>Twelve hours from the following</i>		
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
<i>Twelve hours from the following</i>		
HIST 217	Leaders in American History	3
HIST 234	African American 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 combination Social Science endorsements are also available:

- American History/American Government;
- American Government/Psychology;
- American Government/Sociology.
- American History/Psychology;
- American History/Sociology;

Students are required to complete 36 total credit hours, 18 in each area.

A Psychology/Sociology combination is not available.

Biology Endorsement #151

BIOL 101	General Biology I	4
BIOL 102	General Biology II*	4
BIOL 220	Vertebrate Fauna* or	4

BIOL 304	Plant Taxonomy & Local Flora*	
BIOL 307	General Ecology*	4
BIOL 308	Microbiology*	4
BIOL 313	Comparative Anatomy* or	4
BIOL 314	Human Anatomy	4
BIOL 315	Physiology or	4
BIOL 345	Biochemistry	4
BIOL 335	Genetics*	4
BIOL 340	Department Assistant	1
BIOL	Electives	3
KINS 160	First Aid and CPR/AED	1
KINS 231	Substance Abuse	3
Biology Total		40
Biology/Basic Science Endorsement #151/1541		
BIOL 101	General Biology I	4
BIOL 102	General Biology II	4
BIOL 150	Biology Field Trip	1
BIOL 220	Vertebrate Fauna or	4
BIOL 304	Plant Taxonomy & Local Flora	
BIOL 307	General Ecology	4
BIOL 308	Microbiology	4
BIOL 313	Comparative Anatomy or	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	3
EASC 104	Physical Geology	4
KINS 160	First Aid and CPR/AED	1
PHYS 201	General Physics I	4
PHYS 202	General Physics II	4
Biology/Basic Science Total		57
Biology/Chemistry Endorsement #151/152		
BIOL 101	General Biology I	4
BIOL 102	General Biology II	4
BIOL 150	Biology Field Trip	1
BIOL 220	Vertebrate Fauna or	4
BIOL 304	Plant Taxonomy& Local Flora	
BIOL 307	General Ecology	3
BIOL 308	Microbiology	4
BIOL 313	Comparative Anatomy or	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
KINS 160	First Aid and CPR/AED	1
Biology/Chemistry Total		46
Biology/Earth Science Endorsement #151/153		
BIOL 101	General Biology I	4
BIOL 102	General Biology II	4

BIOL 111	Environmental Biology	3
BIOL 150	Biology Field Trip	1
BIOL 220	Vertebrate Fauna or	4
BIOL 304	Plant Taxonomy & Local Flora	
BIOL 307	General Ecology	3
BIOL 308	Microbiology	4
BIOL 313	Comparative Anatomy or	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	3
EASC 150	Geology Field Trip	1
KINS 160	First Aid and CPR/AED	1
PHYS 201	General Physics I	4
Biology/Earth Science Total		53
Biology/Physics Endorsement #151/156		
BIOL 101	General Biology I	4
BIOL 102	General Biology II	4
BIOL 150	Biology Field Trip	1
BIOL 220	Vertebrate Fauna or	4
BIOL 304	Plant Taxonomy & Local Flora	
BIOL 307	General Ecology	4
BIOL 308	Microbiology	4
BIOL 313	Comparative Anatomy or	4
BIOL 314	Human Anatomy	4
BIOL 335	Genetics	4
KINS 160	First Aid and CPR/AED	1
PHYS 201 or 211	General Physics I or College Physics I	4-5
PHYS 202 or 212	General Physics II or College Physics II	4-5
PHYS 227	Electrical Energy & Circuits	4
PHYS 327	Engineering Thermodynamics	3
PHYS 341	Statics	3
Biology/Physics Total		48-50
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
ENGL 200	Theory of Language	3
ENGL 220	Introduction to Literature	3
ENGL 223	Adolescent Literature	3
ENGL 226**	British Literature to 1784 or	3
ENGL 227**	British Literature since 1784	
ENGL 238**	American Literature to 1865 or	3
ENGL 239**	American Literature since 1865	
ENGL 231	Creative Writing	3
ENGL 307	Shakespeare	3
ENGL 350**	Early World Literature or	3
ENGL 351**	Modern World Literature	
LDRS 200	Principles of Communication	3
**Students must complete one additional course to complete one literature course sequence: ENGL 226 and 227, or ENGL 238 and 239, or ENGL 350 and 351.		3

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

*Includes 1 credit in EDUC 360 from the Secondary Education Core

Industrial Technology Endorsement #140

ENGR 101	Engineering Graphics I	3
ENGR 102	Engineering Graphics II	3
ENGR 125	Industrial Manufacturing Processes	3
ENGR 215	Materials and Processes	3
INDU 107	Industrial Wood Processes*	3
INDU 218	Industrial Wood Processing* or	
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 **4-5**

PHYS 201	General Physics I
PHYS 202	General Physics II
PHYS 211	College Physics I
PHYS 212	College Physics II

Two of the following courses **9-10**

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)

Mathematics Total **40-42**

ADD-ON ENDORSEMENTS

*The following endorsements may be taken in conjunction with any stand-alone endorsement. **

Athletic Coaching Endorsement #101

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

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 (K-8) #137		
BIOL 216	Anatomy and Physiology	4
EXSC 325	Sports and Exercise Nutrition	3
KINS 110	Wellness and Fitness	3
KINS 150	Fundamental Concepts of HPER	3
KINS 160	First Aid and CPR/AED	1
KINS 215	Elementary Physical Education Methods	3
KINS 218	Prevention and Care of Sports Injuries	3
KINS 227	Personal and Community Hygiene	3
PSYC 240	Health Psychology	3
SOCI 311	Marriage and Family	3
Health Total		29
Health Endorsement (K-8/5-12) #137/138		
BIOL 216	Anatomy and Physiology	4
EXSC 325	Sport and Exercise Nutrition	3
KINS 110	Wellness and Fitness	3
KINS 150	Fund. Concepts of Health, Physical Education & Recreation	3
KINS 160	First Aid and CPR/AED	1
KINS 215	Elementary Physical Education Methods	3
KINS 218	Prevention and Care of Sports Injuries	3
KINS 227	Personal and Community Hygiene	3
BIOL/EXSC/KINS/SMGT	Electives	3
PSYC 240	Health Psychology	3
SOCI 311	Marriage and Family	3
Health Total		32
Psychology Endorsement #163		
PSYC 102	Introduction to Psychology	3
PSYC 303	Developmental & Educational Psychology	3
<i>Twelve hours from the following</i>		
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
Reading Endorsement (K-8) #148		
EASL 250	Language Acquisition	3
EDSP 360	Diagnosis and Treatment of Reading Difficulties	3
EDSP 370	Educational Assessment	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

Reading Endorsement (5-12) #149

EASL 250	Language Acquisition	3
EDSP 360	Diagnosis and Treatment of Reading Difficulties	3
EDSP 370	Educational Assessment	3
EDUC 203	Foundations of Reading	3
EDUC 223	Adolescent Literature for Teachers	3
EDUC 370	Teaching of Reading	3
EDUC 374	Elementary Language Arts Methods	3
EDUC 375	Reading Practicum	3

Reading Total 25*

*includes 1 credit in EDUC 360 from the Secondary Education Core

Sociology Endorsement #165

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

Sociology Total 18**Special Education—Instructional 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
EDUC 203	Foundations of Reading	3

Special Education—Instructional Strategist I Total 29**Special Education – Instructional Strategist I (5-12) Endorsement #261**

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

Special Education – Instructional Strategist I (5-12) Total 29**Speech Communication/Theatre Endorsement #168**

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
<i>Six hours from the following</i>		
THEA 106	Acting I	3
THEA 216	History of Theatre	3
THEA 306	Acting II	3
ENGL 200	Theory of Language	3
Speech Communication/Theatre Total		24

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/Basic Science
Biology/Chemistry
Biology/Earth Science
Biology/Physics
Health (K-8)
Health (5-12)
Physical Education (K-12)

BIOLOGY MAJOR

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*

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

Biology Core*Required courses 39-40 hours*

BIOL 101	General Biology I	4
BIOL 102	General Biology II	4
BIOL 307 or 322	General Ecology or Medical Biology	3-4
BIOL 308	Microbiology	4
BIOL 313 or 314	Comparative Anatomy or Human Anatomy	4
BIOL 335	Genetics	4
BIOL 357	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:***30**

APCS 116	GIS	3
BIOL 111	Environmental Biology	3
BIOL 202	Medical/Scientific Terminology	2
BIOL 220	Vertebrate Fauna	4
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 315	Physiology	4
BIOL 322*	Medical Biology*	3
BIOL 341	Developmental Biology	4
BIOL/CHEM 345	Biochemistry	4
BIOL/EASC 150	Field Trip (may be taken 3x)	1
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
EXSC 325	Sport and Exercise Nutrition	3
EXSC 332	Analysis of Human Motion	3
EXSC 335	Exercise Physiology	4
EXSC 420	Biomechanics	4
EXSC 430	Advanced Exercise Physiology	4
EXSC 437	Exercise Prescription	3
MATH 241	Calculus	4
MATH 303	Statistical Methods	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

EXERCISE SCIENCE MAJOR

The Exercise Science Major is designed to provide a strong science education that underpins the study of human movement, 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

KINS 110	Wellness & Fitness	3
KINS 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 or 108	General Psychology <i>or</i> Life Span Psychology	3

Exercise Science Area Courses

Required courses 38 hours

EXSC 205	Theory & Practice of Strength Conditioning	3
EXSC 325	Sport/Exercise Nutrition	3
EXSC 332	Analysis of Human Motion	3
EXSC 335	Exercise Physiology	4
EXSC 420	Biomechanics	4
EXSC 430	Advanced Exercise Physiology	4
EXSC 437	Exercise Prescription	3
EXSC 440	Sports Pharmacology	3
KINS 150	Fund Concepts of HPER	3
KINS 334	Test & Measurement in HPER	3
KINS 357	Internship	3
KINS 390	Practicum	2

Health & Life Sciences Foundation

4

Science & Mathematics Courses

31

Exercise Science Area Courses

38

Total hours for Exercise Science Major

73

SPORT MANAGEMENT MAJOR

The Sport Management major prepares students for careers in sport business endeavors.

Sport Management Major with required Business Management Minor

Health & Life Sciences Foundation

Required courses 4 hours

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

Kinesiology Core

Required courses 15 hours

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

Sport Management*Required courses*

KINS 217	Adaptive Physical Education or	
SMGT 319	Concepts of Coaching or	
SMGT/HIST 322	American Sports History	3
KINS 334	Tests & Measurements in HPER	3
KINS 357	Internship	6
SMGT/SOCI 223	Sociology of Sport	3
SMGT 228	Sports Communication	3
SMGT 260	Field Experience (May be repeated once for credit)	1
SMGT 321	Sports Marketing	3
SMGT 445	Sport Facility & Event Management	3
SMGT 454	Risk Management in Sport	3

Six hours from the following

SMGT 240-250	Theory of Coaching (sport specific)	2
SMGT 251	Theory and Practice of Officiating	2
SMGT 360	Field Experience (may be repeated once for credit)	1

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

BUSI 332	Operations Management	6
BUSI 334	Marketing Management	
BUSI 336	Human Resource Management	
BUSI 338	Financial Management	

Total Business Management Minor **15**

Health & Life Science Foundation **4**

Kinesiology Core **15**

Sport Management Major **34**

Business Management Minor **15**

Total hours for Sports Management Major **68**

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*

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

Kinesiology Core*Required courses 15 hours*

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

Wellness & Recreation*Required courses 29 hours*

KINS 208	Leadership in Sport, Exercise, & Recreation	3
KINS 210	Camp Management & Outdoor Education	3
KINS 221	Individual & Team Sports	3

KINS 227	Personal & Community Hygiene	3
KINS 295	Kinesiology Seminar	2
KINS 334	Test & Measurement in HPER	3
KINS 357	Internship	6
PSYC 108	Life-Span Psychology	3
SMGT 240-251	Coaching/Officiating Theory	2
SMGT 260	Field Experience	1
Electives: any BIOL, EASC, EXSC, KINS, PSYC, SMGT, or SOCI course not used elsewhere		12
Health & Life Sciences Foundation		4
Kinesiology Core		15
Wellness & Recreation		29
Electives		12
Total hours for Wellness and Recreation Major		60

HEALTH AND LIFE SCIENCES MINORS

Biology Minor

Required courses

BIOL 101	General Biology I	4
BIOL 102	General Biology II	4
BIOL	Electives	10

Total Biology Minor hours **18**

Chemistry Minor

Required courses

CHEM 101	General Chemistry I	4
CHEM 102	General Chemistry II	4
CHEM 201	Organic Chemistry I	4
CHEM	Electives	4

Total Chemistry Minor hours **16**

Earth Science Minor

Required courses

EASC	Electives	16
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Total Earth Science Minor hours **16**

Kinesiology Minor

Required courses

KINS 150	Fundamental Concepts of HPER	3
EXSC/KINS/SMGT	Electives	17

Total Kinesiology Minor hours **20**

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.

Majors are available in

Creative Arts *with emphases in:*

- Fine Arts
- Theatre
- Visual Art

Digital Communications *with emphases in*

- Journalism
- Public Relations
- Video Production

English

Music

Minors are available in

Art

Digital Communication

English Literature

English Writing

Graphic Art

Music

Theatre

Education Endorsements are available in

English/Language Arts

Journalism

Music

Speech Communication/Theatre

CREATIVE ARTS MAJOR

Creative Arts Core

ART 130	3-D Design	3
ART 134	2-D Design	3
COMM 357	Internship	3
COMM 390	Communication Seminar	3
ENGL 215	Business and Tech writing	3
MUSI 104	Fundamentals of Music	3
THEA 212	Oral Interpretation	3
Total Creative Arts Core		21

Fine Arts Emphasis

Creative Arts Core plus the following:

Select 12 credits from the following:

ART 121	Drawing 1	3
ART 215	History of Art	3
MUSI 123	Music Theory I	3
MUSI 216	History of Music I	3
THEA 110	Improvisation and Movement	3
THEA 216	History of Theatre	3

Select 12 credits from the following:

ART 116	3	MUAP 101	1	MUSI 340	3
ART 117	3	MUAP 130	1	THEA 104	3
ART 121	3	MUAP 131	1	THEA 106	3
ART 211	3	MUAP 140	1	THEA 110	3
ART 215	3	MUAP 250	1	THEA 114	1
ART 217	3	MUAP 251	1	THEA 116	1
ART 221	3	MUSI 123	3	THEA 124	3
ART 235	3	MUSI 124	3	THEA 216	3
ART 331	3	MUSI 216	3	THEA 304	3
ART 332	3	MUSI 217	3	THEA 306	3
EDUC 240	3	MUSI 339	3	THEA 307	3

Creative Arts Core **21**

Fine Arts Electives **24**

Fine Arts Emphasis Total **45**

Theatre Emphasis

Creative Arts Core plus the following:

INDU 107	Industrial Wood Processes	3
THEA 104	Basic Production	3
THEA 106	Acting I	3
THEA 110	Improvisation and Movement	3
THEA 124	Stage Lighting and Sound	3

THEA 130	Scenic Design and Construction	3
THEA 216	History of Theatre	3
THEA 304	Directing and Advanced Production	3
THEA 306	Acting II	3
Theatre Requirements		27

Theatre Electives

Select 12 credits of electives from the following

Any ART	3	COMM 125	3	ENGR 102	3	MUSI 123	3
BUSI 130	3	COMM 225	3	ENGR 125	3	MUSI 336	3
BUSI 201	3	COMM 268	3	ENGL 220	3	THEA 114**	1
BUSI 230	3	COMM 360	3	MUAP 101**	1	THEA 116	3
COMM 102	3	ENGR 101	3	MUAP 250**	1	THEA 307	3

***May be taken up to 3 times each*

Creative Arts Core	21
Theatre Required Classes	27
Theatre Electives	12
Theatre Emphasis Total	60

Visual Art Emphasis

Creative Arts Core plus the following:

ART 117	Pen and Ink Drawing	3
ART 121	Drawing 1	3
ART 215	Art History	3
ART 116	Painting 1	3
ART 217	Painting 2	3
ART 221	Drawing 2	3
ART 230	Sculpture	3
ART 331	Ceramics I	3
ART 332	Ceramics II	3

Electives

Select 12 credits of electives from the following

BUSI 130	3	COMM 225	3	MUAP 130**	1	MUSI 216	3
BUSI 201	3	COMM 268	3	MUAP 131**	1	THEA 114**	1
BUSI 230	3	ENGR 125	3	MUAP 140	3	THEA 116	3
COMM 102	3	ENGL 220	3	MUAP 250**	1	THEA 216	3
COMM 125	3	MUAP 101**	1	MUAP 251**	1	THEA 307	3

***May be taken up to 3 times each*

Creative Arts Core	21
Visual Art Required Classes	27
Visual Art Electives	12
Visual Art Emphasis Total	60

DIGITAL COMMUNICATIONS MAJOR

Digital Communication Core

Required classes

COMM 102	Media Writing	3
COMM 123	Media's Past and Digital Future	3
COMM 125	Introduction to Public Relations Principles	3
COMM 126	Video Production I	3
COMM 141	Live Events and Sports Practicum (1 credit x 4 semesters)	4
COMM 226	Video Production II	3
COMM 235	Journalism Practicum	2
COMM 238	Communication Theory and 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
COMM 390	Applied Communications Seminar	3
APCS 112	Computer Applications for Communications	3
ART 134	2-Dimensional Design	3
ENGL 220	Introduction to Literature	3
ENGL 200+	Any Literature Course 200-level or above	3
ART/COMM 211	Digital Photography	3
Total Digital Communication Core		57
Journalism Emphasis		
<i>Required Classes</i>		
COMM 220	Principles of Journalism and Reporting	3
COMM 320	Advanced Reporting	3
COMM 350	TV News II	3
Journalism Emphases		9
Digital Communication Core		57
Total Digital Communications with Journalism Emphasis		66
Public Relations Emphasis		
<i>Required Classes</i>		
COMM 225	Writing for Public Relations	3
COMM 316	Public Relations Research and Campaigns	3
COMM 345	Public Relations Practicum	2
Public Relations Emphases		8
Digital Communication Core		57
Total Digital Communications with Public Relations Emphasis		65
Video Production Emphasis		
<i>Required Classes</i>		
COMM 128	Audio Production and Radio	3
COMM 203	Media Writing Toward Video	3
COMM 350	TV News II	3
Video Production Emphasis		9
Digital Communication Core		57
Total Digital Communications with Video Production Emphasis		66

ENGLISH MAJOR

English Major

Required classes

ENGL 200	Theory of Language	3
ENGL 215	Business and Technical Communication	3
ENGL 220	Introduction to Literature	3
ENGL 226	British Literature to 1784	3
ENGL 227	British Literature since 1784	3
ENGL 231	Creative Writing	3
ENGL 238	American Literature to 1865	3
ENGL 239	American Literature since 1865	3
ENGL 307	Shakespeare	3
ENGL 309	Literary Theory	3
ENGL 310	Advanced Writing	3
ENGL 350	Early World Literature	3

ENGL 351	Modern World Literature	3
COMM 357	Internship	3
<i>3 credits from the following:</i>		
ART 215	History of Art	3
COMM 102	Media Writing	3
THEA 212	Oral Interpretation	3
OR	Any other ENGL course	3
<i>3 credits from the following:</i>		
COMM 203	Media Writing Toward Video	3
COMM 220	Principles of Journalism	3
COMM 225	Writing for Public Relations	3
COMM 235	Media Practicum	3
COMM 238	Communication Theory and Ethics	3
OR	Any other ENGL course	3
Total English Major		48

MUSIC MAJOR

Music Major Core Classes		33
LDRS 220	Arts & Society I	3
MUAP 101	Piano/Keyboard or	
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
Total Music with either Vocal or Instrumental Emphasis		49

HUMANITIES MINORS

Art Minor		
ART 116	Painting I	3
ART 121	Drawing I	3
ART 130	3- Dimensional Design	3
ART 134	2- Dimensional Design	3

ART 215	History of Art	3
<i>Six hours from the following:</i>		
ART 116	Painting I	3
ART 117	Pen and Ink Drawing	3
ART 211 (COMM 211)	Digital Photography	3
ART 217	Painting II	3
ART 221	Drawing II	3
ART 230	Sculpture	3
ART 235	Graphic Art	3
ART 331	Ceramics I	3
ART 332	Ceramics II	3
Total Art Minor		21
Digital Communications Minor Core		18
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
Journalism Concentration		6
COMM 220	Principles of Journalism & Reporting	3
COMM 235	Media Practicum	3
Public Relations Concentration		6
COMM 225	Writing for Public Relations	3
COMM 235	Media Practicum	3
Video Concentration		6
COMM 128	Audio Production & Radio	3
COMM 226	Video Production II	3
Total Digital Communications Minor		24
English Literature Minor		
<i>Required courses for the English Literature Minor</i>		
ENGL 200	Theory of Language	3
ENGL 220	Introduction to Literature	3
ENGL 307	Shakespeare	3
<i>Select one of the following sequences:</i>		
ENGL 226 & 227	British Literature to/since 1784	6
ENGL 238 & 239	American Literature to/since 1865	6
PLUS	One course from the alternate sequence	3
<i>Select one of the following:</i>		
ENGL 350	Early World Literature	3
ENGL 351	Modern World Literature	3
Total English Literature Minor		21
English Writing Minor		
ENGL 200	Theory of Language	3
ENGL 215	Business and Technical Communication	3
ENGL 220	Introduction to Literature	3
ENGL 231	Creative Writing	3
ENGL 310	Advanced Writing	3
ENGL Elective	Any other ENGL course	3
COMM 357	Internship	3
Total English Writing Minor		21

Graphic Art Minor

<i>Required courses for the Graphic Art Minor</i>		25
APCS 112	Communications Computer Apps	3
APCS 205	Algorithms & Programming	4
APCS 336	Web Programming	3
ART 121	Drawing I	3
ART 134	2-Dimensional Design	3
ART 211	Digital Photography	3
ART 215	History of Art	3
ART 235	Graphic Art	3
Total Graphic Art Minor		25

Music Minor

<i>Required courses for the Music Minor</i>		11
MUSI 124	Music Theory II	3
MUAP 140	Music in the Electronic Medium	1
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>		5
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>		
Total Music Minor		16

Theatre Minor

<i>Required courses for the Theatre Minor</i>		15
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>		6
THEA 114	Theatre Production	3
THEA 116	Special Effects	1
THEA 117	Makeup	1
THEA 118	Costuming	1
THEA 130	Scenic Design and Construction	3
THEA 304	Directing & Advanced Production	3
THEA 306	Acting II	3
THEA 307	Shakespeare	3
Total Theatre 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 45+ credits 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 1/2 of all selected discipline courses must be 300 level or 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
Applied Computer Science	Human Resources
Applied Mathematics	Human Services
Biology	Industrial Technology
Business Management	Kinesiology
Communication	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
Indian Hills Community College
Iowa Central Community College
Iowa Valley Community College

Kirkwood Community College
North Iowa Area Community College
Southeastern Community College
Southwestern Community College

All nursing students are required to maintain a grade of “C” (74%) or above in nursing courses. 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.

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, 655 K Street NW, Suite 750, Washington DC 20001, 202-887-6791.



Nursing Curriculum

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 312	Informatics for the RN-BSN	3
NURS 313	Enhancing Nursing Health for the RN-BSN	3
NURS 401	Evidence Based Practice for the RN-BSN	5
SOCI 347	Business Ethics	3
Total RN to BSN hours		30
Total BSN hours (including transfer credit, Penn Core, and RN-BSN courses)		124

SOCIAL & BEHAVIORAL SCIENCES DIVISION

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 emphases in*

- General Sociology
- Criminology

- 3 + 3 Pre-Law w/ *Drake University Law School*

Minors are available in

Criminology
History
Human Services
Political Science
Psychology
Religion
Sociology

Secondary Education Endorsements *are available in*

All Social Sciences
 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 enhances 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*

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
Total History Major		30

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
Total Political Science Major		30

WPU/DRAKE UNIVERSITY LAW SCHOOL 3+3 PROGRAM

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 composite ACT score of 20 (Combined SAT score of 950)
- Cumulative Penn GPA of 3.3 or higher
- Complete a minimum of 87 credits by the end of the third year at William Penn.
- Complete the Penn Leadership Core requirements
- Complete the requirements of an approved 3+3 degree track major
- Achieve a Law School Admission Test (LSAT) score no lower than the median LSAT of Drake's entering law school class for the prior year
- Complete all required law school application materials and comply with all law school admission requirements
- Complete the William Penn and Drake combined equivalent of 124 credit hours

- Submit an essay during the fourth semester at Penn specifying and discussing the reasons for applying to the program and describing the anticipated value of a law degree

William Penn undergraduate degree will be bestowed upon the student once 124 combined William Penn and Drake credit hours have been completed.

Transfer students are not eligible for the 3+3 program.

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.

Psychology		12
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
Sociology		12
SOCI 123	Sociology of Contemporary Issues	3
SOCI 217	Ethnic and Race Relations or	
SOCI 219	Sex and Gender in Society	3
SOCI 220	Social Organization	3
SOCI 335	Social Research Methods	3
Kinesiology		6
KINS 231	Substance Abuse	3
KINS 208	Leadership in Sport, Exercise, & Recreation or	
KINS 210	Camp Management and Outdoor Education or	
KINS 336	Organization and Administration of HPER	3
Electives		
<i>Students select 2 of the following courses</i>		6
KINS 334	Tests & Measurements in HPER	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
Human Services		3
HS 390	Human Services Practicum	3
Total Human Services Major		39

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

SOCI 101	Introduction to Sociology or	
SOCI 123	Sociology of Contemporary Issues	3
SOCI 335	Social Research Methods	3
SOCI 350	Social Theory	3
SOCI 390	Sociology Practicum	3
Sociology Core		12

Sociology–General Emphasis

Sociology Core plus the following:

SOCI 217	Ethnic and Race Relations or	
SOCI 219	Sex and Gender in Society	3
SOCI	Electives	15

Sociology Core **12**

General Emphasis **18**

Total Sociology Major with General Emphasis **30**

Sociology–Criminology Emphasis

Sociology Core plus the following:

SOCI 211	Introduction to Criminology	3
SOCI 218	Juvenile Delinquency	3
SOCI 328	Criminological Theory and Practice	3
SOCI	Electives	9

Sociology Core	12
Criminology Emphasis	18
Total Sociology Major with Criminology Emphasis hours	30

SOCIAL & BEHAVIORAL SCIENCE MINORS

Criminology Minor

Required courses

SOCI 101	Introduction to Sociology or	
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

18 hours from any History class **18**

Total History Minor **18**

Human Services Minor

Required courses

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

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 hours

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	Developmental & 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 any Religion Class (including Special Topics)</i>		15
Total Religion Minor		15
Sociology Minor		
<i>Required courses</i>		
SOCI 101	Introduction to Sociology or	
SOCI 123	Sociology of Contemporary Issues	3
SOCI 335	Social Research Methods	3
SOCI 350	Social Theory	3
SOCI	Electives	9
Total Sociology Minor		18

COURSE DESCRIPTIONS

APPLIED COMPUTER SCIENCE (APCS)

APCS 111 Introduction to Technology Topics

1 credit hour

Each offering of this course will introduce a recent trend in technology in an 8-week project-driven format. Students will view and experience (through mini-lecture and projects) relevant technology topics to better understand technology and use of technology. Topics could include hacking, cryptocurrency (bitcoin), drones, robotics, 3D printing, augmented reality, virtual reality, quantum computing, microcontrollers, mobile devices, and other topics. May be repeated once for credit. Offered fall and spring semesters during 2nd 8-week block.

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 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

COURSE DESCRIPTIONS

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 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 216 GIS for Decision Makers

3 credit hours

Examine the use of GIS on an Intermediate level to see how decision-makers use Geographic Information Systems (GIS) to analyze data and support spatial decisions. Scenarios in a variety of real-world situations, such as Hazardous Emergency Decisions, Demographic Decisions, Law Enforcement, Disaster Damage, Urban Planning, and other real-time situations will provide opportunities for questions and analysis using GIS platforms, including Online, Desktop, and Mobile. Group or individual projects will incorporate asking a question, acquiring data to help answer the question, analyzing the data, and creating appropriate deliverables for the target audience.

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 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

COURSE DESCRIPTIONS

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. Lab fee required. Offered fall semester.

Prerequisite: LDRS 105

APCS 255 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. **Formerly listed as**

APCS 355. Prerequisite: APCS 205

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 or consent of the instructor

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 306 Introduction to Data Science

3 credit hours

An introduction to techniques for analyzing data to gain insight, draw conclusions, and make decisions. Topics include data visualization, probability and statistics, linear regression, time series analysis, Monte Carlo simulation, data mining, and ethics. Students will also gain experience using a popular programming language for data analytics such as Python or R.

Prerequisites: APCS 205, MATH 303 or higher.

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

COURSE DESCRIPTIONS

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 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 full-stack web application development. 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 such as Apache, PHP, MySQL, and specialized text editors. Lab fee required. Offered spring semester.

Prerequisite: 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 a programming environment such as 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. Computer system security concepts such as authentication, authorization and accounting management techniques will be covered. Software security, network security and Internet security management techniques will be discussed. Security+ fundamentals will be covered. Open labs. Offered every third semester.

Prerequisite: APCS 311

COURSE DESCRIPTIONS

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. Three lectures and one lab session per week. Offered every third semester.

Prerequisites: APCS 205, APCS 220; MATH 212 recommended

APCS 360 Software Engineering Project

3 credit hours

Student-led team projects focus on identifying a problem that can be solved with technology, working with stakeholders to develop requirements, designing a solution using technology, creating a proposal of designed solution(s), working with stakeholders to gather feedback, developing a prototype, and presenting the product to stakeholders. Industry best practice tools for project management, design methodologies, and feedback will be used. Offered fall semester.

Prerequisites: APCS 265, APCS 326 or consent of instructor

APCS 370 Systems Implementation

3 credit hours

Student-led team projects focus on creating solutions from proposals, designs, and prototypes (derived from APCS 360 and other sources). Student teams will use industry best practice tools, methodologies, and policies to successfully interact with team members, stakeholders, and vendors to implement a technology project. Offered spring semester.

Prerequisite: APCS 360 or consent of instructor

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

ART (ART)

ART 116 Painting I—Studio Art Class

3 credit hours

Introduction to basic 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. **Formerly listed as** ART 216 Introduction to Acrylics.

Prerequisite: ART 121

COURSE DESCRIPTIONS

ART 117 Pen and Ink Drawing—Studio Art Class

3 credit hours

Emphasis on pen and ink techniques including but not limited to calligraphy, stippling, contour, parallel and crosshatching on various papers and boards. A varied subject matter will provide students the opportunity to learn shading and dimensional effects. Offered fall semester of even years. Lab fee required.

ART 121 Drawing I—Studio Art Class

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 Two-Dimensional Design—Studio Art Class

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. **Formerly listed as ART 134 Design and Composition.**

ART 211 Digital Photography—Studio Art Class

3 credit hours

This beginning photography course will introduce students to the basic technical concepts and photographic composition principles. The course will also cover photo editing software and standard optimization and compositing techniques. Visual storytelling through photojournalism and writing compelling cutlines will also be taught.

Same as COMM 211

ART 215 History of Art

3 credit hours

An art historical introduction to field methodologies and the effects of scholarship on the discipline. The course covers scholarship as it chronologically develops from Winkelman to Panofsky. Offered fall semester of even years.

ART 217 Painting II—Studio Art Class

3 credits

Various techniques and styles of painting are explored. Watercolor, oil, and acrylic paint are practiced in the creation of works of art. Subject matter includes but is not limited to portraiture, landscape, still life, abstract design. Lab fee required.

Prerequisite: ART 116

ART 221 Drawing II—Studio Art Class

3 credits

Introduction to drawing mediums pastel (oil and chalk), pen and ink, and other. Subject matter includes life (portrait, landscape), abstraction, calligraphy, and other. If ART 121 has not been taken, instructor permission is necessary. Lab fee required.

COURSE DESCRIPTIONS

ART 230 Sculpture—Studio Art Class

3 credit hours

Introduces the development of sculptural concepts and objects through history, techniques and processes using basic three-dimensional materials, including clay, plaster, cardboard, and found objects.

ART 235 Graphic Art—Studio Art Class

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 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 101 General Biology I

4 credit hours

An exploration of the diversity of life including bacteria, protists, plants, fungi, and animals; the nature of heredity; evolution; and principles of ecology. Fulfills Liberal Arts Core requirement for Laboratory Science. Three lectures and one lab period per week. Offered in the fall semester. Equivalent to the former BIOL 107.

BIOL 102 General Biology II

4 credit hours

Describes the basis of life, from molecules, cells, and genes to the form and function of microbial, plant, and animal systems. Intended for biology and exercise science majors. Recommended for those who are seeking entry to professional health-care programs or those who are interested in pursuing additional study beyond BIOL 101. Three lectures and one lab period per week. Offered in the spring semester. Equivalent to the former 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.

COURSE DESCRIPTIONS

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.

BIOL 220 Vertebrate Fauna

4 credit hours

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

Prerequisites: BIOL 102 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.

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, EASC 300 Prerequisite: junior or senior standing

BIOL 304 Plant Taxonomy and Local Flora

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.

Prerequisite: BIOL 102

COURSE DESCRIPTIONS

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.

Prerequisite: BIOL 102 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. 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.

Prerequisite: BIOL 101 and BIOL 102 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.

Prerequisite: BIOL 101 and BIOL 102 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.

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 101, BIOL 102 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.

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.

Prerequisites: BIOL 313 or 314, and BIOL 335, or consent of instructor

COURSE DESCRIPTIONS

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. 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 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 or consent of the instructor

COURSE DESCRIPTIONS

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

COURSE DESCRIPTIONS

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 SMGT 321

Prerequisite: Junior standing or consent of instructor.

BUSI 326 Database Management 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

COURSE DESCRIPTIONS

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, 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

COURSE DESCRIPTIONS

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. 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. 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. 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. 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. 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

COURSE DESCRIPTIONS

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 can 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. 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 is an introduction to writing for various media including print, broadcast and new media. Students will learn the fundamentals of journalism with an emphasis on grammar and AP style.

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.

COURSE DESCRIPTIONS

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 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 211 Digital Photography

3 credits

This beginning photography course will introduce students to the basic technical concepts and photographic composition principles. The course will also cover photo editing software and standard optimization and compositing techniques. Visual storytelling through photojournalism and writing compelling cutlines will also be taught.

Same as ART 211

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

This course focuses on public relations writing and style. Students will learn how to craft messages for a variety of media including advertising, traditional media, new media, newsletters, brochures, speeches and crisis communication.

Prerequisites: COMM 102 and 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 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

COURSE DESCRIPTIONS

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 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

This course explores social media and the societal impact. Topics include cyberbullying, politics, ethics and privacy. Practical application of social media in the field of communication will be examined.

Prerequisite: None

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 325 Public Relations Practicum

2 credit hours

Students will perform public relations functions for specific events such as the WPU Leaders Speak series. They will also be assigned a client (WPU program/service, or Mahaska county non-profit entity) for which they will create a public relations campaign.

Prerequisites: COMM 125 and COMM 225.

COURSE DESCRIPTIONS

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. 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. Three lectures and one lab session per week.

COURSE DESCRIPTIONS

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. 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. 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 meeting.

Same as BIOL 300, CHEM 300.

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. 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.

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.

COURSE DESCRIPTIONS

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 regarding 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

COURSE DESCRIPTIONS

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)

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 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

COURSE DESCRIPTIONS

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

COURSE DESCRIPTIONS

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 1st 8-weeks and section 02 indicates 2nd 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 15-hour field experience and begin their education portfolios during this course. Fee required. Every fall and spring.

COURSE DESCRIPTIONS

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 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 to cover cost of test (subject to change by ETS). Every fall and spring.

EDUC 115 Praxis II PLT Preparation

0 credit hours

This seminar is designed to assist elementary education majors with registration and preparation for the Praxis II test. Fee required to cover cost of test (subject to change by ETS). Every fall and spring.

EDUC 120 Praxis II Content Preparation

0 credit hours

This course focuses on preparation for the required Praxis II Evaluations required by the state of Iowa; Content. All teacher candidates graduating from an Iowa institution after January 1st, 2013, must attain the qualifying score in both a test of pedagogy and a test of content before they can be recommended for licensure. This class is optional and is for Education students only. Fee required to cover cost of test (subject to change by ETS). Every fall and spring.

Prerequisites: EDUC 100, EDUC 200, and 1 Elementary block class or Secondary methods class

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.

COURSE DESCRIPTIONS

EDUC 215 Elementary Physical Education Methods

3 credit hours

The primary goal of this course is to prepare students to effectively and efficiently teach Physical Education at the elementary level. Topics include: National standards, unit/lesson planning, classroom management, assessment, and activity/game ideas. Students will gain valuable experience through observation hours off-campus. Offered spring semester. **Same as KINS 215**

EDUC 218 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. **Formerly listed as PHLE 216.**

EDUC 223 Adolescent Literature for Teachers

3 credit hours

Students examine the characteristics of quality adolescent literature in each of the various genres. Student examine how adolescent literature reflects society and culture, including perspectives on gender roles and multicultural issues, how adolescent literature has changed over time, and the modern phenomenon of “banned” or “challenged” books. Students review strategies for teaching diverse learners and examine the use of text sets, choice books, technology links, trade books, audio books, author studies, performance assessments, and book-to-film features to incorporate across the curriculum. Students examine how to use quality young adult books in teaching, how to organize class libraries, and how to engage adolescents in reading activities.

EDUC 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. **Formerly listed as ART 240.**

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.

COURSE DESCRIPTIONS

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

COURSE DESCRIPTIONS

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

COURSE DESCRIPTIONS

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, Admission to Teacher Education Program

Co-requisites: 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, Admission to Teacher Education Program

Co-requisites: 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, Admission to Teacher Education Program

Co-requisites: 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

COURSE DESCRIPTIONS

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, Admission to Teacher Education Program

Co-requisites: 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, Admission to Teacher Education Program

Co-requisites: 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, Admission to Teacher Education Program

Co-requisites: 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

COURSE DESCRIPTIONS

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, Admission to Teacher Education Program

Co-requisites: 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, Admission to Teacher Education Program

Co-requisites: 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, Admission to Teacher Education Program

Co-requisites: 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

COURSE DESCRIPTIONS

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

COURSE DESCRIPTIONS

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 1st 8-weeks, and section 02 indicates 2nd 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 200 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. **Formerly listed as ENGL 300.**

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.

COURSE DESCRIPTIONS

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

COURSE DESCRIPTIONS

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 309 Literary Theory

3 Credits

Literary theory offers students the opportunity to learn to read from various perspectives. In this course students will gain knowledge of the history of literary theory as well as contemporary theories, such as Feminism, Ethical studies, Cultural studies, and others. Students will develop their ability to read, write, and think with greater critical acumen as they analyze and apply theories to literary texts. Fall of odd years.

Prerequisite: ENGL 220

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.

COURSE DESCRIPTIONS

ENGR 125 Industrial Manufacturing Processes

3 credit hours

Industrial Manufacturing 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 every fall. **Same as PHYS 327**

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

COURSE DESCRIPTIONS

EXERCISE SCIENCE (EXSC)

EXSC 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. Formerly listed as PHLE 205

EXSC 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. Formerly listed as PHLE 325

Prerequisites: BIOL 216 or equivalent, **Recommended:** CHEM 101 & CHEM 102

EXSC 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. Formerly listed as PHLE 332

Prerequisite: BIOL 216 or equivalent

EXSC 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. Formerly listed as PHLE 335

Prerequisite: BIOL 216 or equivalent

EXSC 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. Formerly listed as PHLE 420.

Prerequisites: PHYS 201 & EXSC 332

EXSC 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. Formerly listed as PHLE 430

Prerequisite: EXSC 335

EXSC 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. Formerly listed as PHLE 437

Prerequisite: EXSC 332, KINS 334 & EXSC 335

COURSE DESCRIPTIONS

EXSC 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. Formerly listed as PHLE 440.

Prerequisites: CHEM 101 and CHEM 102

GEOGRAPHY (GEOG)

GEOG 102 Introduction to Geography

3 credit hours

This course introduces students to the basic concepts of geography. This course surveys the world’s major developed regions and their physical and human characteristics from a geographic perspective. This course is designed for students who are new to the field of geography.

GEOG 103 Regional Geography of the Nonwestern World

3 credit hours

This course systematically surveys the peoples, cultures, resources, and problems of the cultural realms of the developing world (Latin America, Africa, the Islamic World, India, and China).

Prerequisite: GEOG 102

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

COURSE DESCRIPTIONS

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 SMGT 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. Emphasis will be placed on history, geography, economics, political science and civic literacy. Offered spring semester.

HIST 234 African American History

3 credit hours

Examines the political, economic, social, and cultural history of African-Americans. 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.

COURSE DESCRIPTIONS

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 Middle East History

3 credit hours

Examines the political, economic, social, and cultural history of the Middle East and North Africa from the rise of Islam to the present, with emphasis on civilizational change and relations with 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 RESOURCE MANAGEMENT (HRMC)

HRMC 453 Employment Law

3 credit hours

This course provides an overview of balancing the needs of an organization with its working conditions and the legal rights of its employees. It also explores methods of dealing with collective bargaining and union relations, and it examines procedures for responding to grievances, complaints of discrimination, and wrongful discharge.

HRMC 454 Strategic Management

3 credit hours

This course examines the functions and activities of human resources management in organizational structures. Students are exposed in processes used to develop policies as well as strategies for implementation. The topics of leadership, short and long range strategic planning, evaluation, benchmarking, change management, dealing with difficult people and conflict resolution are discussed. Students are also provided information about human resources management innovators and management philosophies.

COURSE DESCRIPTIONS

HRMC 455 Strategic Staffing

3 credit hours

The key components and processes of forecasting staffing needs, internal and external recruiting, hiring, orientation, and exit interviews are examined. Students are also exposed to labor laws and other governmental regulations related to employment.

HRMC 457 Compensation and Benefits

3 credit hours

The methods and processes of analyzing, developing, implementing and administering pay structures and compensation and benefit packages are examined. The course explores performance-based pay, incentives, and related regulatory requirements. It also provides students with insights into creating balance between attractive compensation packages and overall organizational needs and goals.

HRMC 459 Training and Development

3 credit hours

This course provides practical methods and tools for evaluating current and future organizational training needs. Methods for needs analysis, planning, development, and delivery and evaluation of training methods are examined. Strategies for building and maintaining a business environment supportive of ongoing learning and skill development are discussed, and the unique needs of particular employee groups are also addressed.

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 recommended

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

COURSE DESCRIPTIONS

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, 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 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, drywalling, 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

COURSE DESCRIPTIONS

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 using 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 op-amps. 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 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

COURSE DESCRIPTIONS

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.

INSURANCE (INSR)

INSR 101 Foundations of Risk Management and Insurance

3 credit hours

This course provides an introduction to risk management concepts including risk assessment, risk control, risk financing, and specifically insurance as a risk management technique. Students will analyze the insurance policy and review common policy concepts as well as gain an understanding of big data analysis.

Equivalent to former experimental course BUSI 198

INSR 102 Insurance Company and Agency Operations

3 credit hours

The course provides an overview of how property-casualty insurance functions work together to create and deliver products. The course describes the various functions of an insurance company, including the marketing and distribution function, the underwriting function, and the claims function. In addition, insurance regulation, reinsurance, risk control, premium auditing, and strategic management is covered.

Equivalent to former experimental course BUSI 199

COURSE DESCRIPTIONS

INSR 203 Personal Insurance

3 credit hours

This course provides students the opportunity to understand risk management techniques, and how they apply to personal insurance coverages. Topics covered in-depth include: personal insurance overview; automobile insurance and society; personal auto policy coverage and endorsements; homeowner's policy coverage and endorsements; other common personal lines policies; and life insurance, retirement, and disability and health insurance planning.

Prerequisites: INSR 101 recommended

Formerly listed as INSR 201; equivalent to former experimental course BUSI 197 – Personal Risk Management Property-Casualty Insurance.

INSR 204 Commercial Insurance

3 credit hours

This course provides students the opportunity to understand risk management techniques, and how they apply to commercial insurance coverages. Topics covered in-depth include: Commercial property insurance, business income insurance, commercial crime and equipment breakdown insurance, inland and ocean marine insurance, commercial general liability insurance, commercial auto insurance, worker's compensation and employer's liability insurance, business owners and farm insurance, and specialty coverages.

Prerequisites: INSR 101 recommended

INSR 205 Delivering Insurance Services

3 credit hours

This course provides students the foundation of knowledge needed to learn improvement principles which will attract and retain clients. Topics covered include: The nature of the insurance business; customer identification, needs, wants, and the customer's voice; key processes, the process improvement model, and process improvement tools; leadership, teamwork, and organizational structures; and assessment of progress.

Prerequisites: INSR 101 recommended

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.

COURSE DESCRIPTIONS

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.

KINESIOLOGY (KINS)

KINS 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. **Formerly listed as PHLE 110**

KINS 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. **Formerly listed as PHLE 150**

KINS 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. **Formerly listed as PHLE 160**

KINS 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. **Formerly listed as PHLE 208**

KINS 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. **Formerly listed as PHLE 210**

KINS 215 Elementary Physical Education Methods

3 credit hours

The primary goal of this course is to prepare students to effectively and efficiently teach Physical Education at the elementary level. Topics include: National standards, unit/lesson planning, classroom management, assessment, and activity/game ideas. Students will gain valuable experience through observation hours off-campus. Offered spring semester. **Formerly listed as PHLE 215. Same as EDUC 215**

KINS 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 to handle them in a "normal" classroom. Offered spring semester. **Formerly listed as PHLE 217**

COURSE DESCRIPTIONS

KINS 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. **Formerly listed as PHLE 218.**

Prerequisite: BIOL 216

KINS 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. Lab fee required. **Formerly listed as PHLE 221**

KINS 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. **Formerly listed as PHLE 227**

KINS 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. **Formerly listed as PHLE 231**

KINS 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. **Formerly listed as PHLE 295, PHLE 395, and PHLE 399.**

KINS 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. Formerly listed as PHLE 318

Prerequisite: KINS 218

KINS 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. Formerly listed as PHLE 334.

Prerequisite: MATH 102 or higher

KINS 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. **Formerly listed as PHLE 336**

Prerequisite: Junior standing

COURSE DESCRIPTIONS

KINS 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. **Formerly listed as PHLE 338**

Prerequisite: KINS 227

KINS 390 Kinesiology Practicum

2 credit hours

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. **Formerly listed as PHLE 390**

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. **A "C" or higher is required to take LDRS 101.**

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 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. **A "C-" or above is required to take LDRS 102.**

Prerequisite: Appropriate placement 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

COURSE DESCRIPTIONS

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.

Prerequisite: Math 100, Math ACT>19, Math Assessment Exam placement, or consent of instructor

LDRS 110 Foundations and Quaker Values

3 credit hours

College Foundations and Quaker Values introduces the personal and leadership development of William Penn University, integrates students into the campus community, and assists them in adjusting to the academic environment of the university. College Foundations and Quaker Values will 1) address skills essential to success as a life-long learner; 2) explore vital university resources such as the library and career services; and, 3) introduce the institution's foundational values including the influence of its Quaker heritage. With these values and beliefs as a foundation, this 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 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

COURSE DESCRIPTIONS

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 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 to MATH 100.

COURSE DESCRIPTIONS

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.

COURSE DESCRIPTIONS

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, 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

COURSE DESCRIPTIONS

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

COURSE DESCRIPTIONS

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, & 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. 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 hour

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.

COURSE DESCRIPTIONS

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

COURSE DESCRIPTIONS

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

COURSE DESCRIPTIONS

MUSI 224 Music Theory IV

3 credit hours

This course studies counterpoint, fugues, sonata allegro, rondo, and variation forms, as well as 20th 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. Lab fee required.

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

COURSE DESCRIPTIONS

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. Lab fee required.

Prerequisite: NURS 301

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. Lab fee required.

Prerequisites: NURS 301 and NURS 302

NURS 312 Informatics for the RN-BSN

3 credit hours

The student will be introduced to information databases and explore ethical issues that apply to the use of information science in nursing. The student will analyze the use of information technology to support, identify, and assist in the application of patient care at an individual, organizational, and/or community level.

NURS 313 Enhancing Nursing Health for the RN-BSN

3 credit hours

This course is designed to enhance the nurse's knowledge in holistic health. Students will learn concepts related to creating and maintaining a healthy life for the nurse and serve as a role model to their patients and community.

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: MATH 105 or equivalent

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.

COURSE DESCRIPTIONS

PHYSICAL EDUCATION ACTIVITIES (PHLA)

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, PHLA 116, PHLA 118, PHLA 120.

PHLA 101	Swimming	PHLA 114	Self Defense
PHLA 102	Tennis	PHLA 115	Basketball
PHLA 103	Golf	PHLA 116	Handball and Racquetball
PHLA 104	Archery	PHLA 117	Softball
PHLA 105	Fishing	PHLA 118	Stress Management
PHLA 107	Social Dance	PHLA 119	Jogging
PHLA 108	Folk and Square Dance	PHLA 120	Bowling
PHLA 109	Weight Training	PHLA 121	Speedball
PHLA 110	Volleyball	PHLA 122	Table Games
PHLA 111	Soccer	PHLA 124	Badminton
PHLA 112	Football		

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 160	Intercollegiate Golf
PHLA 152	Intercollegiate Basketball	PHLA 162	Intercollegiate Soccer
PHLA 153	Intercollegiate Bowling	PHLA 164	Intercollegiate Softball
PHLA 154	Intercollegiate Cheer/Dance	PHLA 166	Intercollegiate Track & Field
PHLA 155	Intercollegiate Dance	PHLA 168	Intercollegiate Volleyball
PHLA 156	Intercollegiate Cross Country	PHLA 170	Intercollegiate Wrestling
PHLA 158	Intercollegiate Football		

PHYSICAL SCIENCE (PHSC)

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)

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

COURSE DESCRIPTIONS

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. **Same as ENGR 327**

Prerequisites: MATH 140/MATH 241 and PHYS 202/212

COURSE DESCRIPTIONS

PHYS 333 Industrial Electronics

4 credit hours

Scientific theory of semiconductors. An introduction to circuits using diodes, transistors, and op-amps. 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

COURSE DESCRIPTIONS

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

COURSE DESCRIPTIONS

PLSC 234 African American History

3 credit hours

Examines the political, economic, social, and cultural history of African-Americans.

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

COURSE DESCRIPTIONS

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

COURSE DESCRIPTIONS

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

COURSE DESCRIPTIONS

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

COURSE DESCRIPTIONS

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 20th 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.

COURSE DESCRIPTIONS

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 SMGT 223

SOCI 234 African American History

3 credit hours

Examines the political, economic, social, and cultural history of African-Americans.

Same as PLSC/HIST 234

COURSE DESCRIPTIONS

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

COURSE DESCRIPTIONS

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.

SPORT MANAGEMENT (SMGT)

SMGT 222 American Sports History

3 credit hours

Examines the history of American sports aside from baseball, with emphasis on the twentieth century. **Formerly listed as PHLE 222. Same as HIST 222**

SMGT 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. **Formerly listed as PHLE 223. Same as SOCI 223**

SMGT 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. **Formerly listed as PHLE 228.**

COURSE DESCRIPTIONS

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. **Formerly listed as PHLE 240-250**

SMGT 240 Theory of Coaching Wrestling

SMGT 241 Theory of Coaching Football

SMGT 242 Theory of Coaching Basketball

SMGT 243 Theory of Coaching Baseball

SMGT 244 Theory of Coaching Softball

SMGT 246 Theory of Coaching Volleyball

SMGT 248 Theory of Coaching Track and Field

SMGT 250 Theory of Coaching Soccer

SMGT 251 Theory and Practice of Officiating

2 credit hours

Students will obtain proficiencies in the fundamentals, techniques, rules, procedures, and professional attitudes required of officials for football, basketball, baseball, softball, and volleyball. Offered fall & spring semesters. **Formerly listed as PHLE 251.**

SMGT 260 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. **Formerly listed as PHLE 257**

SMGT 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. **Formerly listed as PHLE 319**

Prerequisite: Junior standing

SMGT 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.

Formerly listed as PHLE 321. Same as BUSI 321

Prerequisite: Junior standing or consent of instructor.

SMGT 360 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. **Formerly listed as PHLE 347**

COURSE DESCRIPTIONS

SMGT 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. **Formerly listed as PHLE 445.**

SMGT 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. **Formerly listed as PHLE 454.**

Prerequisite: Junior standing or instructor consent

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 I

3 credit hours

Students will explore basic acting techniques as they relate to theatre productions, and a variety of post-graduate and/or occupational scenarios. Techniques covered include character analysis, script analysis, voice projection, movement, collaboration, communication, memorization, and creativity. Offered spring semester.

THEA 110 Improvisation and Movement

3 credit hours

Students will explore basic performing techniques as they relate to theatrical productions, and a variety of post-graduate and/or occupational scenarios. Short-form improvisation techniques will be the primary focus of the course. Offered fall semester.

THEA 114 Theatre Production

1 credit hour

This course will allow students to utilize their theatrical skills and knowledge on actual university productions. Students must participate in the production(s) being done in the semester the course is offered.

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 atmospheric, lighting, prop, and painting special effects used in set designs.

THEA 117 Makeup

1 credit hour

This course explores basic makeup techniques and special effects makeup as utilized in current theatrical productions.

COURSE DESCRIPTIONS

THEA 118 Costuming

1 credit hour

This course is designed to introduce the process of costume design and application to specific production needs. Students will explore various period styles, basic costume construction methods, solving design problems using sketches, pattern making, and construction of period costumes. Work on a major production is 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 130 Scenic Design and Construction

3 credit hours

This course is designed to familiarize students with all production aspects of designing, building, and painting a set. Along with class and workshop time, students will make practical application of theories and practices through work on university, community, and professional performances.

THEA 212 Oral Interpretation

3 credit hours

This course will introduce students to a specific, systematic understanding of performed literature. An emphasis will be placed on connecting the analytical and presentational skills utilized in Oral Interpretation to skills needed in a variety of post-graduate and/or occupational scenarios. Offered fall semester of even years.

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 ancient ceremonies to modern day. Offered fall semester of odd years.

Same as ENGL 216 Literary Genres: Drama

THEA 304 Directing and Advanced Production

3 credit hours

This is 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.

Prerequisites: THEA 104, THEA 106, and THEA 306

THEA 306 Acting II

3 credit hours

Students will explore advanced acting techniques building on concepts covered in Acting I. Techniques include Stanislavski's Method, Strasberg's Method, and other performing approaches to reinforce acting as a disciplined art. Offered fall semester of even years.

Prerequisite: THEA 106

COURSE DESCRIPTIONS

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

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.

Aside from experimental courses, several course numbers are reserved for Independent Study, Experience Projects (including Study Abroad), Department Assistantships, and Internships

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 Academic Dean must be secured in advance of registration.

330 Experience Project

1–3 credit hours

Work, travel, or group experience as arranged by the 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 PROGRAMS

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

Required Courses—36 credits

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
Total Master of Business Leadership		36

GRADUATE COURSE DESCRIPTIONS

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.

GRADUATE COURSE DESCRIPTIONS

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 can 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 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.

GRADUATE COURSE DESCRIPTIONS

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 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.



William Penn University

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2018–2019

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EMERITUS 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.

KATHRYN DE VORE, Assistant Professor of Education, 2000–2014. Emeritus, 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, 1994–1997. 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.

ANN M. FIELDS, Associate Professor of Business Administration, 2003–2018. Emeritus, 2018. Provost, 2009. Interim President, 2009–2010. President 2010–2013. B.S., M.S., Ph.D., Iowa State 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.

JULIE E. HANSEN, Librarian and Archivist, 1988–2018. Emeritus, 2018. B.A., Winona State University; M.A., University of Iowa.

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.

PAMELA MARTIN, Professor of Education, 1996–2018. Emeritus, 2018. Chair, Education Division, 1998–2014. B.S., M.Ed., James Madison University; Ph.D., University of Virginia.

DAVID L. PORTER, Louis Tuttle Shangle Professor of History, 1976–2016. Emeritus, 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.

KATHRYN A. ROE, Assistant Professor of Education 2005–2018. Emeritus, 2018. B.A., Northern Illinois University; M.S., University of Wisconsin - Milwaukee.

JUDITH C. WILLIAMS, Assistant Professor of Applied Computer Science, 1981–2018. Emeritus, 2018. 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.

LONNY L. WILSON, Professor of Economics, 1972–2018. Emeritus, 2018. Chair, Social Science Department, 1978–1996. Chair, Business Administration Division, 1996–2014. B.A., Iowa Wesleyan College; M.A., Ph.D., University of Iowa.

DOUGLAS R. ZEHR, Professor of Biology, 1980–2014. Emeritus, 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

SAMANTHA ALLEN, Assistant Professor of English, 2018-Present. B.A., University of Texas at Dallas; M.A., University of Texas at Arlington; Ph.D., Texas Christian University.

ROBB BEANE, Instructor of Education, 2016–Present. Co-Director of Distance Learning, 2016–2018. B.S., Iowa State University; M.A., University of Illinois at Urbana-Champaign.

SUSAN BOXLER, Assistant Professor of Education, 2010–Present. Director of Distance Learning, 2018–Present. Co-Chair of Distance Learning, 2016–2018. Co-Chair, Education Division, 2014–2015. B.S., Ball State University; M.A. Ed., Olivet Nazarene University.

RONALD BRYAN, Visiting Instructor of Religion, 2015–Present. Endowed Beane Chair in Quaker Studies, 2015–. B.A., Vennard College; M.A., Barclay College School of Graduate Studies.

JAY CHRISTENSEN, Instructor of Business Management, 2018-Present. M.H.A., Des Moines University; B.A., Buena Vista College.

GARY CHRISTOPHER, Associate Professor of Kinesiology, 2011–Present. Chair, Health & Life Sciences Division, 2013–Present. B.S., Brigham Young University; M.S., Brigham Young University; Ph.D., Texas Woman's University.

MICHAEL D. COLLINS, Professor of Sociology, 1997–Present. Associate Dean, 2011–2016. Chair, Social and Behavioral Sciences Division, 2003–Present. 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–Present. B.S., Greenville College; M.A., Ball State University.

SCOTT CRESSLEY, Assistant Teaching Professor of Instrumental Music, 2007–Present. B.S., Clarion University of PA.; M.M., Eastern New Mexico University.

SHARON DEKOCK, Instructor of Nursing, 2015–Present. 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–Present. Co-Chair, Applied Technology Division, 1968–Present. B.A., William Penn College; M.Ed., Ph.D., Iowa State University.

JANET L. EWART, Professor of Biology, 1996–Present. A.B., Kenyon College; Ph.D., University of Wisconsin-Madison; Post-doctoral studies, University of Pennsylvania.

PETE EYHERALDE, Assistant Professor of Biology, 2015–Present. B.A., University of Northern Iowa; Ph.D., Iowa State University.

BREANNE GARRETT, Assistant Teaching Professor of Mathematics, 2011–Present. B.A., Central College; M.A., University of Iowa.

STEPHEN HENDERSON, Assistant Professor of Education, 2014–Present. B.A., Trinity Christian College; M.A., American Public University.

JAMES HOEKSEMA, Professor of Industrial Technology, 1986–1995 and 1997–Present. Co-Chair, Applied Technology, 2006–Present. 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–Present. B.A., Buena Vista University; M.P.A., Iowa State University; Ph.D., Walden University.

BRYCE LINKVIS, Instructor of Mathematics, 2012–Present. B.A. University of Northern Iowa; M.A. Northern Arizona University.

TED McCOY, Professor of Mathematics, 2007–Present. Co-Chair, Applied Technology Division, 2016–Present. 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–Present. Chair, Humanities Division, 2013–Present. B.A., William Penn College; M.M.E., Boston University.

DAVID A. MEINERT, Assistant Teaching Professor of Accounting, 2010–Present. Chair, Business Administration Division, 2015–Present. 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–Present. B.S., Florida A&M University; M.B.A., Florida A&M University.

SUSAN NORRIS, Instructor of Mathematics, 2017–Present. B.A. Washington State University, B.S. Washington State University, M.S. University of Idaho.

JAMES A. NORTH, Professor of Biochemistry, 2000–Present. Chair, Health & Life Sciences Division, 2002–2013. B.S., Ph.D., University of Iowa.

DANA J. OSWALD, Assistant Professor of Education, 2007–Present. B.A., William Penn College; M.E., Iowa State University.

JARED PEARCE, Professor of English, 2007–Present. Director of Assessment and Student Learning, 2015–Present. 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.

STEPHEN RITTGERS, Instructor of Applied Computer Science, 2015–Present. B.A. Bethel University; B.S.C.E. Iowa State University; M.A. California State University.

MELISSA SCHETTLER, Instructor of Education, 2018–Present, B.A., University of Iowa; M.A., University of Iowa.

CHAD SEADER, Assistant Professor of English, 2018–Present, B.A., Northeastern Illinois University; M.A., DePaul University; A.B.D., Syracuse University.

SANJIV SINHA, Associate Professor of Mechanical Engineering, 2018–Present. B.S., John Moores University; M.S., Syracuse University; Ph.D., Syracuse University.

BROOKE SHERRARD, Assistant Professor of History 2016–Present. B.A., Truman State University; M.A., University of Iowa; Ph.D., Florida State University.

MATTHEW SLAYMAKER, Instructor of Applied Computer Science 2016–Present. B.A., Mount Saint Clare College; M.A., Digital Media Arts College.

JAMES SMITH, Instructor of Industrial Technology, 2014–Present. B.A., William Penn University, M.A., University of Northern Iowa.

NOEL STAHLE, Associate Professor of English, 2005–Present. Chair, Humanities Division, 2007–2009. Interim Dean, 2009–2010. Academic Dean, 2010–Present. 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–Present. B.A., Plymouth State College; M.A., University of Arizona; Ph.D., University of New Mexico.

JENNIFER STERLING, Instructional Services Librarian, 2002–Present. Reference Librarian, 1998–2000. B.S., Pittsburg University; M.S., University of Missouri.

JONATHAN H. STEVENS, Assistant Professor of Applied Computer Science, 2000–Present. B.A., M.Ed., University of Minnesota-Duluth; M.S., Concordia University, Wisconsin.

JOSHUA STUTTING, Instructor of Applied Technology, 2017–Present. B.A. William Penn University; M.S. Kaplan University.

SARAH TARBELL, Instructor of Psychology, 2013–Present. B.A., William Penn University; M.B.L., William Penn University; M.S., Walden University.

MATTHEW D. WAGNER, Assistant Teaching Professor of Communications, 2011–Present. Director of the Digital Communication Program, 2011–Present. B.A., Buena Vista University; M.S., Iowa State University.

ROZANNE WARDER, Instructor of Education, 2018–Present. B.A., University of Northern Iowa; M.A. Truman State University.

JESSICA A. WILLETT, Instructor of Communications, 2017–Present. B.S., Iowa State University, M.A., St. Ambrose University.

CATHERINE A. WILLIAMSON, Associate Professor of Education, 2006–Present. Chair, Education Division, 2014–Present. B.A., Buena Vista College; M.A., Morningside College.

RANDALL WRIGHT, Director of Technical Theater, 2005–Present. B.A., Wartburg College; M.A., University of Northern Iowa.

PAPAE WYMORE, Instructor of Education, 2016–Present. A.A., Indian Hills Community College; B.A., Buena Vista University; M.A., Viterbo University.

2018 FALL SEMESTER

Friday, August 10	Last day to add: Online Course 1 st 8 weeks
Friday, August 17	Fall Registration
Sunday, August 19	Freshman/ Transfer Student Orientation
Monday, August 20	Classes begin
Friday, August 24	Last day to: add a 1 st 8-week & full semester course, drop a 1 st 8-week & full semester course to be deleted from student's record
Monday, September 3	Labor Day; no classes, offices closed
Thursday, September 6	Fall Convocation
Friday, September 14	Intent to Graduate forms for 2019 graduates due to Registrar
Thursday, September 20	1 st 8-week module – last day to withdraw - recorded as a “W”
Monday, October 1	Last day to remove incompletes from Spring 2017/Summer 2017
Friday, October 5	Last day to add: Online Course for 2 nd 8-week Module
Tuesday, October 9	Last day to request incomplete for a 1 st 8-week module course
Friday, October 12	Fall Break; no classes, offices open
Sunday, October 14	1 st 8-week module ends
Monday, October 15	2 nd 8-week module classes begin
Wednesday, October 17	1 st 8-week module grades due
Friday, October 19	Midterm grades due
Friday, October 19	Last day to: add a 2 nd 8-week course, drop a 2 nd 8-week course to be deleted from student's record
Wednesday, October 24	Full semester courses - last day to withdraw - recorded as a “W”
Tuesday, November 13	2 nd 8-week module– last day to withdraw - recorded as a “W”
Wednesday-Friday, Nov 21-25	Thanksgiving holiday; no classes, offices closed
Monday, November 26	Thanksgiving break ends at 8:00 a.m.
Tuesday, December 4	Last day to request incompletes for a 2 nd 8-week module
Tuesday, December 4	Last day to request incompletes for a full semester course
Wednesday, December 5	Semester exams begin
Saturday, December 8	Semester exams end
Sunday, December 9	Semester ends, 2 nd 8-week module ends
Wednesday, December 12	2 nd 8-week Module and Final Grades due
Friday, December 21	Offices closed for Christmas break and will reopen
	Tuesday, January 2, 2019

2019 SPRING SEMESTER

Wednesday, January 2
Friday, January 4
Saturday, January 5
Monday, January 7
Tuesday, January 11

Thursday, January 17
Monday, January 21
Friday, January 25
Thursday, February 7
Monday, February 18
Wednesday, February 27
Friday, March 1
Sunday, March 3
Monday, March 4
Monday, March 6
Friday, March 8
Sunday, March 10
Monday, March 11
Monday, March 11
Friday, March 15

Wednesday, March 27
Tuesday, April 9
Saturday, April 13
Friday, April 19
Friday, April 26
Friday, April 26
Monday, April 29
Wednesday, May 1
Friday, May 3
Saturday, May 4
Sunday, May 5
Wednesday, May 8

Last day to add: Online Course for 1st 8 weeks
Registration for Spring Semester
Registration for Spring Semester
Classes begin
Last day to: add a 1st 8-week & full semester course, drop a 1st 8-week & full semester course to be deleted from student's record
Dean's Convocation
Martin Luther King Jr. Day; no classes
Intent to graduate forms due in the Registrar's office for Fall 2019
1st 8-week module – last day to withdraw - recorded as a "W"
Last day to remove incomplete grades from Fall 2018
Last day to request incompletes for a 1st 8-week module course
Last day to add: Online Course for 2nd 8-weeks
1st 8-week module ends
Spring Break begins
Final grades due for 1st 8-week module
Offices Closed
Mid-term grades due
Spring Break ends at 8:00 a.m.
2nd 8-week module begin
Last day to: add a 2nd 8-week module course, drop a 2nd 8-week module course to be deleted from student's record
Full semester courses - last day to withdraw - recorded as a "W"
2nd 8-week module – last day to withdraw - recorded as a "W"
Honors Banquet
Good Friday, No Classes, Offices Closed
Last day to request incompletes for a 2nd 8-week module course
Last day to request incompletes for a full semester course
Semester exams begin
Semester exams end
Graduating Senior grades are due
Commencement
Last day of semester
ALL grades due to Registrar

2019 SUMMER TERM I

Monday, May 13
Sunday, June 9

Term I begins (4 weeks)
Term I ends

2019 SUMMER TERM II

Monday, June 10
Sunday, August 4

Term II begins (8 weeks)
Term II ends

2019 SUMMER TERM III

Monday, May 13
Sunday, August 4

Term III begins (12 weeks)
Term III ends

FINAL EXAMINATION SCHEDULE FALL 2018

Wednesday, December 5, 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

Thursday, December 6, 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

Friday, December 7, 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

FINAL EXAMINATION SCHEDULE SPRING 2019

Monday, April 29, 2019

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

Tuesday, April 30, 2019

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

Wednesday, May 1, 2019

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

2018–2019 ACADEMIC MEETINGS

For Areas of Study, Departments, Faculty and Faculty Development

SEPTEMBER

- 4 Areas of Study Meetings
- 11 Divisional Meetings
- 18 Faculty Meeting
- 25 Academic Council Meeting

OCTOBER

- 2 Areas of Study Meetings
- 9 Divisional Meetings
- 16 Faculty Meeting
- 23 Academic Council Meeting

NOVEMBER

- 6 Areas of Study Meetings
- 13 Divisional Meetings
- 20 Faculty Meeting
- 27 Academic Council Meeting

DECEMBER

- 4 Areas of Study Meetings
- 11 Divisional Meetings
- 18 Faculty Meeting

JANUARY

- 8 Areas of Study
- 15 Divisional Meetings
- 22 Faculty Meeting
- 29 Academic Council Meeting

FEBRUARY

- 5 Areas of Study Meetings
- 12 Divisional Meetings
- 19 Faculty Meeting
- 26 Academic Council Meeting

MARCH

- 12 Divisional Meetings
- 19 Faculty Meeting
- 26 Academic Council Meeting

APRIL

- 2 Areas of Study Meetings
- 9 Divisional Meetings
- 16 Faculty Meeting
- 23 Academic Council Meeting

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