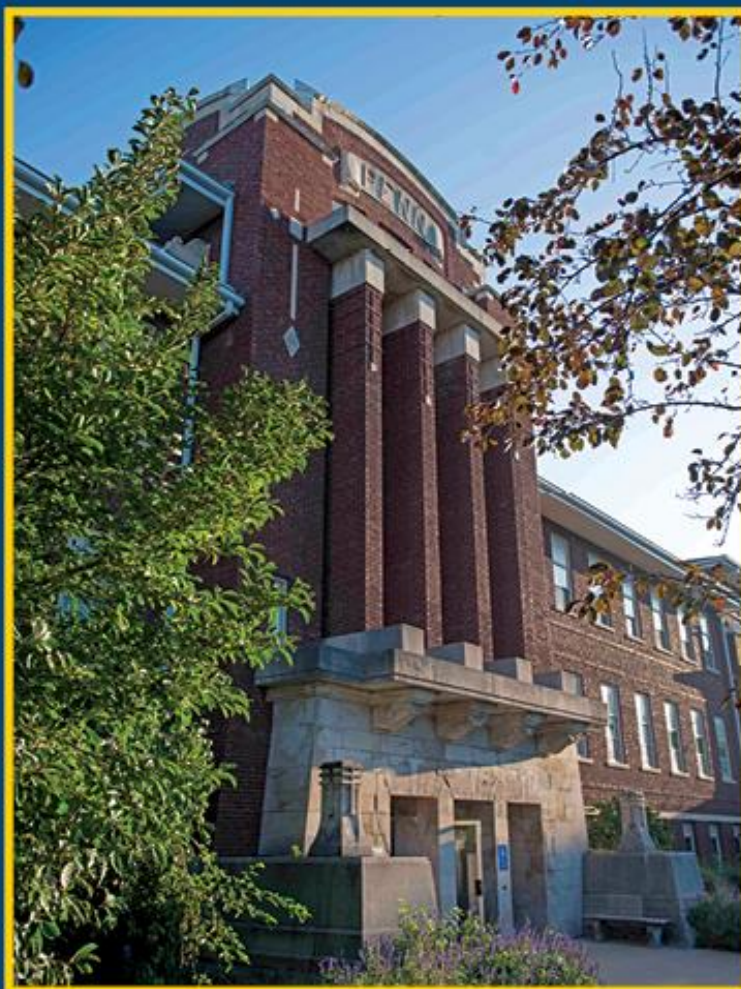


# WILLIAM PENN UNIVERSITY



## 2020-2021 Academic Catalog

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# **William Penn University**

## **2020–2021**

### **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.**

<b>Mission Statement Principles</b>	<b>Goals that will guide the University</b> 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 **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 **Statesmen Lanes**, 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.

Our **Metropolitan Campus** is located in **Johnston, Iowa**—a suburb of Des Moines—and features programs designed specifically for adults looking to advance or change their careers. Classrooms are designed with state-of-the-art equipment to promote the success of students in their courses.

## 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, Campus Safety, Counseling Center, Career Services, Student Success/Tutoring Center, Student Life/Activities, Judicial Board, and the Game Room. Student Services staff advise the following student organizations: Student Government Association (SGA) and the Residence Hall Association (RHA).

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](http://www.wmpenn.edu).

## STUDENT ORGANIZATIONS AND ACTIVITIES

### Performing Arts Organizations and Activities

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

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:

Black Leadership Initiative (BLI)  
Business Club  
Computer Club  
Creative Ink (Literary Club)  
Ecology Club  
Education Club  
Fishing Organization  
Greek Life  
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)  
Student Ambassadors  
Technology & Engineering Education Collegiate Association (TEECA)  
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)  
Chi Alpha Sigma (Athletics 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  
WPC<sup>2</sup> (William Penn Computer Club, student section of Association for Computing Machinery)  
Order of the Computing Professional

### Greek Life

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

Greek Council	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
- College transcript for dual credit

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 (at least 24 hours).

**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 COMPLETION (RN-BSN):** All students entering the BSN completion program are TRANSFER students from their pre-license program and other colleges attended. 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 prior to the second semester. 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.

### **BACHELOR OF SCIENCE IN NURSING (4-year Pre-licensure)**

#### **Regular Admission:**

The regular admission process is to complete steps for admission at William Penn University. Select the 4-year Bachelor of Science in Nursing major. Acceptance requirements for William Penn University will be applied. The student will be assigned an advisor in the nursing division to assure they are on track to complete all required courses prior to starting the final two years of the BSN program.

In order to be accepted into the final two years of the BSN program, the student must complete the following requirements:

- Complete a Test of Essential Academic Skills (TEAS), with a score of 60
- Satisfactorily complete required general education courses and a CNA (Certified Nursing Assistant) certification course.
- Cumulative GPA of 2.75
- Minimum grade of C (2.0) in each of the following courses (or equivalent courses):
  - NURS 314
  - CHEM 101
  - BIOL 102, 202, 308, 314, 315
  - KINS 110
  - MATH 102

The TEAS test can be taken up to three times, with remediation on each attempt.

A cumulative GPA of 2.75 must be maintained. A grade of C (2.0) or above must be attained in each nursing course.

**Early Admission:**

The early admission process is a formal understanding between the high school student and William Penn University in which a student may be granted admission to William Penn University and provisional admission into the BSN program. ***Early admission students must also meet the requirements for final admission to nursing (acceptance into the last two years of the program).***

Application Process for Early Admission:

- Students who are seeking the early admission option must submit their application by March 1<sup>st</sup> of their senior year of high school.
- The student must provide documentation of the following requirements:
  - ACT of 23
  - High School transcript showing completion of the following courses with a cumulative GPA of 3.0 or better on a 4.0 grade scale:
    - Biology (2 semesters)
    - Chemistry (2 semesters)
    - English (4 semesters)
    - Math (2 semesters including algebra)

The student must also maintain the following requirements while at William Penn University in order to enroll into the final 2 years of the nursing program:

- Complete a Test of Essential Academic Skills (TEAS), with a score of 60
- Satisfactorily complete required general education courses and a CNA (Certified Nursing Assistant) certification course.
- Cumulative GPA of 2.75
- Minimum grade of C (2.0) in all the following courses (or equivalent courses):
  - NURS 314
  - CHEM 101
  - BIOL 102, 202, 308, 314, 315
  - KINS 110
  - MATH 102

The TEAS test can be taken up to three times with remediation on each attempt.

A cumulative GPA of 2.75 must be maintained. A grade of C (2.0) or above must be attained in each nursing course.

**GRADUATE STUDENTS:**

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/](http://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.)
- Graduation date or 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.

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

#### **PROCEDURE TO INSPECT EDUCATION RECORDS**

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

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

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

#### **RIGHT OF UNIVERSITY TO REFUSE ACCESS**

The following records are not available for review by students:

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

#### **REFUSAL TO PROVIDE COPIES**

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

- The student has an unpaid financial obligation to the university;
- The student is in default under any federal loan program,

- There is an unresolved disciplinary action against the student;
- There is unresolved litigation between the student and the university;
- Other cases as determined by the university procedures on Registration and Academic Holds;
- Or as otherwise determined appropriate by the university.

WPU will not provide copies of those education records related to disciplinary action taken against a student, even at that student's request, unless refusal of such a request would unreasonably limit the student's right to inspect and review those 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 (corporate universities and other extra-institutional learning providers) 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), Straighterline, 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 Admissions Office at William Penn University.
5. Coursework from non-United States institutions will be evaluated based upon receipt of an official line-by-line international credit evaluation performed by the World Education Services ([www.wes.org/index.asp](http://www.wes.org/index.asp)) or the AACRAO Foreign Education Credential Service ([www.ies.aacrao.org/evaluations/](http://www.ies.aacrao.org/evaluations/)). Please access their website to order evaluations to be sent to William Penn University.
6. Students desiring credit for military experience must provide an official transcript from the Joint Services Transcripts (JST).

7. The Education Division only accepts transfer credits of courses within the major which are ten years old or less with a C- or above.
8. Upon admission, unless special circumstances are agreed upon, at least one-half of the total credit required for the baccalaureate degree in nursing are granted and applied to the program, based on active RN license and/or academic transfer credit. This qualifies students to transfer at the junior level. The Nursing Division only accepts transfer credits with a "C-" or above. Additional general education and support course credit may be transferred as determined by WPU Registrar.

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

## COORDINATING PROGRAMS

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

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

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

### DES MOINES AREA COMMUNITY COLLEGE

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

### 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.

### 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

#### **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

**IHCC Technical Program**

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

**William Penn major**

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

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

**IOWA CENTRAL COMMUNITY COLLEGE**

A coordinating program available in the following area:

**Iowa Central**

Nursing (ADN)

**William Penn**

Bachelor of Science in Nursing

**IOWA STATE UNIVERSITY**

Students choosing to major in Civil, Industrial or 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 Civil, Industrial or 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.C.E., B.S.I.E. or 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 (ADN)

**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)  
Nursing (ADN)  
Technical Music (AA)

### **William Penn**

Music  
Bachelor of Science in Nursing  
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 37 AAS 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 (AAS)

### **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 .....	\$ 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
1 <sup>st</sup> Sem	\$13,300	\$1,985	\$100
2 <sup>nd</sup> Sem	\$13,300	\$1,985	\$100
Annual	\$26,600	\$3,970	\$200

#### ***Tuition***

Full-time tuition charges (12 through 18 hours) are stated above. Part-time tuition is based on \$410 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 \$4010 per credit hour over 18 hours.

#### ***Meals***

All full-time residential students except for Rosenberger and Peasley residents must have a board plan. William Penn University offers three board plans.

- The unlimited board plan allows students unlimited entry into the dining hall during open hours. Freshmen and Sophomores must take this option.
- The 200 block plan allows students to eat 200 times in the dining hall during the semester plus have an additional \$100/semester in Penn Bucks. This option is only available to Juniors and Seniors.
- The 110 block plan allows students to eat 110 times in the dining hall during the semester plus an additional \$200/semester in Penn Bucks. This option is only available to Juniors and Seniors.

#### ***Housing***

\*\*Optional room and apartment rates:

Watson Room	\$1170 per semester or \$2340 annually
Lewis Double Room	\$1,170 per semester or \$2,340 annually
Lewis Single Room	\$1,470 per semester or \$2,940 annually
Twin Towers Double Room	\$1,420 per semester or \$2,840 annually
Twin Towers Single Room	\$1,720 per semester or \$3,440 annually
Eltse Double Room	\$1390 per semester or \$2780 annually
Eltse Single Room	\$1,690 per semester or \$3,380 annually
Market Street–2 Bedroom	\$2,460 per semester or \$4,920 annually
Market Street–4 Bedroom	\$2,060 per semester or \$4,120 annually
Rosenberger Apartment–1 bedroom	\$1,850 per semester or \$3,700 annually
Rosenberger Apartment–2 bedroom	\$2,000 per semester or \$4,000 annually

Contact Residence Life 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/student-life/housing/housing-process/room-change-request/](http://www.wmpenn.edu/student-life/housing/housing-process/room-change-request/). 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.

<b>Room and Board Refund Schedule Fall 2020</b>		
Dates From	Date To	% Refunded
8/24/2020	8/30/2020	94%
8/31/2020	9/6/2020	88%
9/7/2020	9/13/2020	82%
9/14/2020	9/20/2020	76%
9/21/2020	9/27/2020	70%
9/28/2020	10/4/2020	64%
10/5/2020	10/11/2020	58%
10/12/2020	10/18/2020	52%
10/19/2020	10/25/2020	46%
10/26/2020	10/27/2020	40%
10/28/2020	end of semester	0%
<b>Room and Board Refund Schedule Spring 2021</b>		
Dates From	Date To	% Refunded
1/11/2021	1/17/2020	94%
1/18/2021	1/24/2021	88%
1/25/2021	1/31/2021	82%
2/1/2021	2/7/2021	76%
2/8/2021	2/14/20201	70%
2/15/2021	2/21/2021	64%
2/22/2021	2/28/2021	58%
3/1/2021	3/7/2021	52%
3/15/2021	3/21/2021	46%
3/22/2021	3/26/2021	40%
3/27/2021	end of semester	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.

### ***Summer Term Charges***

Tuition is charged at a rate of \$400 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
1 <sup>st</sup> Semester	\$13,300
2 <sup>nd</sup> Semester	\$13,300
Annual Totals	\$26,600

#### ***Nursing Costs at a Glance***

Tuition	Lab Fees
\$483/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	\$410/credit Hour	\$445/credit hour	\$500/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 10<sup>th</sup> of each month. Late payments will be assessed a late fee of \$50. If you neglect to make your payment when due, you will be assessed a late fee of \$50, termination of the tuition payment plan, and your account will be charged a monthly service charge of 1%.

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

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

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

# FINANCIAL AID ASSISTANCE

## **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 <https://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 1<sup>st</sup> day of class.

## ***Tuition Refund Schedule***

### **Full Semester Course Fall 2020**

08/24/2020-08/30/2020 – 94%	10/05/2020-10/11/2020 – 58%
08/31/2020-09/06/2020 – 88%	10/12/2020-10/18/2020 – 52%
09/07/2020-09/13/2020 – 82%	10/19/2020-10/25/2020 – 46%
09/14/2020-09/20/2020 – 76%	10/26/2020-10/27/2020 – 40%
09/21/2020-09/27/2020 – 70%	10/28/2020-end of semester – 0%
09/28/2020-10/04/2020 – 64%	

### **1<sup>st</sup> 8-Week Courses Fall 2020**

Week 1 – 80% 08/24/2020-08/30/2020	Week 4 – 20% 09/14/2019-09/20/2020
Week 2 – 60% 08/31/2020-09/6/2020	Week 5 – 0% 09/21/2020-09/27/2020
Week 3 – 40% 09/07/2020-09/13/2020	

### **2<sup>nd</sup> 8 Week Courses Fall 2020**

Week 1 – 80% 10/19/2020-10/25/2020	Week 4 – 20% 11/09/2020-11/15/2020
Week 2 – 60% 10/26/2020-11/01/2020	Week 5 – 0% 11/16/2020/11/22/2020
Week 3 – 40% 11/02/2020-11/08/2020	

### **Full Semester Course Spring 2021**

01/11/2021-01/17/2021 – 94%	02/22/2021-02/28/2021 – 58%
01/18/2021-01/24/2021 – 88%	03/01/2021-03/07/2021 – 52%
01/25/2021-01/31/2021 – 82%	03/15/2021-03/21/2021 – 46%
02/01/2021-02/07/2021 – 76%	03/22/2021-03/26/2021 – 40%
02/08/2021-02/14/2021 – 70%	03/27/2021–end of semester – 0%
02/15/2021-02/21/2021 – 64%	

### **1<sup>st</sup> 8 Week Courses Spring 2021**

Week 1 – 80% 01/11/2021-1/17/2021	Week 4 – 20% 02/01/2021-02/07/2021
Week 2 – 60% 01/18/2021-1/24/2021	Week 5 – 0% 02/08/2021-02/14/2021
Week 3 – 40% 01/25/2021-1/31/2021	

### **2<sup>nd</sup> 8 Week Courses Spring 2021**

Week 1 – 80% 03/15/2021-03/21/2021	Week 4 – 20% 04/05/2021-04/11/2021
Week 2 – 60% 03/22/2021-03/28/2021	Week 5 – 0% 04/12/2021-04/18/2021
Week 3 – 40% 03/29/2021-04/04/2021	

### **Summer Session 1 2021**

Week 1 – 70% 05/20/2021-05/28/2021	Week 3 – 10% 06/05/2021-06/11/2021
Week 2 – 40% 05/29/2021-06/04/2021	Week 4 – 0% 06/12/2021-06/18/2021

### **Summer Session 2 2021**

Week 1 – 80% 03/15/2021-03/21/2021	Week 4 – 20% 04/05/2021-04/11/2021
Week 2 – 60% 03/22/2021-03/28/2021	Week 5 – 0% 04/12/2021-04/18/2021
Week 3 – 40% 03/29/2021-04/04/2021	

### Summer Session 3 2021

Week 1 – 87%	05/22/2021-5/28/2021	Week 5 – 37%	06/19/2021-06/25/2021
Week 2 – 75%	05/29/2021-6/4/2021	Week 6 – 25%	06/26/2021-07/02/2021
Week 3 – 62%	06/05/2021-6/11/2021	Week 7 – 12%	07/03/2021-07/09/2021
Week 4 – 50%	06/12/2021-6/18/2021	Week 8 – 0%	07/10/2021-07/16/2021

## 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.

### ***Veterans Benefits and Transition Act of 2018***

William Penn University will not impose any penalty including: 1) the assessment of late fees; 2) the denial of access to classes; 3) libraries or other institutional facilities and/or 4) the requirements that a Chapter 31 or Chapter 33 recipient borrow additional funds to cover the individual's inability to meet his or her financial obligations to institution due to the delayed disbursement of a payment by the U.S. Department of Veteran Affairs.

## ACADEMIC INFORMATION AND POLICY

### **Accreditation**

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

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

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

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

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

### **Academic Majors**

In addition to the Penn Leadership Core requirements, each student will complete a 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
- Engineering (3 + 2 with Iowa State University)
  - Civil
  - Industrial
  - Mechanical



- Industrial Technology *with emphases in*
  - Technical
  - Management of Technology
  - Engineering Technology
- Mathematics
  - General
  - Applied

### ***Business Administration Division***

- Business Management
- Entrepreneurship and Small 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)
- 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/Basic Science
- Add-on Endorsements (can be added to any education endorsement)
  - Athletic Coaching (K-12) #
  - Computer Science (5-12)
  - Driver and Safety Education
  - Economics (5-12)
  - English as a Second Language (K-12) #
  - Health (K-8/5-12) #
- Physical Education/Health/Coaching (K-8/5-12) #
- Biology/Chemistry
- Biology/Earth Science
- Biology/Physics
- Business - All
- English/Language Arts/Journalism
- Industrial Technology
- Mathematics
- Math (K-8)
- Reading (K-8/5-8)
- Special Education Instructional Strategist (K-8/5-12) #
- Speech Communication/Theatre (5-12)
- World History (5-12)

### ***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
- 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.
- Bachelor of Science in Nursing (4-year Pre-Licensure)

### ***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
- Human Resource Management
- Human Services
- Psychology
- Sociology
  - General Sociology

**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 Communications
- Digital Leadership
- Earth Science
- Economics
- English Literature
- English Writing
- Entrepreneurship and Small Business Management
- 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. (Students in the MBL program are not eligible for academic honors.)

**Academic Classification, Probation, Dismissal and Warning (UNDERGRAD students)**

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 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\*
- Financial Literacy\*
- Motivation and Goal Setting
- Note Taking
- Paper Writing\*
- Reading Strategies\*
- Self-Management\*
- Test Anxiety
- Test Taking
- 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.

### **Academic Classification, Probation, Dismissal and Warning (GRADUATE students)**

*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:*

<b><u>Credit Hours</u></b>	<b><u>Cumulative Required GPA</u></b>
0–12	2.7
13–24	2.85
25+	3.0

*A course earning a grade of “C” or lower will need to be re-taken. Two grades lower than “C” in the MBL program will result in an automatic dismissal from the University.*

### **Academic Probation for Currently Enrolled Students**

*Students may be placed on Academic Probation as a result of the following situations:*

- GPA below the above minimums
- Re-Entry from Academic Dismissal

### **Violation of Academic Probation**

*Graduate students who do not meet the terms of Academic Probation will be academically dismissed from William Penn University for a period of no less than six (6) months.*

### **Right of Appeal**

*Placement on academic probation or academic dismissal may be appealed. Students should submit a written request to the Vice President of Academic Affairs.*

### **Return after academic dismissal**

*In order for a Graduate student to return to classes at WPU after being academically dismissed the student must do the following:*

- *Petition for re-entry after six months (including a short essay explaining previous performance in the MBL program and the plan to remedy these issues going forward.)*
- *Pay for the next course out of pocket*
- *Be placed on academic probation*
- *Earn at least a 3.4 in the next course*

*If the cumulative GPA is still below 3.0, the student will be placed on continued academic probation until the GPA is above 3.0.*

*If a student does not earn a 3.4 GPA or above in the first returning course, he/she can be permanently dismissed.*

### **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 two 8-week courses in a term. (For a graduate student, fulltime enrollment is 9 credit hours.)

### **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 500-599 are graduate-level courses. 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 earned through StraighterLine, a non-standard ACE recommended organization, must be given individual prior-approval, earn a grade of C or higher, and be completed before a new term begins.

### **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 Face-to-Face 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, Master of Sport Management, Bachelor of Science in Nursing, Bachelor of Arts and Bachelor of Science.

### **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 7th 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 your 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, before exams. 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.

### Grade Appeals

Any other changes to final grades must be appealed by 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, accompanied by the Grade Appeal form.



### 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. Students walking in a ceremony prior to completion of all requirements will not be recognized with honors at the 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 Face-to-Face 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 Face-to-Face 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 Face-Face 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 the Student Portal. 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 fifth day of classes of that semester with the instructors' permission. After the fifth day a student must obtain permission of the respective Dean and the course instructor.
2. Students may drop courses until the completion of the fifth 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 must be ordered by the student him/herself. Transcripts are issued through our Third Party vendor, Parchment, Inc. and may be ordered by using the link on the William Penn web site at <https://www.wmpenn.edu/alumni/transcript-request>. Transcripts may be sent as an eTranscript (a certified, electronically delivered official PDF transcript sent securely to the e-mail address you designate). eTranscripts are digitally certified as official using Adobe's Blue Ribbon digital certificate and are identical to a paper transcript. Or transcripts may be sent as an official paper transcript mailed via U.S. Postal Service (standard delivery). 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: Matt Slaymaker & Ted McCoy

**Business Administration** Chair: David Meinert

**Digital Communication** Chair: Steve Jackson

**Education** Chair: Stephen Henderson

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

**Humanities** Chair: Anita Meinert

**Nursing** Chair: Kimberly Brown

**Social and Behavioral Sciences** Chair: Michael Collins



## DISCIPLINE CODES

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

## LEADERSHIP CORE

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

### Mission Core Requirements

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

### Liberal Arts Core Requirements

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

### 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	C-
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-	D-
21–24		MATH 102–Intermediate Algebra (depends on major/course prerequisites)	D-
≥ 25		MATH 140–College Algebra/Trigonometry	D-

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 (exceptions by major). 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
<b>Total Mission Core</b>		<b>21</b>

\*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

At least one of the following courses		<b>Credits</b>
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	Perspectives in World History	3
HIST 217	Perspectives 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
- Engineering - 3 + 2 Program with Iowa State
  - Civil
  - Industrial
  - Mechanical
- Mathematics
  - Applied
  - General
- Industrial Technology with emphases in:
  - Engineering Technology
  - Management of Technology

○ Technical

**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 Core

#### *Core Required courses*

APCS 101	Introduction to Computing Professions	1
APCS 201	Programming Fundamentals	2
APCS 220	Computer Organization & Digital Circuits	3
APCS 265	Systems Analysis & Design Methods	3
APCS 312	Operating Systems	3
APCS 326	Database Management Systems	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 Core** **30**

## COMPUTER SCIENCE MAJOR

### Computer Science Major

#### *Applied Computer Science Core plus the following:*

APCS 206	Object Oriented Programming	2
APCS 305	Programming Techniques	1
APCS 306	Introduction to Data Science	3
APCS 336	Web Programming	3
APCS 345	Numerical Analysis Methods	3
APCS 350	Data Structures & Algorithm Analysis	4
APCS 395	Prof Dev Seminar II (research)	1
MATH 212	Intro to Abstract Math	3
MATH 241	Calculus I	4
PHYS 211	College Physics I	5
PHYS 212	College Physics II	5

#### *Take 2 of the following classes:*

APCS 207	Command Line Interface & Scripting Language	3
APCS 215	Visual Programming	3
APCS 236	Virtual Reality and Interactive Graphics	3
APCS 255	Testing & Quality Assurance	3
APCS 311	Networks	3
APCS 321	The Internet of Things	3
APCS 370	Systems Implementation	3
ENGL 215	Business & Technical Writing	3

**Applied Computer Science Core** **30**

**Computer Science Major** **40**

**Total Computer Science\*** **70**

## INFORMATION TECHNOLOGY MAJOR

### Information Technology Major

*Applied Computer Science Core plus the following:*

APCS 207	Command Line Interface & Scripting Language	3
APCS 242	Computer and Network Management	3
APCS 311	Networks	3
APCS 321	The Internet of Things	3
APCS 344	Training Practicum	1
APCS 346	Information & Security Assurance	3
BUSI 230	Principles of Management	3
ENGL 215	Business & Technical Writing	3

*Take 3 of the following classes:*

APCS 114	Business Computer Applications	3
APCS 116	Geographic Information Systems (GIS)	3
APCS 206	Object Oriented Programming	2
APCS 215	Visual Programming	3
APCS 236	Virtual Reality and Interactive Graphics	3
APCS 255	Testing & Quality Assurance	3
APCS 336	Web Programming	3

<b>Applied Computer Science Core</b>	<b>30</b>
<b>Information Technology Major</b>	<b>30-31</b>
<b>Total Information Technology*</b>	<b>60-61</b>

## SOFTWARE ENGINEERING MAJOR

### Software Engineering Major

*Applied Computer Science Core plus the following:*

APCS 206	Object Oriented Programming	2
APCS 215	Visual Programming	3
APCS 255	Testing & Quality Assurance	3
APCS 311	Networks	3
APCS 336	Web Programming	3
APCS 350	Data Structures & Algorithm Analysis	4
APCS 370	Systems Implementation	3
BUSI 230	Principles of Management	3
ENGL 216	Business and Technical Writing	3

*Take 2 of the following classes:*

APCS 114	Business Computer Applications	3
APCS 116	Geographic Information Systems (GIS)	3
APCS 207	Command Line Interface & Scripting Language	3
APCS 236	Virtual Reality and Interactive Graphics	3
APCS 242	Computer and Network Management	3
APCS 306	Introduction to Data Science	3
APCS 321	The Internet of Things	3
APCS 346	Information & Security Assurance	3

<b>Applied Computer Science/Math Core</b>	<b>30</b>
<b>Software Engineering Major</b>	<b>33</b>
<b>Total Software Engineering *</b>	<b>63</b>

\* 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 201	Programming Fundamentals	2
APCS 206	Object Oriented Programming	2
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	3
MATH 390	Professional Development Seminar	2

**Mathematics Core** **23**

## GENERAL MATHEMATICS MAJOR

### General Mathematics Major

*Mathematics Core plus the following:*

MATH 335	Differential Equations	4
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	5

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

**Mathematics Core** **23**

**General Mathematics Major** **29-31**

**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	4
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)	5

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.

<b>Mathematics Core</b>	<b>23</b>
<b>Applied Mathematics Major</b>	<b>16-19</b>
<b>Approved Minor</b>	<b>21+</b>
<b>Total Applied Mathematics</b>	<b>60+</b>

## INDUSTRIAL TECHNOLOGY MAJOR

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

Industrial technology majors may choose emphases in Technical, Engineering Technology, Management of Technology, or a grade 7-12 teaching endorsement. Students choosing Civil, Industrial or 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 <b>or</b>	3
INDU 390	Professional Development Seminar	2
INDU	Electives	14
APCS	Electives	6
<b>Total Technical Emphasis</b>		<b>45-46</b>

### Industrial Technology Major--Engineering Technology Emphasis

<i>Required courses</i>		
APCS 201	Programming Fundamentals	2
APCS 206	Object Oriented Programming	2
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 <b>or</b>	3

INDU 390	Professional Development Seminar	2
MATH 211	Discrete Mathematics	3
MATH 241	Calculus I	4
PHYS 201	General Physics I <b>or</b>	
PHYS 211	College Physics I	4-5
PHYS 202	General Physics II <b>or</b>	
PHYS 212	College Physics II	4-5
<i>Major Electives—11 hours from the following</i>		11
APCS 116	Geographic Info Systems	3
APCS 265	Systems Analysis and Design Methods	3
ENGR 260	Introduction to Engineering Design	2
INDU 223	Welding Technology	4
INDU 226	Industrial Metal Processing	4
INDU 315	Industrial Plastics	3
INDU 329	Advanced Solid Modeling	3
INDU 333	Industrial Electronics	4
INDU 335	Computer Numerical Control (CNC)	4
INDU 346	Alternate Energy	3
<b>Total Engineering Technology Emphasis</b>		<b>70-73</b>
<b>Management of Technology Emphasis</b>		
<i>(Requires a minor in Business Management &amp; MATH 140 or higher)</i>		
<b>Industrial Technology Area</b>		<b>29-31</b>
<i>Required courses</i>		
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 <b>or</b>	2
INDU 390	Professional Development Seminar	2
<i>6-8 hours from the following:</i>		
ENGR 102	Engineering Graphics II	3
INDU 223	Welding	4
INDU 226	Industrial Metal Processing	4
INDU 315	Industrial Plastics	3
INDU 329	Advanced Solid Modeling	3
INDU 333	Industrial Electronics	4
INDU 335	Computer Numeric Control (CNC)	4
INDU 346	Alternate Energy	3
<b>Applied Computer Science Area</b>		<b>22</b>
APCS 114	Computer Applications for Business	3
APCS 201	Programming Fundamentals	2
APCS 206	Object Oriented Programming	2
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
MATH 211	Discrete Mathematics	3
<b>Digital Communications Area</b>		<b>6</b>
<i>Six hours from the following:</i>		
COMM 102	Media Writing	3
COMM 104	Social Media and Identity	3
COMM 126	Video Production I	3
COMM 125	Principles of Public Relations	3

**Business Management Minor***Required courses 15 hours*

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

<b>Industrial Technology</b>	<b>28-30</b>
<b>Applied Computer Science</b>	<b>22</b>
<b>Digital Communications</b>	<b>6</b>
<b>Business Management Minor</b>	<b>15</b>
<b>Total Management of Technology Emphasis</b>	<b>72-74</b>

**ENGINEERING MAJORS**

Students choosing to major in 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, communication, 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 degree in Civil, Industrial or Mechanical Engineering. 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.C.E., B.S.I.E., or B.S.M.E.

Students who 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 may declare engineering as their major. Students will begin as Industrial Technology–Engineering Technology majors until they meet this requirement.

**Program Requirements vary slightly depending upon degree path.**

**CIVIL ENGINEERING**

While attending William Penn University:

**Year 1 –**

APCS 201	Programming Fundamentals	2
APCS 206	Object Oriented Programming	2
CHEM 101	Chemistry I with lab	4
CHEM 102	Chemistry II with lab	4
ENGR 101	Engineering Graphics I	3
ENGR 102	Engineering Graphics II	3
LDRS 100	College Foundations	2
LDRS 101	English Composition I	3
LDRS 105	Computers & Technology	3
MATH 140	College Algebra & Trig (depending on Math assessment)	4
MATH 241	Analytical Geometry & Calculus I	4
		<b>34</b>

**Year 2 –**

ENGR 341	Statics	3
HIST 217	Perspectives in American History <sup>USD</sup> <b>or</b> HIST 318 Women in Am History <sup>USD</sup> <b>or</b> HIST 151 <b>or</b> 152 History of Western Civilization <sup>IP</sup> <b>or</b> HIST 234 African American History	3
LDRS 102	English Composition II	3
LDRS 200	Principles of Communication	3
LDRS 220	Arts & Society I <b>or</b> LDRS 221 Arts & Society II	3
LDRS 290	Quaker Values	1
MATH 242	Calculus II	4
MATH 343	Calculus III	4
PHYS 211	College Physics I	5



PHYS 212	College Physics II /BIOL 111 Environmental Biology <sup>+</sup>	5 to 3
PSYC 102/108 <b>or</b>	Intro to Psychology / Life-Span Psychology	
SOCI 101/123	Intro to Sociology / Sociology of Contemporary Issues <sup>USD</sup>	3
		<b>35 to 37</b>
<b>Year 3 –</b>		
APCS 345	Numerical Analysis Methods	3
BIOL 308	Microbiology <sup>+</sup>	4
CHEM 201	Organic Chemistry I <sup>+</sup>	4
ENGR 215	Materials & Processes	3
ENGR 342	Dynamics	3
ENGR 343	Mechanics of Materials	3
LDRS 390	Contemporary Leadership	3
ART/MUSI/THEA		3
MATH 335	Differential Equations	4
MATH 336	Mathematical Statistics	3
RELI 300	Comparative Religion <sup>IP</sup>	3
		<b>29 to 36</b>
+ required for civil engineering environmental track only		
<b>Total Hours taken at William Penn University</b>		<b>100 to 105</b>

While attending Iowa State University:

**Years 4 – 5**

LIB 160	Information Literacy	1
*General Education	American Diversity <sup>USD</sup> /International Perspective <sup>IP</sup> , if not taken at WPU	6

major courses will depend upon which track you choose and will be selected while working with your ISU advisor

## INDUSTRIAL ENGINEERING

While attending William Penn University:

**Year 1 –**

APCS 201	Programming Fundamentals	2
APCS 206	Object Oriented Programming	2
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)/Chem I & Lab	4
MATH 241	Analytical Geometry & Calculus I	4
		<b>35</b>

**Year 2 –**

ENGR 341	Statics	3
LDRS 200	Principles of Communication	3
HIST 217/318	Perspectives in American History <b>or</b> Women in American History <sup>USD</sup> <b>or</b> HIST 151 <b>or</b> 152 History of Western Civilization <sup>IP</sup> <b>or</b> HIST 234 African American History	3
LDRS 220	Arts & Society I <b>or</b> LDRS 221 Arts & Society II	3
LDRS 290	Quaker Values	1
MATH 242	Calculus II	4
MATH 343	Calculus III	4
PHYS 211	College Physics I	5
PHYS 212	College Physics II	5
PSYC 102/108 <b>or</b>	Intro to Psychology / Life-Span Psychology	
SOCI 101/123	Intro to Sociology / Sociology of Contemporary Issues <sup>USD</sup>	3
		<b>34</b>

**Year 3 –**

APCS 345	Numerical Analysis Methods	3
APCS/INDU electives		3
CHEM 101	General Chemistry I (or Year 1, depending on schedule)	4
*ECON 211/212	Principles of Micro/Macroeconomics <b>or</b> Principles of Accounting I	3
ENGR 343	Mechanics of Materials (recommended)	3
ENGR 327	Engineering Thermodynamics	3
ART/MUSI/THEA		3
RELI 300	Comparative Religion <sup>IP</sup>	3
LDRS 390	Contemporary Leadership	3
MATH 335	Differential Equations	4

**32****Total Hours taken at William Penn University****101**

While attending Iowa State University:

**Years 4 – 5**

LIB 160	Information Literacy	1
*General Education	American Diversity <sup>USD</sup> /International Perspective <sup>IP</sup> , if not taken at WPU	6

major courses will depend upon which track you choose and will be selected while working with your ISU advisor

**MECHANICAL ENGINEERING**

While attending William Penn University:

**Year 1 –**

APCS 201	Programming Fundamentals	2
APCS 206	Object Oriented Programming	2
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)/Chem I & Lab	4
MATH 241	Analytical Geometry & Calculus I	4

**35****Year 2 –**

ENGR 341	Statics	3
LDRS 200	Principles of Communication	3
HIST 217	Perspectives in American History <b>or</b> HIST 318 Women in Am History <sup>USD</sup> <b>or</b> HIST 151 <b>or</b> 152 History of Western Civilization <sup>IP</sup> <b>or</b> HIST 234 African American History	3
LDRS 220	Arts & Society I <b>or</b> LDRS 221 Arts & Society II	3
LDRS 290	Quaker Values	1
MATH 242	Calculus II	4
MATH 343	Calculus III	4
PHYS 211	College Physics I	5
PHYS 212	College Physics II	5
PSYC 102/108 <b>or</b>	Intro to Psychology / Life-Span Psychology	
SOCI 101/123	Intro to Sociology / Sociology of Contemporary Issues <sup>USD</sup>	3

**34****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 <b>or</b> Principles of Macroeconomics	3
ENGR 342	Dynamics	3
ENGR 343	Mechanics of Materials	3

*ENGR 327	Engineering Thermodynamics	3
ART/MUSI/THEA		3
RELI 300	Comparative Religion <sup>IP</sup>	3
LDRS 390	Contemporary Leadership	3
MATH 335	Differential Equations	4
MATH 336	Mathematical Statistics	3
		<b>29 to 35</b>

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

**Total Hours taken at William Penn University 104**

While attending Iowa State University:

**Year 4 –**

LIB 160	Information Literacy	1
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
*ECON 201 or 202	Microeconomics or Macroeconomics	3
*General Education	American Diversity <sup>USD</sup> /International Perspective <sup>IP</sup> , if not taken at WPU	6
		<b>24 to 36</b>

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

**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**

**53 to 65**

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

## APPLIED TECHNOLOGY MINORS

### Applied Computer Science Minor

**Required courses**

APCS 201	Programming Fundamentals	2
APCS 206	Object Oriented Programming	2
APCS 220	Computer Organization and Digital Circuits	3
APCS 265	Systems Analysis & Design Methods	3
MATH 211	Discrete Mathematics	

*One of the following (3 credits)*

APCS 306	Introduction to Data Science	3
APCS 326	Database Management Systems	3
APCS 345	Numerical Analysis Methods	3

*One of the following (3-4 credits)*

APCS 207	Command Line Interface & Scripting Language	3
APCS 236	Virtual Reality and Interactive Graphics	3
APCS 255	Testing and Quality Assurance	3
APCS 312	Operating Systems	3
APCS 321	The Internet of Things	3
APCS 336	Web Programming	3
APCS350	Data Structures & Algorithm Analysis	4

**Total Applied Computer Science Minor hours**

**19-20**

**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 114	Business Computer Applications	3
APCS 201	Programming Fundamentals	2
APCS 207	Command Line Interface & Scripting Language	3
APCS 220	Computer Organization and Digital Circuits	3
APCS 242	Computer & Network Management	3
APCS 311	Networks	3
APCS 344	Training Practicum	1

*One of the following (2-3 credits)*

APCS 116	Geographic Info Systems	3
APCS 206	Object Oriented Programming	2
APCS 265	Systems Analysis & Design Methods	3
APCS 321	The Internet of Things	3
APCS 326	Database Management Systems	3
APCS 336	Web Programming	3
APCS 346	Information & Security Assurance	3

**Total Information Technology Minor hours****20-21Industrial 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	4
MATH 336	Mathematical Statistics	3
MATH 339	History of Mathematics	3
MATH 343	Calculus III	4
MATH 345	Numerical Analysis Methods	3
MATH 354	Abstract Algebra	3

**Total Mathematics Minor hours****20-21****Physics Minor*****Required courses***

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

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

## BUSINESS ADMINISTRATION DIVISION

The mission of the Business Administration Division is to:

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

**Majors** are available in:

- General Accounting (not available for OLE)
- Public Accounting (not available for OLE)
- Business Management
- Entrepreneurship and Small Business Management
- Human Resource Management (OLE format only)

**Minors** are available in:

- Accounting (not available for OLE)
- Business Management
- Economics
- Entrepreneurship and Small Business Management
- 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****Entrepreneurship and Small Business Management Major**

*Business Core (27 credits) plus the following:*

BUSI 240 Entrepreneurship and Innovation	3
BUSI 246 Consumer Behavior & Research	3
BUSI 270 Accounting Software Applications	3
BUSI 309 Business Law	3
BUSI 324 E-commerce	3
BUSI 328 Small Business Finance	3
BUSI 330 Small Business Management	3
BUSI 334 Marketing Management	3
INSR 101 Foundations of Risk Management and Insurance	3

**Business Core****27**

<b>Entrepreneurship and Small Business Management Major</b>	<b>27</b>
<b>Total Entrepreneurship and Small Business Management Major</b>	<b>54</b>

## 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

<b>Business Core</b>	<b>27</b>
<b>Accounting (Public) Major</b>	<b>33</b>
<b>Total Accounting (Public) Major</b>	<b>60</b>

### 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 <b>or</b> Contemporary Business Law	3
BUSI 314	Federal Income Tax I	3
BUSI 338 or 353	Financial Management <b>or</b> Advanced Accounting I	3

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

## BUSINESS MANAGEMENT MAJOR

### Business Management Major

*Business Core plus the following:*

BUSI 310 or 311	Commercial Law <b>or</b> 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

<b>Business Core</b>	<b>27</b>
<b>Business Management Major</b>	<b>24</b>
<b>Total Business Management Major</b>	<b>51</b>



## 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
<b>Business Core</b>		<b>27</b>
<b>Human Resource Management Major</b>		<b>27</b>
<b>Total Human Resource Management Major</b>		<b>54</b>

## BUSINESS MINORS

### Accounting Minor

*Fifteen hours from the following:*

BUSI 201	Principles of Accounting I	3
BUSI 202	Principles of Accounting II	3
BUSI 265	Systems Analysis and Design Methods	3
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 314	Federal Income Tax I	3
BUSI 315	Federal Income Tax II	3
BUSI 353	Advanced Accounting I	3
BUSI 354	Advanced Accounting II	3
BUSI 355	Auditing	3
BUSI 357	Business Internship	3
BUSI 463	C.P.A. Review	3
<b>Total Accounting Minor</b>		<b>15</b>

### 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>		<b>6</b>
BUSI 332	Operations Management	3
BUSI 334	Marketing Management	3
BUSI 336	Human Resource Management	3
BUSI 338	Financial Management	3
<b>Total Business Management Minor</b>		<b>15</b>

**Economics Minor***Required courses*

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

**Total Economics Minor** **15**

**Entrepreneurship and Small Business Management Minor***Required courses*

BUSI 130 Contemporary Business		3
BUSI 201 Principles of Accounting I		3
BUSI 230 Principles of Management		3
BUSI 240 Entrepreneurship and Innovation		3
BUSI 328 Small Business Finance		3
BUSI 330 Small Business Management		3

**Total Entrepreneurship and Small Business Management Minor** **18**

**Insurance Minor***Required courses:*

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**

## DIGITAL COMMUNICATION DIVISION

### (PROGRAM DEVELOPMENT IN PROGRESS)

Digital Communication explores the professional practice of creative storytelling leading to an understanding of and employment in the media profession, including filmmaking, game design, sports production, video production, visual communication, and other fields where digital tools are used to communicate creatively with a mass audience. All majors in this division are based around a hands-on curriculum that is based extensively in praxis, or hands-on work in real media environments. The curriculum in Digital Communication is likened to that of a medical degree, where students learn in real-world settings in close collaboration with industry professionals. To assure students are never alone in this process, we use a cohort system that rapidly moves students through traditional courses so that they can spend the majority of their stay at William Penn University working closely with our Communication Research Institute on professional programming, giving them practical experience each year as if they were employed part-time.

**Majors** are available in:

Film and Video Production

**Minors** are available in:

Digital Communication

### FILM AND VIDEO PRODUCTION MAJOR

**Digital Communication Core**

COMM 102	Media Writing	3
COMM 104	Social Media and Identity	3
COMM 123	Media Past and Digital Future	3
COMM 211	Digital Photography	3
COMM 131	Explorations in Media	3

**Total Digital Communication Core** **15**

**Digital Communication Praxis**

COMM 141	Practicum (taken six times)	6
COMM 235	Media Practicum (taken at least once)	3
COMM 357	Internship (taken at least once)	3

**Total Digital Communication Praxis** **12**

**Film and Video Production Emphasis**

COMM 126	Video Production 1	3
COMM 211	Audio Production	3
COMM 222	Post Production	3
COMM 226	Video Production II	3
COMM 360	Media Entrepreneurship	3
COMM 390	Applied Communications Seminar	3
<b>Total Film and Video Production Emphasis</b>		<b>18</b>
<b>Total Film and Video Production Major</b>		<b>45</b>

## DIGITAL COMMUNICATION MINOR

### Digital Communication Core

COMM 102	Media Writing	3
COMM 104	Social Media and Identity	3
COMM 123	Media Past and Digital Future	3
COMM 211	Digital Photography	3
COMM 131	Explorations in Media	3
<b>Total Digital Communication Core</b>		<b>15</b>

### Digital Communication Praxis

COMM 141	Practicum (taken three times)	3
<b>Total Digital Communication Praxis</b>		<b>3</b>
<b>Total Digital Communication Minor</b>		<b>18</b>

## 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 a Distance Learning Bachelor of Arts program. Students completing the BA program have the opportunity to become endorsed in Elementary Education (K-6), Physical Education/Health/Coaching (K-8/5-12), as well as English as a Second Language (K-12), Reading (K-8/5-12) or Special Education - Strategist I (K-8/5-12).

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 (5-12) – 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/Health/Coaching (K-8/5-12) #

### **Secondary Education 5-12 Endorsements (stand-alone)**

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

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

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

# 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 will not be given credit for any courses in the professional education core that are over ten years old.
5. To be recommended for teacher licensure, students must demonstrate acceptable performance on the InTASC Standards. This will be facilitated by completion of Key Assignments. Initial information regarding this process will be provided in Introduction to Education and William Penn University Seminar. Students are responsible for successful completion of all Key Assignments throughout their undergraduate studies.
6. 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
- 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 Key Assignments.

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 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
PSYC 303	Developmental & Educational Psychology*	3
<b>FALL BLOCK</b>		
EDUC 370	Teaching of Reading*	3
EDUC 373	Literacy 25-Hour Field Experience*	0
EDUC 378	Elementary Social Studies Methods*	3
EDSP 385	Differentiated Instruction Methods & Strategies (K-8) *	3
<b>SPRING BLOCK</b>		
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
EDUC 400	Elementary Student Teaching*	14
MATH 205	Math for Elementary Educators I*	3
MATH 206	Math for Elementary Educators II*	3
PHSC 100	Physical Science for Elementary Ed	3
Survey History course from the following (HIST 130 Am. History to 1900, HIST 132 Am. History since 1900, HIST 151 History of Western Civilization to 1648, HIST 152 History of Western Civilization since 1648, or an equivalent). This is an addition to the required survey History course from the WPU Mission Core.		

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 86**

\*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 109–8 credits**

MUAP 109	Voice	6
MUAP 105	Piano/Keyboard	2
MUSI 100	Applied Music Seminar	0

**OR**

**Instrumental Emphasis–MUAP 105–111 (except for MUAP 109)-8 Credits**

MUAP 105	Piano/Keyboard	2
MUAP 106-111	Primary 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	Fundamental Concepts of Kinesiology	3

KINS 215	Elementary Physical Education Methods	3
KINS 217	Adapted Physical Education	3
KINS 218	Prevention and Care of Sports Injuries	3
KINS 221	Teaching Individual & Team Sports	3
KINS 227	Community Health	3
KINS 334	Tests & Measurements in Health, Physical Education & Recreation	3
KINS 336	Organization & Administration of Physical Education	3
PSYC 240	Health Psychology	3
SMGT 240-250	Any Theory of Coaching course	2
SOCI 311	Marriage & Family	3
<b>Physical Education/Health/Coaching (K-12) Total</b>		<b>49</b>

## 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
<b>Business-General Total</b>		<b>33</b>

### All Social Sciences Endorsement #186

HIST 151	Western Civilization to 1648	3
HIST 152	Western Civilization since 1648	3
HIST 216	Perspectives 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
<b>All Social Sciences Total</b>		<b>54</b>
<b>American Government Endorsement #157</b>		
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
<b>American Government Total</b>		<b>18</b>
<b>American History Endorsement #158</b>		
HIST 130	American History to 1900	3
HIST 132	American History since 1900	3
<i>Twelve hours from the following</i>		
HIST 217	Perspectives 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	Second World War	3
<b>American History Total</b>		<b>18</b>
<i>The following combination Social Science endorsements are also available:</i>		
<ul style="list-style-type: none"> <li>• American History/American Government;</li> <li>• American Government/Psychology;</li> <li>• American Government/Sociology.</li> <li>• American History/Psychology;</li> <li>• American History/Sociology;</li> </ul>		
<i>Students are required to complete 36 total credit hours, 18 in each area.</i>		
<i>A Psychology/Sociology combination is not available.</i>		
<b>Biology/Basic Science Endorsement #151/1541</b>		
BIOL 101	General Biology I	4
BIOL 102	General Biology II	4
BIOL 220	Vertebrate Fauna <b>or</b>	4
BIOL 304	Plant Taxonomy & Local Flora	
BIOL 307	General Ecology	4
BIOL 308	Microbiology	4
BIOL 313	Comparative Anatomy <b>or</b>	4
BIOL 314	Human Anatomy	
BIOL 315	Physiology	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 104	Physical Geology	4
PHYS 201	General Physics I	4
PHYS 202	General Physics II	4
<b>Biology/Basic Science Total</b>		<b>55</b>

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

BIOL 101	General Biology I	4
BIOL 102	General Biology II	4
BIOL 220	Vertebrate Fauna <b>or</b>	4
BIOL 304	Plant Taxonomy & Local Flora	
BIOL 307	General Ecology	4
BIOL 308	Microbiology	4
BIOL 313	Comparative Anatomy <b>or</b>	4
BIOL 314	Human Anatomy	
BIOL 315	Physiology	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

**Biology/Chemistry Total 48****Biology/Earth Science Endorsement #151/153**

BIOL 101	General Biology I	4
BIOL 102	General Biology II	4
BIOL 111	Environmental Biology	3
BIOL 220	Vertebrate Fauna <b>or</b>	4
BIOL 304	Plant Taxonomy & Local Flora	
BIOL 307	General Ecology	4
BIOL 308	Microbiology	4
BIOL 313	Comparative Anatomy <b>or</b>	4
BIOL 314	Human Anatomy	
BIOL 315	Physiology	4
BIOL 335	Genetics	4
EASC 100	Introduction to Earth Science	3
EASC 104	Physical Geology	4
EASC 128	Astronomy	3
EASC 150	Geology Field Trip	1
EASC 300	Natural Science Seminar	1

**Biology/Earth Science Total 47****Biology/Physics Endorsement #151/156**

BIOL 101	General Biology I	4
BIOL 102	General Biology II	4
BIOL 220	Vertebrate Fauna <b>or</b>	4
BIOL 304	Plant Taxonomy & Local Flora	
BIOL 307	General Ecology	4
BIOL 308	Microbiology	4
BIOL 313	Comparative Anatomy <b>or</b>	4
BIOL 314	Human Anatomy	
BIOL 315	Physiology	4
BIOL 335	Genetics	4
PHYS 201	General Physics I	4
PHYS 202	General Physics II	4
PHYS 227	Electrical Energy & Circuits	4
PHYS 327	Engineering Thermodynamics	3
PHYS 341	Statics	3

**Biology/Physics Total 50****English/Language Arts/Journalism Endorsement #120/141**

APCS 112	Computer Applications for Communications	3
COMM 102	Media Writing	3
COMM 104	Social Media and Identity	3

COMM 235	Practicum	3
ENGL 200	Theory of Language	3
ENGL 220	Introduction to Literature	3
ENGL 223	Adolescent Literature	3
ENGL 226**	British Literature to 1784 <b>or</b>	3
ENGL 227**	British Literature since 1784	
ENGL 238**	American Literature to 1865 <b>or</b>	3
ENGL 239**	American Literature since 1865	
ENGL 231	Creative Writing	3
ENGL 307	Shakespeare	3
ENGL 350**	Early World Literature <b>or</b>	3
ENGL 351**	Modern World Literature	
LDRS 200	Principles of Communication	3
**Students must complete one additional course to complete one literature course sequence:		3
ENGL 226 and 227, or ENGL 238 and 239, or ENGL 350 and 351.		
<b>English/Language Arts/Journalism Total</b>		<b>43*</b>
*Includes 1 credit in EDUC 360 from the Secondary Education Core		
<b>Industrial Technology Endorsement #140</b>		
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 115	Praxis II Prep	1
INDU 218	Industrial Wood Processing* <b>or</b>	
INDU 290	Building Construction*	4
INDU 221	Applied Mechanical Engineering Technology*	4
INDU 227	Electrical Energy & Circuits*	4
INDU	Electives	13
<b>Industrial Technology Total</b>		<b>41</b>
<b>Mathematics Endorsement #143</b>		
APCS 201	Programming Fundamentals	2
APCS 206	Object Oriented Programming	2
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
<i>One of the following courses</i>		4-5
PHYS 201	General Physics I	
PHYS 202	General Physics II	
PHYS 211	College Physics I	
PHYS 212	College Physics II	
<i>Two of the following courses</i>		6-7
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)		
<b>Mathematics Total</b>		<b>40-43</b>



## ADD-ON ENDORSEMENTS

*Add-on endorsements in the following curricular areas are available to be taken in conjunction with any stand-alone endorsement. Links to course requirements are provided. All endorsement curriculum exhibits may be found on the William Penn University website under the Secondary Education link with current course requirements. For more information, please contact the education division office at 641-673-1100.*

• Athletic Coaching (K-12) #101	12
• Computer Science (5-12) #278	20
• Economics (5-12) #160	15
• English as a Second Language (K-12) #104	18
• Mathematics (K-8) #142	25
• Psychology (5-12) #163	18
• Reading (K-8) #148	24
• Reading (5-12) #149	25
• Sociology (5-12) #165	18
• Special Education–Instructional Strategist I (K-8) #260	29
• Special Education – Instructional Strategist I (5-12) #261	29
• Speech Communication/Theatre (5-12) #168	24
• World History (5-12) #166	15

### 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 will need to complete the program and endorsement requirements including student teaching at the 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*)  
 Dual Degree Program w/ Palmer Chiropractic College  
 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 3 hours*

KINS 110	Wellness and Fitness	3
	Certified in First Aid and CPR/AED before graduation	

### Biology Core

*Required courses 40-41 hours*

BIOL 101	General Biology I	4
BIOL 102	General Biology II	4
BIOL 307	General Ecology <b>or</b>	4
BIOL 322	Medical Biology	3
BIOL 308	Microbiology	4
BIOL 313	Comparative Anatomy <b>or</b>	4
BIOL 314	Human Anatomy	
BIOL 335	Genetics	4
BIOL 356	Pre-Internship	1
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**

Any BIOL course (except 216) not taken for Biology Core

Any CHEM course not taken for Biology Core

Any EASC course

Any 300-400 level EXSC Course

APCS 116	Geographic Information Systems (GIS)	3
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APCS 216	GIS for Decision Makers	3
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BIOL/EASC 150	Field Trip (may be taken 3x)	1
MATH 241	Calculus I	4
MATH 303	Statistical Methods	3
PSYC 240	Health Psychology	3
PSYC 326	Abnormal Psychology	3
PSYC 335	Experimental Psychology	3
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
<b>Total credits</b>		<b>73-74</b>

## WPU/PALMER CHIROPRACTIC COLLEGE DUAL DEGREE PROGRAM

Under this agreement, a dual degree program leading to a Bachelor Degree in Biology from William Penn University and a Doctor of Chiropractic degree from Palmer Chiropractic College (PCC) will be available to qualified students. This agreement is with the Davenport, IA, campus of PCC. This agreement is not available to transfer students.

Students are guaranteed admission to PCC-Davenport provided they:

- Complete 94 or more credits at WPU, including 24 credits of science lab classes
- Attain a minimum WPU GPA of 3.0
  - Students with a 2.75 GPA may apply, but are not guaranteed admission to PCC
- Complete all requirements for the WPU Leadership Core
- Receive a positive recommendation from the Chair of the Division of Health and Life Sciences
- Meet the admissions requirements and deadlines at PCC

Upon successful completion of the first year at PCC, 30 credits may be transferred from PCC to WPU to fulfill the remaining requirements of the Biology degree, at which time the student may participate in WPU commencement exercises and be awarded the Bachelor of Science in Biology from WPU. Upon successful completion of the remainder of the PCC curriculum, students will be eligible to participate in PCC commencement exercises and will be awarded the Doctor of Chiropractic degree.

For more information about the WPU/PCC dual degree program, interested students should contact the Chair of the Division of Health and Life Sciences, Dr. Gary Christopher, 641-673-1295, [christopherg@wmpenn.edu](mailto:christopherg@wmpenn.edu).

## 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 3 hours*

KINS 110	Wellness and Fitness	3
	Certified in First Aid and CPR/AED before graduation	

### 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 39 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	Fundamental Concepts of Kinesiology	3
KINS 334	Test & Measurement in HPER	3
KINS 356	Pre-Internship	1
KINS 357	Internship	3
KINS 390	Practicum	2
<b>Health &amp; Life Sciences Foundation</b>		<b>3</b>
<b>Science &amp; Mathematics Courses</b>		<b>31</b>
<b>Exercise Science Area Courses</b>		<b>39</b>
<b>Total hours for Exercise Science Major</b>		<b>73</b>

## 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 3 hours*

KINS 110	Wellness and Fitness	3
	Certified in First Aid and CPR/AED before graduation	

### Kinesiology Core

*Required courses 15 hours*

BIOL 216	Anatomy & Phys	4
KINS 150	Fundamental Concepts of Kinesiology	3
KINS 218	Prevention & Care of Athletic Injuries	3
KINS 390	Practicum	2
SMGT 351	Paradigms in Sport	3

### Sport Management

*Required courses*

KINS 217	Adapted Physical Education <b>or</b>	
SMGT 319	Concepts of Coaching <b>or</b>	
SMGT/HIST 322	American Sports History	3
KINS 334	Tests & Measurements in HPER	3
KINS 356	Pre-Internship	1
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

<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
<b>Total Business Management Minor</b>	<b>15</b>
<b>Health &amp; Life Science Foundation</b>	<b>3</b>
<b>Kinesiology Core</b>	<b>15</b>
<b>Sport Management Major</b>	<b>35</b>
<b>Business Management Minor</b>	<b>15</b>
<b>Total hours for Sports Management Major</b>	<b>68</b>

## 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 3 hours

KINS 110	Wellness & Fitness	3
Certified in First Aid and CPR/AED before graduation		

### Kinesiology Core

#### Required courses 15 hours

BIOL 216	Anatomy & Physiology	4
KINS 150	Fundamental Concepts of Kinesiology	3
KINS 218	Prevention & Care of Athletic Injuries	3
KINS 390	Practicum	2
SMGT 351	Paradigms in Sport	3

### Wellness & Recreation

#### Required courses 30 hours

KINS 208	Leadership in Sport, Exercise, & Recreation	3
KINS 210	Camp Management & Outdoor Education	3
KINS 221	Individual & Team Sports	3
KINS 227	Community Health	3
KINS 295	Kinesiology Seminar	2
KINS 334	Test & Measurement in HPER	3
KINS 356	Pre-Internship	1
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

**Health & Life Sciences Foundation** **3**

**Kinesiology Core** **15**

**Wellness & Recreation** **30**

**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 Kinesiology	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

English

Music

**Minors** are available in

Art  
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 105-111	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 119	3
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
<b>Creative Arts Core</b>					<b>21</b>
<b>Fine Arts Electives</b>					<b>24</b>
<b>Fine Arts Emphasis Total</b>					<b>45</b>

### 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
<b>Theatre Requirements</b>		<b>27</b>

### Theatre Electives

Select 12 credits of electives from the following

Any ART	3	COMM 104	3	ENGR 102	3	MUSI 123	3
BUSI 130	3	COMM 125	3	ENGR 125	3	MUSI 336	3
BUSI 201	3	COMM 225	3	ENGL 220	3	THEA 114**	1
BUSI 230	3	COMM 360	3	MUAP 105-111**	1	THEA 119	3
COMM 102	3	ENGR 101	3	MUAP 250**	1	THEA 307	3
<b>**May be taken up to 3 times each</b>							
<b>Creative Arts Core</b>							<b>21</b>
<b>Theatre Required Classes</b>							<b>27</b>
<b>Theatre Electives</b>							<b>12</b>
<b>Theatre Emphasis Total</b>							<b>60</b>

## ENGLISH MAJOR

### English Major

The English degree requires completion of the English Core courses plus credits in the Literature and Writing tracks, totaling 40 credit hours.

#### English Core

ENGL 110: Introduction to English Studies	2
ENGL 200: Theory of Language	3
ENGL 215: Business & Technical Communication	3
ENGL 216: Genre Studies	3
ENGL 220: Introduction to Literature	3
ENGL 460: Capstone Project	2

**English Major Tracks:** Students will choose one of two tracks, Literature or Writing. Students must complete 15 credits of their chosen track and 9 credits of the other track in order to complete the English BA.

*Literature Track Courses:*

ENGL 115: Sports in Film & Literature	3
ENGL 223: Adolescent Literature	3
ENGL 226: British Literature to 1784	3
ENGL 227: British Literature since 1784	3
ENGL 237: Multiethnic Literature of the USA	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 350: Early World Literature	3
ENGL 351: Modern World Literature	3

*Writing Track Courses:*

ENGL 219: Media Literacy	3
ENGL 231: Creative Writing	3
ENGL 245: Writing Consultation	3
ENGL 300: Technical Editing	3
ENGL 310: Advanced Writing	3
ENGL 319: Rhetoric & Technology	3
ENGL 330: Document Design & Usability	3
ENGL 345: Grant & Proposal Writing	3
ENGL 360: Advanced Argument	3
ENGL 390: Special Topics in Technical Communication	3

**Total: ENGL Core (16) + ENGL Major track (15) + ENGL Other track (9) 40**

**Technical Communications Certificate (TCC)**

The TCC will be awarded after students complete any four (totaling 12 credits) of the courses listed below with a grade of a C- or higher and, in accordance with the university's graduation requirement, complete the certificate courses with at least a 2.0 GPA in the certificate program.

ENGL 219: Media Literacy	3
ENGL 300: Technical Editing	3
ENGL 319: Rhetoric and Technology	3
ENGL 330: Document Design and Usability	3
ENGL 345: Grant and Proposal Writing	3
ENGL 390: Special Topics in Technical Communication	3

**Total: any four courses 12**

## MUSIC MAJOR

<b>Music Major Core Classes</b>	<b>33</b>
LDRS 220 Arts & Society I	3
MUAP 105 Piano/Keyboard <b>or</b>	
MUAP 102 Class Piano	1
MUSI 123 Music Theory I	3
MUSI 124 Music Theory II	3
MUSI 223 Music Theory III	3
MUSI 224 Music Theory IV	3
MUSI 216 History of Music I	3
MUSI 217 History of Music II	3
MUSI 336 Conducting I	2
MUSI 337 Conducting II	2
MUSI 339 Ear Training/Sight Singing I	2
MUSI 340 Ear Training/Sight Singing II	2
MUSI 100 Applied Music Seminar	

HUMA 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 109	Private Instruction in Voice	1
<i>Required course for Instrumental Emphasis</i>		
<i>8 hours of</i>		
MUAP 105-111	Private Instruction	1
<b>Total Music with either Vocal or Instrumental Emphasis</b>		<b>49</b>

## 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 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
<b>Total Art Minor</b>		<b>21</b>

### 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
<b>Total English Literature Minor</b>		<b>21</b>

### 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

HUMA 357	Internship	3
<b>Total English Writing Minor</b>		<b>21</b>
<b>Graphic Art Minor</b>		
<i>Required courses for the Graphic Art Minor</i>		<b>25</b>
APCS 112	Communications Computer Apps	3
APCS 201	Programming Fundamentals	2
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
<b>Total Graphic Art Minor</b>		<b>23</b>
<b>Music Minor</b>		
<i>Required courses for the Music Minor</i>		<b>11</b>
MUSI 123	Music Theory I	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>		<b>5</b>
MUAP 105-111	Private Lessons	1
MUAP 102	Class Piano	1
MUAP 103	Guitar Class I	1
MUAP 130	WPU Jazz Ensemble	1
MUAP 131	Pep Band	1
MUAP 202	Class Piano II	1
MUAP 203	Guitar II	1
MUAP 250	Penn Singers	1
THEA 124	Stage Lighting & Sound	3
<i>Piano proficiency requirement must be met.</i>		
<b>Total Music Minor</b>		<b>16</b>
<b>Theatre Minor</b>		
<i>Required courses for the Theatre Minor</i>		<b>15</b>
THEA 104	Basic Production	3
THEA 106	Acting I	3
THEA 110	Improvisation & Movement	3
THEA 212	Oral Interpretation	3
THEA 216	History of Theater	3
<i>Six hours from the following</i>		<b>6</b>
THEA 114	Theatre Production	3
THEA 119	Special Production Elements	3
THEA 130	Scenic Design and Construction	3
THEA 304	Directing & Advanced Production	3
THEA 306	Acting II	3
THEA 307	Shakespeare	3
<b>Total Theatre Minor</b>		<b>21</b>

## 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 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 student an opportunity to develop complex decision-making skills to provide safe and holistic care to self and all communities.

### RN-BSN Policies

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 in the RN-BSN program must have their RN license prior to the second semester in the BSN program.

BSN courses are only good for five years and some courses are offered in sequence, unless provisions are made.

### **Pre-Licensure 4-Year BSN**

A cumulative GPA of 2.75 must be maintained. A grade of C (2.0) or above must be attained in each nursing course. A course may be retaken once, with a total of two retakes total.

### **Nursing Approval**

The William Penn University RN–BSN Program is approved by the Iowa Board of Nursing. The Pre-licensure BSN program has interim approval from 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.

### **RN-BSN Nursing Curriculum**

NURS 300	Health Assessment / Pathophysiology	3
NURS 301	Professional Nursing for the RN-BSN	5
NURS 302	Nursing Leadership	4
NURS 303	Community Health Nursing	4
NURS 312	Nursing Informatics	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
<b>Total RN to BSN hours</b>		<b>30</b>
<b>Total BSN hours</b> (including transfer credit, Penn Core, and RN-BSN courses)		<b>124</b>

### **Pre-licensure Nursing Curriculum**

NURS 302	Nursing Leadership	3
NURS 303	Community Health Nursing	4
NURS 304	Nursing Fundamentals & Skills	3
NURS 306	Adult Nursing I / Assessment I	5
NURS 307	Professionalism in Nursing	3
NURS 308	Women, Maternity & Newborn Nursing	3
NURS 309	Pediatric Nursing	3
NURS 310	Mental Health Nursing	4
NURS 312	Nursing Informatics	3
NURS 314	Pharmacology	3
NURS 400	Introduction to EBP for Nursing	2
NURS 403	Evidence-Based Practice for Nursing	3
NURS 406	Adult Nursing II	5
NURS 412	Adult Nursing III / Assessment II	5
NURS 413	Transition to Nursing Practice	6
<b>Total NURS hours</b>		<b>55</b>
<b>Electives</b>		<b>4</b>
<b>Total BSN hours</b> (including Penn Core)		<b>124</b>



## 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 major increases students' historical consciousness, assesses significant trends and patterns, relates the past to the present, examines political institutions and constitutional issues, and provides a better foundation upon which to solve contemporary problems. Students experience American and world history through digital resources, small group discussions, lectures, projects, internships, and other engaging 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
<b>Total History Major</b>		<b>30</b>

### POLITICAL SCIENCE MAJOR

The Political Science major provides an understanding of political, constitutional, economic, social, cultural, and international policy issues and implications. This major enhances students' perceptions of significant trends and patterns associated with political institutions and constitutional issues. Majors experience the political world through digital resources, small group discussions, lectures, projects, internships, and other engaging methods. Career opportunities are available in academia, government, public service, public administration, law, business, communications, journalism, political organizations, libraries, museums, archives, research, writing, publications, and related areas.

#### Political Science Major

*Required courses, 12 hours*

PLSC 100	International Relations	3
PLSC 125	United States National Government	3
PLSC 230	Congress and the Presidency	3
PLSC 390	History/Government Practicum	3

PLSC	Electives	18
<b>Total Political Science Major</b>		<b>30</b>

### WPU/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 primarily from psychology and sociology, the Human Services program presents students with the interdisciplinary perspective necessary for the provision of 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 service agencies and organizations. The major 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. Career opportunities are available in case management, crisis counseling, direct service provision, administrative and supervisory roles, and related areas.

<b>Psychology</b>		<b>12</b>
PSYC 108	Life-Span Psychology	3
PSYC 221	Introduction to Counseling	3
PSYC 331	Human Services in Contemporary America	3
PSYC 348	Crisis Intervention	3
<b>Sociology</b>		<b>12</b>
SOCI 123	Sociology of Contemporary Issues	3
SOCI 217	Ethnic and Race Relations <b>or</b>	
SOCI 219	Sex and Gender in Society	3
SOCI 220	Social Organization	3
SOCI 335	Social Research Methods	3
<b>Kinesiology</b>		<b>6</b>
KINS 231	Substance Abuse	3
KINS 208	Leadership in Sport, Exercise, & Recreation <b>or</b>	
KINS 210	Camp Management and Outdoor Education <b>or</b>	
KINS 336	Organization & Administration of Physical Education	3

**Electives**

<i>Students select 2 of the following courses</i>		<b>6</b>
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
<b>Human Services</b>		<b>3</b>
HS 390	Human Services Practicum	3
<b>Total Human Services Major</b>		<b>39</b>

**PSYCHOLOGY MAJOR**

The Psychology program provides students with a scientific understanding of psychological structures and processes associated with human development, cognition, motivation, learning, and other key concepts. Students who complete a major in psychology will have an enhanced understanding of human behavior, an ability to utilize and evaluate psychological research and knowledge, as well as to communicate and apply interpersonal skills necessary for further psychological study and practice. Career opportunities are available in case management, child care work, research, social services, and related areas. The program provides a solid foundation for graduate study.

**Psychology**

<i>Required courses 21 hours</i>		
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
<b>Total Psychology Major</b>		<b>30</b>

**SOCIOLOGY MAJOR**

The Sociology program provides students with a solid foundation of substantive sociological knowledge, emphasizing sociological theory and research methodology. The general emphasis program leads students to study mainstream areas of sociological inquiry, such as institutions and social inequalities. The criminology emphasis program, also based on sociological theory and research methodology, includes courses in criminology and criminological theory as well as juvenile delinquency. 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. Majors in sociology are prepared to enter a wide array of career opportunities in human social services, In addition to positions in law enforcement, juvenile delinquency programming, parole, probation, and corrections, career opportunities are available in areas such as community development; public policy; human resources; demographic research; and sales, marketing, and management. The program provides a solid foundation for graduate study.

**Sociology Core***Required courses*

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

**Sociology Core** **12**

**Sociology–General Emphasis***Sociology Core plus the following:*

SOCI 217	Ethnic and Race Relations <b>or</b>	
SOCI 219	Sex and Gender in Society	3
SOCI	Electives	15

**Sociology Core** **12**

**General Emphasis** **18**

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

**Total Criminology Minor** **18**

**History Minor**

*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	
<b>Total Human Services Minor</b>		<b>18</b>
<b>Political Science Minor</b>		
<i>Required courses 9 hours</i>		
PLSC 100	International Relations	3
PLSC 125	U.S. National Government	3
PLSC 230	Congress and the Presidency	3
PLSC	Electives	9
<b>Total Political Science Minor</b>		<b>18</b>
<b>Psychology Minor</b>		
<i>Required courses</i>		
PSYC 102	Introduction to Psychology	3
<i>Fifteen hours from the following*</i>		
<i>*Nine hours must be selected from</i>		9
PSYC 108	Life-Span Psychology	
PSYC 303	Developmental & Educational Psychology	
PSYC 240	Health Psychology	
PSYC 260	Social Psychology	
<i>*Six hours must be selected from</i>		6
PSYC 326	Abnormal Psychology	
PSYC 327	Personality	
PSYC 333	Learning	
PSYC 335	Experimental Psychology	
<b>Total Psychology Minor</b>		<b>18</b>
<b>Religion Minor</b>		
<i>Fifteen hours from any Religion Class (including Special Topics)</i>		<b>15</b>
<b>Total Religion Minor</b>		<b>15</b>
<b>Sociology Minor</b>		
<i>Required courses</i>		
SOCI 101	Introduction to Sociology <b>or</b>	
SOCI 123	Sociology of Contemporary Issues	3
SOCI 335	Social Research Methods	3
SOCI 350	Social Theory	3
SOCI	Electives	9
<b>Total Sociology Minor</b>		<b>18</b>

# **COURSE DESCRIPTIONS**

## **APPLIED COMPUTER SCIENCE (APCS)**

### **APCS 101 Introduction to Computing Professions**

#### **1 credit hour**

Students will be introduced to various concepts regarding coursework, careers, industries, opportunities, and expectations of Applied Computing professionals. Students will be guided through creating and maintaining an online professional presence and portfolio. Offered fall semester during 2<sup>nd</sup> 8-week module.

### **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 2<sup>nd</sup> 8-week module.

### **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**

### **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 201 Programming Fundamentals**

#### **2 credit hours**

Concepts of structured 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. Laboratory experience emphasizing application development. Offered spring semester during 1<sup>st</sup> 8-week module.

**Prerequisite: LDRS 105**

## **COURSE DESCRIPTIONS**

### **APCS 206 Object Oriented Programming**

#### **2 credit hours**

Concepts of object-oriented programming including the use of objects and the design of classes including inheritance. Also covers algorithm development including searching, sorting and recursion. Laboratory experience emphasizing application development. Offered spring semester during 2<sup>nd</sup> 8-week module.

**Prerequisite: C- or higher in APCS 201**

### **APCS 207 Command Line Interface & Scripting Language**

#### **3 credit hours**

Students will explore and be introduced to the various command line interfaces, operating system navigation, command line editing, bash scripting, automation scripting, powershell, and other various terminal technologies. Offered every third semester.

**Prerequisite: APCS 201**

### **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 206 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 201 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 201**



# COURSE DESCRIPTIONS

## **APCS 236 Virtual Reality & Interactive Graphics**

### **3 credit hours**

Students will be exposed to the design of interactive 3D VR environments using industry standard programming languages and gaming engines in a hands-on lab atmosphere.

Concepts of object-oriented programming languages, real-time rendering, graphic user interfaces, user interactivity within virtual environments, real-time programming techniques, as well as the creation of 3D assets and texturing from real-world environments will be covered. Offered fall semester of odd-numbered years in which Visual Programming is not being offered.

**Prerequisite: APCS 201**

## **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 201**

## **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 201 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: APCS 201 or 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 206, MATH 303 or higher.**

# COURSE DESCRIPTIONS

## **APCS 311 Networking**

### **3 credit hours**

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 220**

## **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 220**

## **APCS 321 The Internet of Things**

### **3 credit hours**

The course will cover IoT business and engineering principles, electronic and embedded systems, networking protocols, security, fog and cloud integration, simple data analytics, and DSP techniques. Students will apply the IoT concepts in the development of an IoT project prototype. Offered every third semester.

**Prerequisite: APCS 220**

## **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 201**

## **APCS 344 Training Practicum**

### **1 credit hour**

Experience designing and conducting user training sessions in conjunction with Information 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**

## **COURSE DESCRIPTIONS**

### **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 201 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

### **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 206, APCS 220; MATH 212 recommended

### **APCS 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.

### **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

## COURSE DESCRIPTIONS

### **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.**

### **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**

## COURSE DESCRIPTIONS

### **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.

### **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.

**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.

**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.

## **COURSE DESCRIPTIONS**

### **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.

### **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**

## **COURSE DESCRIPTIONS**

### **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

### **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



## **COURSE DESCRIPTIONS**

### **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

### **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 356 Pre-Internship**

#### **1 credit hour**

This course will prepare students for an internship in a subsequent semester. Topics/activities include: Employer expectations, workplace etiquette, workplace attire, workplace behavior, resume and cover letter writing, mock-interviews. Culmination of course is an interview with a prospective employer with the aim of securing an internship position. Failure to obtain an internship position will preclude registration for BIOL 357.

### **BIOL 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.

**Prerequisite:** BIOL/KINS 356

### **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.

# **COURSE DESCRIPTIONS**

## **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 240 Entrepreneurship and Innovation**

### **3 credit hours**

This course is designed to instruct students on the process of formulating, planning, and implementing a new venture. Students are exposed to detailed descriptions of 'how to' embark on a new venture in a logical manner. The final project will be a business plan that could serve a new venture or significant new product line to an existing organization. Offered every fall.

**Prerequisites: BUSI 230 and Junior standing.**

## **BUSI 246 Consumer Behavior and Research**

### **3 credit hours**

This course is an introduction to the world of consumer behavior, building a strong foundation and practical focus on real-world applications for today's global business environment. Cutting-edge research and current business practices are featured, including coverage of social media influences, increased consumer power, and emerging neuroscience findings, with an increased emphasis on social responsibility and ethics in marketing. Offered every fall.

**Prerequisite: LDRS 105**

## **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 201 and APCS 206 or BUSI 130 or consent of the instructor.**

## **BUSI 270 Accounting Software Applications**

### **3 credit hours**

Emphasizes application of computerized financial software commonly used in small businesses. Topics include recording receivables, inventory, payables, payroll, banking activities, jobs and time tracking, and the accounting cycle. Offered every spring.

## **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**

## **COURSE DESCRIPTIONS**

### **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 309 Business Law**

#### **3 credit hours**

Principles and concepts of business law. Acquaints the student with the legal environment of business; with an emphasis on contracts and the Uniform Commercial Code, agency, employment law, business organization and government regulation. Offered every fall.

**Prerequisite:** Junior standing or consent of instructor.

### **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 324 E-Commerce**

#### **3 credit hours**

Presents concepts and skills for the strategic use of e-commerce and related information technology from three perspectives: business to consumers, business-to-business, and intra-organizational. Examination of e-commerce in altering the structure of entire industries, and how it affects business processes. Students gain an understanding of the dynamics within this fast-paced industry balancing technological issues with the strategic business aspects of successful e-commerce including an examination of social media and online marketing strategies, technology-enabled outsourcing, and online payment processing systems. Offered every spring.

**Prerequisites: LDRS 105, Junior standing.**

### **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 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 328 Small Business Finance**

#### **3 credit hours**

This course will introduce financial thinking, tools, and techniques adapted to the realm of small business management and entrepreneurship. Small Business Finance introduces the theories, knowledge, financial tools, and sound management practices a small business owner or entrepreneur needs to start, build, and maintain a successful venture. Offered every spring.

**Prerequisites: LDRS 105, BUSI 201**

### **BUSI 330 Small Business Management**

#### **3 credit hours**

Starting and managing a small business is centered around a business plan, including formulation of a business idea, assessing the market potential, selecting a location, selecting a legal form of organization, arranging financing, securing necessary supplies, meeting governmental regulations, securing and retaining appropriate employees, instituting accounting records, establishing appropriate controls.

**Prerequisites: LDRS 105, BUSI 201**

## **COURSE DESCRIPTIONS**

### **BUSI 334 Marketing Management**

#### **3 credit hours**

Introduction to the ways in which companies plan, price, promote, and place their goods and services to present and potential customers. Offered every spring.

**Prerequisite: Junior standing or consent of instructor**

### **BUSI 336 Human Resource Management**

#### **3 credit hours**

Study of the organization, selection, development, compensation, and utilization of the human resources of the firm; also surveys labor-management relations and development. Offered every fall.

**Prerequisite: Junior standing or consent of instructor; BUSI 230 recommended**

### **BUSI 338 Financial Management**

#### **3 credit hours**

Introduction to corporate financial planning and tools of financial analysis which may be used to manage working capital, administer capital budgeting, and evaluate the capital structure of a profit-oriented firm. Offered every fall.

**Prerequisites: BUSI 202, and Junior standing; MATH 303 recommended.**

### **BUSI 345 Organizational Behavior**

#### **3 credit hours**

Analysis of the behavior of people in organizations, drawing upon the disciplines of Psychology, Sociology, and Business Administration. Applications are studied in the context of effective management of organizational behavior and the important interrelationships between needs and expectations of the individual, the organization, and society. Offered every fall.

**Same as SOCI 345**

**Prerequisite: Junior standing or consent of instructor**

### **BUSI 347 Business Ethics**

#### **3 credit hours**

Approaches to ethical issues and problems facing business and society today. Offered every spring.

**Same as SOCI 347**

**Prerequisite: Junior standing**

### **BUSI 349 International Business**

#### **3 credit hours**

Study of business in a global economy with the major complexities involved including the effects of different social systems, governmental influences on trade, financial exchange rates, and corporate relationships and policies. Offered every spring.

**Same as ECON/PLSC 349**

**Prerequisite: Junior standing**

### **BUSI 353 Advanced Accounting I**

#### **3 credit hours**

A special topics course which includes an advanced treatment of the accounting problems of partnerships and business combinations. Consolidated financial statements will be studied, and fund accounting will be considered. Offered every fall.

**Prerequisite: BUSI 302**

## COURSE DESCRIPTIONS

### **BUSI 354 Advanced Accounting II**

#### **3 credit hours**

Topics include accounting and reporting for bankruptcy, estates and trusts, multinational enterprises, segments, interim reports, SEC reporting, installment sales and consignments. Offered every spring.

**Prerequisite:** BUSI 353

### **BUSI 355 Auditing**

#### **3 credit hours**

Concepts, fundamentals and techniques of verification of balance sheet and income statement accounts, evaluation of the system of internal control including E.D.P. systems and uses of statistical sampling. Viewed from the standpoint of the certified public accountant in rendering an audit opinion. Offered every fall.

**Prerequisite:** BUSI 302

### **BUSI 357 Business Internship**

#### **1 - 6 credit hours**

A work experience project, initiated by the student and approved by a faculty supervisor, which allows the student to learn and practice business skills. During the project, the student will submit written reports on the work experience to the faculty supervisor. Application for approval of a project must be made in writing to the faculty supervisor, including a statement of the proposed length of time of work experience, the name of the firm providing employment, the name of the work supervisor on the job, and a description of the work to be done. Each hour of academic credit requires (verified) completion of 60 hours on the job. Offered every semester.

### **BUSI 460 Corporate Strategy**

#### **3 credit hours**

Examines the total business organization and its environment from the perspective of executive management. Attention given to discerning and framing objectives, strategies, and their implementation; management simulation and analysis of business situations through the case-study method are utilized. In this capstone course, students will integrate concepts learned in previous management courses. Offered every spring.

**Prerequisite:** Senior standing in a Business Administration major

### **BUSI 463 C.P.A. Review**

#### **3 credit hours**

Accounting review and approaches to solutions for problems and questions in the CPA examinations. Tutorial fee required. Offered with sufficient demand.

**Prerequisite:** Qualified to sit for CPA exams.

## CHEMISTRY (CHEM)

### **CHEM 101 General Chemistry I**

#### **4 credit hours**

Selected principles, theories, laws, and applications of chemistry as a means of understanding common experiences of a chemical nature. Exploratory, descriptive and experimental study of the behavior and interaction of the more common chemical substances. Three lectures and one lab session per week. 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

## COURSE DESCRIPTIONS

### **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

### **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.



# COURSE DESCRIPTIONS

## **COMM 104 Social Media and Identity**

### **3 credit hours**

This course examines the elements of social media and its impact on society and on individuals. Emphasis will be placed on managing personal and professional identities in creative media. Students will learn to use social media tools to develop, manage, and critique their social identities. Students also will learn to assess how their social media identity might affect the marketing of their creative work.

**Previously: COMM 268 Social Media**

## **COMM 123 Media's Past & Digital Future**

### **3 credit hours**

This course teaches the history of media and examines why and how the media has changed so rapidly in the last decade. The course examines the effects of communication in society from this continuing, rapid change. The course also introduces students to basic communication theory and how those theories apply to traditional and digital media.

## **COMM 125 Principles of Public Relations**

### **3 credit hours**

This course is an introduction to the foundation of the public relations field. Public relations and its purpose in communication are defined. The importance of defining and communicating message is highlighted. Students learn the importance of identifying audiences and stakeholders as they pertain to the basic of PR. Crisis communication and some case studies will be examined. The importance of new media in the PR field will be highlighted.

## **COMM 126 Video Production I**

### **3 credit hours**

This course teaches the foundational skills necessary for successful video production, including terminology, basic camera and audio methods and techniques, composition, lighting, the basics of editing, and various video formats.

## **COMM 128 Audio Production**

### **3 credit hours**

This course covers a variety of production techniques including the function of different microphones, pick-up patterns, and acquisition. Students will learn how to use sound in a production to convey information and tell a story by using digital techniques and tools. Students will also create programming for Penn's radio station.

## **COMM 131 Explorations in Media**

### **3 credit hours**

Explorations in Media focuses on studio art related activities that can be, but are not limited to, anything that has a practical value stemming from a thorough engagement with the visual arts, graphic design, sculpture, and digital content. This course is a true exploratory offering where "anything goes" in order to expand our understanding of what media actually is.

## **COMM 141 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.

# **COURSE DESCRIPTIONS**

## **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.

## **COMM 222 Post Production**

### **3 credit hours**

Students will learn intermediate and advanced video production techniques including storytelling through editing.

**Previously: COMM 326 Advanced Video Production**

## **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.

## **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.

## **COMM 235 Media Practicum**

### **3 credit hours**

Students practice skills to produce the campus newspaper in print and digital forms.

## **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.

## **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.

# **COURSE DESCRIPTIONS**

## **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.

## **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.

## **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.

## **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.

## **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.

## **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.

## **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.

## COURSE DESCRIPTIONS

### **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.

### **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**

# **COURSE DESCRIPTIONS**

## **ENGLISH AS A SECOND LANGUAGE (EASL)**

### **EASL 210 Language and Culture**

#### **3 credit hours**

Students will explore educational practices within various cultures and communities, educational perceptions of these multicultural communities, and the educational institutions that serve students from ethnically and linguistically diverse backgrounds. Offered summer term.

### **EASL 250 Language Acquisition**

#### **3 credit hours**

This course focuses primarily on the theories and models of language acquisition. Students in the class will also explore bilingual education and the dual language model; studying theory and use of native language to enhance second language learning. Offered every spring.

### **EASL 350 ESL Tutoring**

#### **1 credit hour**

Students will observe and engage in one-on-one and small group tutoring of ESL students. This experience may take place in a school setting, institution of higher education, or approved community program. Students must document 40 hours of observation/participation time, including a minimum of 25 hours of tutoring. Offered every fall, spring, summer.

**Prerequisites:** EDUC 203, 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. Offered summer term.

**Prerequisites:** EDUC 203, 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. Offered summer term.

**Prerequisites:** EDUC 203, 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. Offered every fall, spring & summer.

**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. Offered every fall, spring & summer.

**Prerequisite/Co-requisite:** EDUC 203, 210, 250, 370 and 375.

# **COURSE DESCRIPTIONS**

## **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

### **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

# COURSE DESCRIPTIONS

## **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

## **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 203 or EDUC 370

## **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



## **COURSE DESCRIPTIONS**

### **EDSP 385 - Differentiated Instruction Methods and Strategies (K-8)**

#### **3 credit hours**

Students will demonstrate teaching skills, methods, and strategies to differentiate instruction for individuals with mild/ moderate disabilities, the exceptional child, and culturally and linguistically diverse students. Sources of curriculum materials and remedial strategies will be explored for cognitive, academic, social, language and functional life skills for elementary students. Appropriate assistive technology will also be covered. Students will learn the role of unbiased assessment in planning appropriate instruction and in progress monitoring. Offered every fall.

**Prerequisite: EDSP 100**

### **EDSP 387 - Differentiated Instruction Methods and Strategies (5-12)**

#### **3 credit hours**

Students will demonstrate teaching skills, methods, and strategies to differentiate instruction for individuals with mild/ moderate disabilities, the exceptional child, and culturally and linguistically diverse students. Sources of curriculum materials and remedial strategies will be explored for cognitive, academic, social, language and functional life skills. Appropriate assistive technology will also be covered. Students will learn the role of unbiased assessment in planning appropriate instruction and the relationship between assessment and placement decisions for secondary students. Every fall.

**Prerequisite: EDSP 100**

### **EDSP 390 Special Education Practicum**

#### **1 credit hour**

Students will complete 20 hours with a licensed professional in a special education setting. The student will identify curriculum, as well as strategies used in the special education classroom and write a reflective summary paper of the field experience. They will engage in observing, teaching, and helping as the supervising teacher directs. Every fall and spring.

**Prerequisite: EDSP 100; Prerequisite or co-requisite: EDSP 385 or 387**

### **EDSP 400:01 1st 8- week Strategist I Elementary Student Teaching**

### **EDSP 400:02 2nd 8-week Strategist I Elementary Student Teaching**

#### **7 credit hours**

Students seeking endorsement in Special Education spend 8 weeks observing and student teaching in an elementary special education program for students with mild/moderate disabilities under the direction of the special education teacher and university supervisor. Every fall and spring.

**Prerequisite: Admission to Student Teaching**

**Co-requisite: EDUC 405**

### **EDSP 401:01 1st 8-Week Strategist I Secondary Student Teaching**

### **EDSP 401:02 2nd 8-Week Strategist I Secondary Student Teaching**

#### **7 credit hours**

Students seeking endorsement in Special Education spend 8 weeks observing and student teaching in a secondary special education program for students with mild/moderate disabilities under the direction of the special education teacher and university supervisor. Every fall and spring.

**Prerequisite: Admission to Student Teaching**

**Co-requisite: EDUC 403 or 404**

**Note: Elementary or secondary regular education and special education student teaching may be completed in the same semester. Students serve a split assignment of 8 weeks in the regular classroom assignment and 8 weeks in the special education setting. For all 8-week student teaching assignments, section 01 indicates 1<sup>st</sup> 8-weeks and section 02 indicates 2<sup>nd</sup> 8-weeks.**

# **COURSE DESCRIPTIONS**

## **EDUCATION (EDUC)**

### **EDUC 100 Introduction to 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.

### **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 1<sup>st</sup>, 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. Offered every fall and spring.

**Prerequisite:** EDUC 100:01 or 02

### **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. Offered every fall.

### **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. Offered 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 every spring.

**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 every fall. **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. Offered through Distance Learning every summer and spring of odd years.

### **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. Offered every fall.

**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. Offered every fall.

# COURSE DESCRIPTIONS

## **EDUC 265 Children's Literature**

### **3 credit hours**

In this course, students examine the characteristics of quality children's literature in each of the various genres, including both picture and chapter books. Students examine how children's literature reflects society and culture, including perspectives on gender roles and multicultural issues, how children's literature has changed over time, and the modern phenomenon of "banned" or "challenged" books. Students learn about matching children with literature, including book leveling systems, determining children's interests, fiction and non-fiction, and class or subject needs. Students examine how to use quality children's books in teaching, how to organize class libraries, and how to involve parents in children's reading activities. Offered spring semester.

## **EDUC 350 Media Methods**

### **3 credit hours**

This course is designed to acquaint prospective teachers with the operation and appropriate use of a wide array of instructional media. Every fall and spring.

**Prerequisites:** EDUC 100:01 or 02, LDRS 105

## **EDUC 355 Classroom Management**

### **3 credit hours**

This course is designed to equip educators with the tools necessary to create and maintain a physically and emotionally safe environment in which all students can learn. Students will learn how to identify and implement a variety of behavioral, instructional and management strategies. Every fall and spring.

**Prerequisites:** EDUC 200, EDSP 100

## **EDUC 360 Content Area Reading**

### **1 credit hour**

Content Area Reading provides literary strategies for teaching content reading across the curriculum. Students will examine types of text structures, as well as the dimensions of content area vocabulary and comprehension. Reading Recovery strategies will be explored. Students will demonstrate knowledge and the ability to implement content area instruction in reading and writing that effectively uses a variety of research-based strategies and practices. Every fall and spring.

## **EDUC 365 Human Relations for Teachers**

### **3 credit hours**

This course provides prospective teachers with knowledge, skills, and resources that will enable them to work effectively with the variety of students they will encounter in today's multicultural society. Every fall and spring.

**Prerequisite:** EDUC 200

## **EDUC 370 Teaching of Reading**

### **3 credit hours**

The purpose of this class is to provide students with methods to teach the five pillars of reading instruction (phonemic awareness, phonics, vocabulary and word knowledge, comprehension, and fluency), and research-based strategies for instruction. Students will become familiar with content area reading strategies, basal reading series, and assessments in reading. This course is part of a fall semester block and includes a 25-hour field experience. Every fall.

**Prerequisite:** EDUC 200, EDUC 203

**Co-requisites:** EDUC 373, EDUC 378

## COURSE DESCRIPTIONS

### **EDUC 372 Elementary Mathematics Methods**

#### **3 credit hours**

Students review math topics taught in elementary schools, as well as explore a variety of ways to teach these concepts. Activities include working with manipulative, production of materials, unit and lesson planning, and sharing of instructional activities. This course is taught as part of a spring semester block and includes a 25-hour field experience. Every spring.

**Prerequisite:** EDUC 200

**Co-requisites:** EASL 250, EDUC 374, EDUC 376, EDUC 379

### **EDUC 373 Literacy 25-Hour Field Experience**

#### **0 credit hours**

Students must enroll in this 25-hour field experience concurrently with their fall block classes. Grades will be assigned as *credit/no credit*, with *no credit* grades assigned to students who performed unsatisfactorily during the experience or students who were not admitted into the Teacher Education Program prior to the experience. Every fall.

**Prerequisites:** Admission to the Teacher Education Program, Acceptable Dispositions

**Co-requisite:** EDUC 370, EDUC 378

### **EDUC 374 Elementary Language Arts Methods**

#### **3 credit hours**

This course examines the theoretical foundations for teaching the language arts and provides the methods and strategies needed for planning and implementing meaningful curriculum. Students will use knowledge of language development, reading acquisition (birth through 6th grade), and the variations related to culture and linguistic diversity to provide effective instruction in reading, writing and spelling. Every spring.

**Prerequisite:** EDUC 200

**Co-requisites:** EASL 250, EDUC 372, EDUC 376, EDUC 379

### **EDUC 375 Reading Practicum**

#### **3 credit hours**

This course reviews basic instruction in reading theory and methods; including causes, prevention, and correction of reading difficulties. Students engage in a practicum experience where they will assess students' reading abilities and provide appropriate remediation. Offered every fall, spring and summer.

**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 377 Secondary Computer Science Methods + 25-hr Field Experience**

#### **3 credit hours**

Students learn how to apply the knowledge gained in General Secondary Methods to the teaching of secondary computer science. Modern methods of teaching and a 25-hour field experience are integral components of this course. Offered every fall.

**Prerequisite:** EDUC 380

**Co-requisite:** Admission to Teacher Education Program.

## COURSE DESCRIPTIONS

### **EDUC 378 Elementary Social Studies Methods**

#### **3 credit hours**

Students explore a variety of resources and techniques that can be used to facilitate learning in the areas of elementary history, government, sociology, anthropology, economics, and geography. Activities include research, unit and lesson planning, and sharing of activities. Every fall.

**Prerequisite:** EDUC 200

**Co-requisites:** EDUC 370, EDUC 373

### **EDUC 379 Math 25-Hour Field Experience**

#### **0 credit hours**

Students must enroll in this 25-hour field experience concurrently with their spring elementary block classes. Grades will be assigned as *credit/no credit*, with *no credit* grades assigned to students who performed unsatisfactorily during the experience or students who were not admitted into the Teacher Education Program prior to the experience. Every spring.

**Prerequisites:** Admission to the Teacher Education Program, Acceptable Dispositions

**Co-requisite:** EDUC 372

### **EDUC 380 General Methods in Secondary Teaching**

#### **3 credit hours**

This course is designed to acquaint students with methods of teaching at the secondary level. Topics of study include learning styles, varied teaching strategies, lesson plan design, unit design, assessment strategies, and establishment of a productive classroom environment. Students complete a 25-hour field experience as part of the course requirements. Every spring.

**Prerequisites:** EDUC 100:01 or 02, EDUC 200, 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

## COURSE DESCRIPTIONS

### **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

### **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



## COURSE DESCRIPTIONS

### **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

### **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

## COURSE DESCRIPTIONS

### **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-Hour Field Experience**

#### **0 credit hours**

Students must enroll in this 25-hour field experience concurrently with their Music Methods in Secondary Teaching class. Grades will be assigned as *credit/no credit*, with *no credit* grades assigned to students who performed unsatisfactorily during the experience or students who were not admitted into the Teacher Education Program prior to the experience. Every fall.

**Prerequisites:** Admission to the Teacher Education Program, Acceptable Dispositions

**Co-requisite:** EDUC 397

### **EDUC 400 16-Week Elementary Education Student Teaching**

#### **14 credit hours**

Students spend 16 weeks observing and student teaching in a K-6 classroom under the direction of a classroom teacher and university supervisor. During the semester, student teachers are required to attend professional development seminars. Fee of \$300 required. Every fall and spring.

**Prerequisite:** Admission to Student Teaching

### **EDUC 401 16-Week Secondary Education Student Teaching - Non-PE and Music Majors**

#### **14 credit hours**

Students spend 16 weeks observing and student teaching in a 7-12 classroom under the direction of a classroom teacher and university supervisor. During the semester, student teachers are required to attend professional development seminars. Fee of \$300 required. Every fall and spring.

**Prerequisite:** Admission to Student Teaching

### **EDUC 402 16-Week K-12 Student Teaching - PE and Music Majors**

#### **14 credit hours**

Physical Education/Health and Music majors spend 16 weeks observing and student teaching in elementary and secondary classrooms under the direction of classroom teachers and university supervisor. During the semester, student teachers are required to attend professional development seminars. Fee of \$300 required. Every fall and spring.

**Prerequisite:** Admission to Student Teaching

### **EDUC 403:01 1st 8-Week Secondary Education Student Teaching - Non-PE and Music Majors**

### **EDUC 403:02 2nd 8-Week Secondary Education Student Teaching - Non-PE and Music Majors**

#### **7 credit hours**

Students spend 8 weeks observing and student teaching in 7-12 classroom under the direction of classroom teachers and a university supervisor. During the semester, student teachers are required to attend professional development seminars. Fee of \$300 required. Every fall and spring.

**Prerequisite:** Admission to Student Teaching

**Co-requisite:** EDSP 401

## **COURSE DESCRIPTIONS**

**EDUC 404:01 1st 8-Week Secondary Education Student Teaching - PE and Music Majors**

**EDUC 404:02 2nd 8-Week Secondary Education Student Teaching - PE and Music Majors**

**7 credit hours**

Students spend 8 weeks observing and student teaching in an elementary and secondary classroom under the direction of a classroom teacher and university supervisor. During the semester, student teachers are required to attend professional development seminars. Fee of \$300 required. Every fall and spring.

**Prerequisite: Admission to Student Teaching**

**Co-requisite: EDSP 401**

**EDUC 405:01 1st 8-Week Elementary Education Student Teaching**

**EDUC 405:02 2nd 8-Week Elementary Education Student Teaching**

**7 credit hours**

Students spend 8 weeks observing and student teaching in a K-6 classroom under the direction of a classroom teacher and university supervisor. During the semester, student teachers are required to attend professional development seminars. Fee of \$300 required. Every fall and spring.

**Prerequisite: Admission to Student Teaching**

**Co-requisite: EDSP 400**

**Note: Elementary or secondary student teachers seeking special education endorsement may complete both student teaching placements in the same semester, serving a split assignment of 8 weeks in the regular classroom and 8 weeks in the special education setting. A \$300 student teaching fee is required. For all 8-week student teaching assignments, section 01 indicates 1<sup>st</sup> 8-weeks, and section 02 indicates 2<sup>nd</sup> 8-weeks.**

## **ENGLISH (ENGL)**

**ENGL 110 Introduction to English Studies**

**3 credit hours**

Designed for first-year students to help plan and guide their undergraduate experience, this 8-week course familiarizes students with English studies while allowing students to understand how reading and writing skills are integral parts of their lives. The course strengthens the student's writing and critical thinking skills by providing a close examination how to read and analyze a variety of texts, which will prepare them for future courses in the leadership core, English, and other disciplines. Offered every fall.

**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.**

## COURSE DESCRIPTIONS

### **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 219 Media Literacy**

#### **3 credit hours**

Designed to strengthen the student's writing and critical thinking skills by providing a close examination of how the media constructs messages. Tailored to fit the student's needs for a variety of future career paths, students will explore and compose in various genres such as social media, print journalism, advertisements, and documentary film. Offered spring of odd years.

### **ENGL 220 Introduction to Literature**

#### **3 credit hours**

Primer for upper-level literature courses, covering drama, fiction, poetry, and film. This course introduces the terminology of literature as well as the fundamentals of how to read, discuss, and write about a literary text. Offered every spring.

**Prerequisite:** LDRS 101

### **ENGL 223 Adolescent Literature**

#### **3 credit hours**

Selected literary and theoretical works are read, which highlight the universal coming-of-age dilemmas of adolescents. Offered every fall.

**Prerequisite:** ENGL 220 or consent of instructor.

### **ENGL 226 British Literature To 1784**

#### **3 credit hours**

A survey of British literature from the Middle-Ages to the Eighteenth Century, including *Beowulf*, Chaucer, Shakespeare, and Milton. Organized in historical sequence, attention will be paid to both historical interpretation and to the connection between the writer and contemporary reader. Offered fall of even years.

**Prerequisite:** ENGL 220 or consent of instructor

## COURSE DESCRIPTIONS

### **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. Offered 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. Offered 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. Offered spring of even years.

**Prerequisite:** ENGL 220 or consent of instructor

### **ENGL 245 Writing Consultation**

#### **3 credit hours**

Students will learn techniques for tutoring individuals and groups, including strategies for critiquing others' work, writing collaboratively, and giving presentations. Offered every fall.

**Prerequisite:** LDRS 102 with grade of B or above

### **ENGL 300 Technical Editing**

#### **3 credit hours**

By working with a diverse array of professional documents in various media from multiple industries, students will learn strategies for designing processes that respond to the unique demands of specific editing tasks. Offered fall of odd years.

### **ENGL 307 Shakespeare**

#### **3 credit hours**

An in-depth examination of Shakespeare's plays and poetry. Opportunities include attending or participating in at least one Shakespeare performance or event. Offered spring of even years.

**Prerequisite:** ENGL 220 or consent of instructor

**Same as** THEA 307

## COURSE DESCRIPTIONS

### **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. Offered 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 319 Rhetoric and Technology**

#### **3 credit hours**

Technology mediates all human activity including thought itself. As such, any technological change will affect how we see ourselves and the world around us, which affects how we communicate and persuade. In this course, students will use rhetorical theory to analyze specific contexts to understand how technology structures power and influences belief. From this understanding, students will be better prepared to make critical choices regarding the use of technology. Offered fall of odd years.

### **ENGL 330 Document Design and Usability**

#### **3 credit hours**

Students will learn how elements of design affect how people engage with print, multimedia, and web-based texts, and as such, how those design elements elicit or hinder a desired social action. From this understanding, students will learn how to develop protocols for conducting, analyzing, and making recommendations from usability testing. Offered spring of even years.

### **ENGL 345 Grant & Proposal Writing**

#### **3 credit hours**

This course will familiarize students with key genres of writing related to grants, such as letters of inquiry, applications, assessment documents, and reporting documents. In conversation with local professionals, students will learn rhetorical strategies for designing and composing these documents in response to specific community needs and in relation to stakeholder values. Offered fall of even years.

### **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. Offered 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

### **ENGL 360 Advanced Argument**

#### **3 credit hours**

Advanced Argumentation looks at argument as a means for problem solving. Students study argumentation theories as well as written and visual arguments in order to understand how argumentation can be used to improve communication, find common ground, and solve complex problems. Offered spring of odd years.

## **COURSE DESCRIPTIONS**

### **ENGL 390 Special Topics in Technical Communication**

#### **3 credit hours**

This course will focus on a topic that's currently under debate in the field of technical communication. Through summarizing, synthesizing, and responding to scholarly arguments, students will develop their own stance on the special topic based on how it relates to their current and future professional endeavors. Some possible topics may include globalization and communication, communication in health care, plain language, universal design and accessibility, and copyright and fair use. Offered spring of even years.

### **ENGL 460 Capstone Project**

#### **3 credit hours**

The Capstone Project is designed to be a culminating experience for English majors. Students will develop a project with a faculty mentor to connect their experience in the English major with their post-collegiate goals. This project could take many forms, but each student's project will demonstrate the skills, theories, and rhetorical strategies they have learned in English studies. Offered every spring.

## **ENGINEERING (ENGR)**

### **ENGR 100 Introduction to Engineering**

#### **1 credit hour**

Introduces various aspects of engineering academics and professions ranging from academic coursework, careers, industries, opportunities, and expectations of engineers as professionals. The course also involves team work, communication skills, engineering ethics, creativity and engineering problem-solving activities involving hands-on projects. Offered every fall semester, 2<sup>nd</sup> 8-weeks.

**Prerequisite: LDRS 100**

### **ENGR 101 Engineering Graphics I**

#### **3 credit hours**

Introduction to solid modeling with Autodesk Inventor. Students will utilize the software to create parts, fully dimensioned drawings, assemblies, and presentations. Students will produce a complete set of professional quality working drawings. Offered every fall.

### **ENGR 102 Engineering Graphics II**

#### **3 credit hours**

Introduction to 2D drawing using AutoCAD. Will include orthographic projections, dimensioning, tolerancing, sections, auxiliaries, fasteners, and pictorials. Students will produce a complete set of professional quality working drawings. Offered every spring.

### **ENGR 125 Industrial 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.



## **COURSE DESCRIPTIONS**

### **ENGR 260 Introduction to Engineering Design**

#### **2 credit hours**

Fundamentals of the engineering design process in various fields of engineering. Course will focus on design, research and analysis, teamwork, communication methods, engineering standards, and technical documentation. Course will also employ modern computer tools to aid in engineering design, analysis and problem solving. Offered every spring.

**Prerequisites:** ENGR 100,101, APCS 201, MATH 241, PHYS 211

### **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 Perspectives in World History**

#### **3 credit hours**

This course explores world history from multiple perspectives, to provide better understanding of contemporary America. Offered spring of odd years.

### **HIST 217 Perspectives in American History**

#### **3 credit hours**

This course explores American history from multiple perspectives, to provide better understanding of contemporary America. 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 Second World War**

#### **3 credit hours**

Examines the causes, major political, diplomatic, military events, and the results of the Second World War.

Offered fall of even years. *Note: this course was formerly listed as Modern Europe.*

### **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.

## HUMANITIES (HUMA)

### **HUMA 357 Internship**

#### **3 credit hours**

Students will intern for employers to practice skills learned in their disciplines and to gain a deeper understanding of career expectations. Students must complete forty hours of work per academic credit. Students will also complete several assignments supervised by a WPU instructor.

**Prerequisite: Junior standing or instructor's consent.**

### **HUMA 390 Applied Communication Seminar**

#### **3 credit hours**

This is a capstone course for Humanities majors that focuses on career exploration, preparation, and obtainment. The course will help students discuss career preparation, placement, ethics, and development. Students will create a senior project that highlights their career readiness.

**Prerequisite: Senior standing or instructor's consent.**

## 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. Offered every spring.

## 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**

## **COURSE DESCRIPTIONS**

### **INDU 115 Praxis II Preparation (Technology Education)**

#### **1 credit hour**

This course focuses on preparation for the Praxis II test 5051 Technology Education. This test is required by the State of Iowa for licensure in Technology Education-Endorsement 140. Lab fee required. Offered every fall.

### **INDU 218 Industrial Wood Processing**

#### **4 credit hours**

Production of wood products involving hand and machine operations. Efficiency, production planning, inventory control, and costing. Lab fee required. Offered fall of even years.

**Prerequisite:** INDU 107

### **INDU 221 Applied Mechanical Engineering Technology**

#### **4 credit hours**

Covers introductory theory of statics & strength of materials, mechanical power systems, fluid power systems, electrical power systems, and internal combustion engines. Half lecture, half lab. Lab stresses practical application of topics common to the field of mechanical engineering technology. Offered every spring.

**Prerequisite:** MATH 120 or higher

### **INDU 223 Welding Technology**

#### **4 credit hours**

AC & DC flat position shielded metal arc welding (SMAW), GTAW, GMAW, and resistance welding, cutting, and flame spraying. Welding equipment, materials, supplies, and safety. Lab fee required. Offered spring of odd years.

**Prerequisite:** ENGR 125

### **INDU 226 Industrial Metal Processing**

#### **4 credit hours**

Production of metal products involving hand and machine operations utilizing sheet, cast, and machined metals. Precision layout and measurement stressed. Efficiency, production planning, inventory control, and costing. Lab fee required. Offered spring of even years.

**Prerequisite:** ENGR 125

### **INDU 227 Electrical Energy and Circuits**

#### **4 credit hours**

Scientific theory of magnetism and electricity. An introduction to the generation and distribution of electrical energy. Application of Ohm's Law and Watt's Law to DC & AC circuits containing resistors, and/or capacitors, and/or inductors in series, parallel, and series/parallel combinations. Laboratory includes use of test equipment, 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



## **COURSE DESCRIPTIONS**

### **INDU 315 Industrial Plastics**

#### **3 credit hours**

Industrial processing of plastics; design, tooling, equipment, and processes. Lab fee required. Offered fall of odd years.

**Prerequisite:** ENGR 125

### **INDU 324 Architectural Plans and Specifications**

#### **3 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 Advanced Solid Modeling**

#### **3 credit hours**

Solid modeling with PTC-Creo used to create advanced sweeps, blends, patterns, family tables, rounds, drafts, animations, and assemblies. Includes an original group design project. Desktop publishing software is used to import Creo graphics to develop a marketing brochure. Offered fall of even years. Previously called Graphics.

**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.

## **COURSE DESCRIPTIONS**

### **INDU 350 Manufacturing Technology**

#### **4 credit hours**

Operating a manufacturing enterprise; organization, methods, production planning and control, purchasing, quality control, sales, personnel, costs, and financing. Development of a consumer product from initial concept through marketing distribution. Lab fee required. Offered fall of even years.

**Prerequisites:** ENGR 101, ENGR 125

### **INDU 357 Internship**

#### **3-6 credit hours**

Required of all Industrial Technology majors except Teacher Education and 3 + 2 Engineering unless replaced by INDU 390. Normally completed in the summer prior to the senior year but may be completed during the regular semesters of the senior year. Students put in a minimum of 60 hours of “on the job” work for each credit earned. Typical employment is in the areas of management, production, design, engineering support, and construction. All placements must be approved by the department before employment is started. All internships are paid positions. Also requires reading a current book in your field of interest and writing a capstone paper. INDU 390 Professional Development Seminar may be taken as a substitute for the internship requirement. Offered every fall, spring, and summer.

**Prerequisite:** Senior standing

### **INDU 390 Professional Development Seminar**

#### **2 credit hours**

Readings and discussion of professional and ethical issues; preparation of an individual’s professional portfolio. Participation in a professional meeting and presentation of a paper based on original research and/or ideas encountered at the meeting. Offered spring semester. May substitute for INDU 357.

**Same as** APCS/MATH/PHYS 390

**Prerequisite:** Junior standing in INDU or consent of instructor

**Course descriptions for Engineering Graphics I & II, Industrial Metal Processing, Materials and Processes, Engineering Thermodynamics, Statics, Dynamics and Kinematics, and Mechanics of Materials are found under ENGR.**

## **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 Kinesiology**

#### **3 credit hours**

This course is designed to provide students with history, principles, career opportunities, and job requirements in the fields of sport, health and human performance. 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 Adapted Physical Education**

#### **3 credit hours**

This course is designed to expose students to unique needs addressed in IDEA as they relate to physical education. Accommodations for assessment, activities and other elements necessary to successful inclusion are addressed. 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 Community Health**

#### **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 Physical Education**

#### **3 credit hours**

This course is designed to provide students with knowledge, skills and abilities to effectively manage physical education and athletic programs. Areas of focus include K-12 public and private schools, as well as, K-12 public and private recreational 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 356 Pre-Internship**

#### **1 credit hour**

This course will prepare students for an internship in a subsequent semester. Topics/activities include: Employer expectations, workplace etiquette, workplace attire, workplace behavior, resume and cover letter writing, mock-interviews. Culmination of course is an interview with a prospective employer with the aim of securing an internship position. Failure to obtain an internship position will preclude registration for KINS 357.

### **KINS 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.

**Prerequisite for:** BIOL/KINS 356

### **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**

**Prerequisite:** Senior standing

**Pre/Co-requisite:** KINS 334 or MATH 303

## 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 fewer than 12 hours of college credit, excluding dual credit.

# COURSE DESCRIPTIONS

## **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: LDRS 090 with grade of C- or above.**

## **LDRS 102 English Composition II**

### **3 credit hours**

Following Composition I, this course continues developing students' writing skills and prepares students for the research projects and critical thinking that they will need in future courses and beyond. Students will read scholarly writing, participate in discussion, study argument and research methods, and prepare research projects, such as a hypothesis, a project proposal or abstract, and an annotated bibliography. Offered every fall and spring.

**Prerequisite: LDRS 101 with grade of "C-" or above.**

## **LDRS 103 Educational Success (replaces LDRS 100 for Distance Learning students)**

### **3 credit hours**

Educational Success introduces the personal and leadership development emphasis of William Penn University, integrates students into the campus community, and assists them in adjusting to the academic environment of the university. Cooperative learning is the foundational methodology of the course. Educational Success will 1) address skills essential to success as a life-long learner; 2) explore vital university resources such as the library, computer lab, and career services; 3) introduce the institution's foundational values including the influence of its Quaker heritage; 4) encourage leadership and active involvement in service opportunities, extracurricular activities and student organizations; 5) initiate the compilation of a personal leadership portfolio. Required of all students with less than 12 hours of college credit.

## **LDRS 105 Computers and Technology**

### **3 credit hours**

Fundamental computer concepts, terminology, and skills applicable for communication in today's world; awareness of critical issues in computer usage, including historical perspective, ethical practice, and current use of technology in various fields. Laboratory applications such as word processing, spreadsheet, database, programming, graphics, electronic mail, and Internet search tools will be part of individual and group projects. Lab fee required.

**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.



## COURSE DESCRIPTIONS

### **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 with grade of C- or above.

### **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 with grade of C- or above.

### **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.

## COURSE DESCRIPTIONS

### **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.**

### **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.**

## COURSE DESCRIPTIONS

### **MATH 205 Mathematics for Elementary Educators I**

#### **3 credit hours**

A study of mathematical concepts related to topics taught in elementary schools. Topics include numbers, operations, algebra, and number patterns. Offered every fall semester.

**Prerequisite:** MATH 100 with a grade of C- or better, or equivalent, or a satisfactory score on the Mathematics Assessment Exam placement, or consent of instructor.

### **MATH 206 Mathematics for Elementary Educators II**

#### **3 credit hours**

A study of mathematical concepts related to topics taught in elementary schools. Topics include geometry, measurement, data analysis, and probability. Offered every spring semester.

**Prerequisite:** MATH 100 with a grade of C- or better, or equivalent, or a satisfactory score on the Mathematics Assessment Exam placement, or consent of instructor.

### **MATH 211 Discrete Mathematics**

#### **3 credit hours**

Finite math for computer science majors stressing an algorithmic approach. Topics include Boolean algebra, number base conversions, binary arithmetic, matrices and determinants, graph theory, functions, and recursion. Offered every fall.

**Prerequisite:** MATH 140 or equivalent

### **MATH 212 Introduction to Abstract Mathematics**

#### **3 credit hours**

Elementary logic, set theory, inductive and deductive reasoning, methods of proof, relations and orders, countable and uncountable sets. The course will emphasize the basic techniques of reading and writing proofs. Offered every spring.

**Prerequisite:** MATH 211

### **MATH 241 Calculus I**

#### **4 credit hours**

Limits, continuity, implicit and explicit differentiation, extrema, increasing and decreasing functions, concavity, differentials, antiderivatives, basic integration theory (Riemann sums), and integration by substitution. Offered every spring.

**Prerequisite:** MATH 140 or equivalent

### **MATH 242 Calculus II**

#### **4 credit hours**

Differentiation and integration of logarithmic, exponential, and trigonometric functions; applications of integration including area, volume, and arc length; techniques of integration; improper integrals, infinite series; conics, parametric equations, and polar coordinates. Offered every fall.

**Prerequisite:** MATH 241

### **MATH 303 Statistical Methods**

#### **3 credit hours**

A study of applied statistics with emphasis on appropriate use of technology. Topics include probability, correlation, regression, confidence intervals, and hypothesis testing. Students may not receive credit for both MATH 303 and MATH 336. Offered every semester.

**Prerequisite:** MATH 102 or equivalent, or a satisfactory score on the Mathematics Assessment Exam, or consent of instructor.

## COURSE DESCRIPTIONS

### **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**

#### **4 credit hours**

First- and second-order methods for ordinary differential equations including separable, homogeneous, linear, Laplace transforms, linear systems, power series, and some applications. Offered spring of even years.

**Prerequisite:** MATH 242

### **MATH 336 Mathematical Statistics**

#### **3 credit hours**

A mathematical study of probability and statistics. Course is Calculus-based and mixes theory and application. Students may not receive credit for both MATH 303 and MATH 336. Offered fall of odd years.

**Prerequisite:** MATH 242; MATH 212 recommended

### **MATH 339 History of Mathematics**

#### **3 credit hours**

Explores the development of mathematics through the centuries, with emphasis on the nature of mathematics, both theoretical and applied. Filled with amusing historical anecdotes, like the time the state of Indiana tried to legally redefine the value of Pi. Warning: This is a proof-based course intended for students with a strong background in mathematics. This course cannot be substituted for any other history course. Offered every third semester.

**Prerequisite:** MATH 242 (MATH 212 strongly recommended, or consent of instructor)

### **MATH 343 Calculus III**

#### **4 credit hours**

Vectors and surfaces, parametric equations and motion, functions of several variables, partial differentiation, maximum- minimum, Lagrange multipliers, multiple integration, vector fields, path integrals, Green's Theorem, and applications. Offered spring of odd years.

**Prerequisite:** MATH 242

### **MATH 345 Numerical Analysis Methods**

#### **3 credit hours**

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

**Same as** APCS 345

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

### **MATH 353 Linear Algebra**

#### **3 credit hours**

Topics include matrices, systems of linear equations, determinants, vector spaces, inner products, linear transformations, eigen values and applications. A balance between axiomatic and computational mathematics. Offered every third semester.

**Prerequisites:** MATH 212 and MATH 242

## COURSE DESCRIPTIONS

### **MATH 354 Abstract Algebra**

#### **3 credit hours**

Elementary group theory and ring theory, fundamental isomorphism theorems, ideals, quotient rings, integral domains, real and complex numbers, factorization and zeros of polynomials. Offered every third semester.

**Prerequisites:** MATH 212 and MATH 242; MATH 353 is also recommended

### **MATH 390 Professional Development Seminar**

#### **2 credit hours**

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

**Same as** APCS/INDU/PHYS 390

**Prerequisite:** Junior standing in MATH or consent of instructor

### **MATH 395 Professional Development Seminar II**

#### **1 credit hour**

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

**Pre/Co-requisite** APCS 390/MATH 390

## APPLIED MUSIC (MUAP)

### **MUAP 105-111**

**Private Instruction in Piano/Keyboard, Brass, Guitar/Bass, Percussion, Voice, Woodwind, String**

#### **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 105 Piano/Keyboard

MUAP 106 Brass

MUAP 107 Guitar/Bass

MUAP 108 Percussion

MUAP 109 Voice

MUAP 110 Woodwind

MUAP 111 String

### **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.

## **COURSE DESCRIPTIONS**

### **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 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.

### **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.

**Prerequisites:** Previous musical experience (singing or playing) helpful.

## COURSE DESCRIPTIONS

### **MUSI 123 Music Theory I**

#### **3 credit hours**

The first of a two-course sequence focusing on fundamentals of notation, keys, diatonic chords, cadences and beginning formal analysis. Students not having sufficient keyboard ability should also study piano. Offered every fall.

### **MUSI 124 Music Theory II**

#### **3 credit hours**

Continuation of MUSI 123. Seventh chords in root position and their inversions, non-chord tones, modulations, and work in improvisation and composition. MUSI 124 must follow MUSI 123 in sequence except with instructor's permission. Offered every spring.

**Prerequisite: MUSI 123**

### **MUSI 201 Woodwind Methods**

#### **1 credit hour**

Woodwind Methods is a course designed to provide the music education major an introductory study, with actual playing experience, of the major woodwind instruments (Flute, clarinet and saxophone). Pedagogical approaches to these as well as double reed instruments will be examined and explored. Theoretical concepts such as transposition and the harmonic series will also be included in the course. This course is designed to enable the student to provide beginning instrumental instruction in either a public school or private studio setting. **Prerequisite: MUSI 123 or consent of instructor**

### **MUSI 202 Brass Methods**

#### **1 credit hour**

Brass Methods is a course designed to provide the music education major an introductory study, with actual playing experience, of the major brass instruments (trumpet, trombone, French horn and tuba). Pedagogical approaches to these instruments will be examined and explored. Theoretical concepts such as transposition and the harmonic series will also be included in the course. This course is designed to enable the student to provide beginning instrumental instruction in either a public school or private studio setting.

**Prerequisite: MUSI 123 or consent of instructor**

### **MUSI 203 String Methods**

#### **1 credit hour**

String Methods is a course designed to provide the music education major an introductory study, with actual playing experience, of the major string instruments (violin, viola, cello and bass). Pedagogical approaches to these instruments will be examined and explored. Theoretical concepts such as transposition and the harmonic series will also be included in the course. This course is designed to enable the student to provide beginning instrumental instruction in either a public school or private studio setting.

**Prerequisite: MUSI 123 or consent of instructor**

### **MUSI 204 Percussion Methods**

#### **1 credit hour**

Percussion Methods is a course designed to provide the music education major an introductory study, with actual playing experience, of the major percussion instruments (snare drum, keyboard percussion and timpani). Pedagogical approaches to these instruments will be examined and explored. Theoretical concepts such as transposition and the harmonic series will also be included in the course. This course is designed to enable the student to provide beginning instrumental instruction in either a public school or private studio setting.

**Prerequisite: MUSI 123 or consent of instructor**



## COURSE DESCRIPTIONS

### **MUSI 216 History of Music**

#### **3 credit hours**

An introduction to Western music literature from early music to the present. Offered spring of even years.

**Prerequisite: Completion of MUSI 123 or instructor permission**

### **MUSI 217 History of Music II**

#### **3 credit hours**

Music in American from the time of the Puritans to the present day. Historical, biographical material and listening will be included. For the general students as well as for music majors and minors.

### **MUSI 223 Music Theory III**

#### **3 credit hours**

This course continues the study of the concepts introduced in Music Theory I and II, with the addition of augmented sixth chords, Neapolitan sixth chords, and changes of tonal centers.

**Prerequisites: MUSI 123 and MUSI 124**

### **MUSI 224 Music Theory IV**

#### **3 credit hours**

This course studies counterpoint, fugues, sonata allegro, rondo, and variation forms, as well as 20<sup>th</sup> century chord structures and techniques.

**Prerequisites: MUSI 223**

### **MUSI 336 Conducting**

#### **2 credit hours**

Instrumental and choral conducting and score reading, use of baton and rehearsal techniques, ranges of instruments, clefs, and transpositions. Offered fall semester of even-numbered years.

**Prerequisite: Student must also be concurrently enrolled in the William Penn University Jazz Ensemble (MUAP 130) and/or William Penn Singers (MUAP 250) and must have successfully completed MUSI 123.**

### **MUSI 337 Conducting II**

#### **2 credit hours**

Continuation of conducting studies with emphasis on instrumental conducting, baton technique, score reading/marking, transpositions, and rehearsal techniques. Offered spring semester of odd-numbered years.

**Prerequisite: MUSI 336.**

### **MUSI 339 Ear Training and Sight Singing**

#### **2 credit hours**

A skills course designed to improve the student's aural acuity and sight-reading ability. Lab fee required. Offered fall of even years.

**Prerequisite: Concurrent enrollment in or completion of MUSI 123**

### **MUSI 340 Ear Training and Sight Singing II**

#### **2 credit hours**

This course is a continuation of the class Ear and Training and Sight Singing I. The content is designed to complement the Theory II course though it is not necessary they be taken in the same semester. This course is taught in the spring semester. **Prerequisite: MUSI 339**

# **COURSE DESCRIPTIONS**

## **NURSING (NURS)**

*The NURS classes are available only to students in the nursing major with exception of NURS 201.*

### **NURS 201 Nursing Essentials**

#### **4 credit hours**

This course introduces the essential scientific knowledge, technical skills, and communication techniques, as specified by OBRA, to function as an accountable member of the health care team. Theory, laboratory practice, and clinical experience will be incorporated to prepare the student to address the biopsychosocial and spiritual needs of patients. This is a 75-hour course (30 hours of lecture / 15 hours of lab / 30 hours of clinical). Background checks are required. Mandatory Reporter of Child and Dependent Adult Abuse, health physical and current immunizations along with TB testing will be required prior to clinical. Lab fee required.

**Prerequisites:** None.

### **NURS 299 Transition Fundamentals, Skills and Assessment**

#### **2 credit hours**

This course will serve as a transition for a student with past success in another nursing program who is transferring to William Penn University. Students will review foundational knowledge for nursing care. Assessment principles and proper documentation will be addressed. In addition, students will review foundational nursing skills and must demonstrate skills and assessment proficiency by the end of the course.

### **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

### **NURS 302 Nursing Leadership**

#### **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 Nursing**

#### **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

## **COURSE DESCRIPTIONS**

### **NURS 304 Nursing Fundamentals and Skills**

#### **3 credit hours**

This course will introduce the student to foundational knowledge for nursing care. Assessment principles and proper documentation will be addressed. In addition, performing sterile procedures within the scope of practice, medication administration and proper documentation. Lab fee required.

**Prerequisites:** NURS 201 or equivalent, NURS 314

### **NURS 306 Adult Nursing I / Assessment I**

#### **5 credit hours**

Concepts and principles underlying assessment of the health status of individuals are presented with emphasis placed on interviewing skills, health histories, and the physical and psychosocial findings in the well person. Communication and assessment skills are developed. Students will formulate initial nursing plans using the nursing process. Includes assessments from newborn to geriatric. Lab fee required.

**Prerequisite:** NURS 201 or equivalent, NURS 314

### **NURS 307 Professionalism in Nursing**

#### **3 credit hours**

This course introduces the students to the concept of knowing beyond pragmatic knowledge. Students will explore the concept of caring as uniquely expressed in nursing situations. Students will be introduced to a variety of nursing theories. Students will learn research terminology, types of research, and how to locate multi-level evidence. The student will be introduced to ANA Standards of Practice and ethics.

**Prerequisite:** NURS 201 or equivalent

### **NURS 308 Maternal, Newborn, and Women Nursing**

#### **3 credit hours**

This course focuses on women, maternal, and newborn population. It will discuss normal and abnormal conditions, nursing assessment, interventions, evaluation, and promotion of individual and family health for the population of interest. The student will have the opportunity to care for the described population in a clinical setting. Lab fee required.

**Prerequisite:** NURS 306, NURS 304

### **NURS 309 Pediatric Nursing**

#### **3 credit hours**

This course focuses on the infant to adolescent population. The student will be introduced to normal and abnormal conditions within the population. Nursing assessment, interventions, and evaluation of care for the population will be analyzed as well as the importance of health promotion. The student will have the opportunity to care for the population in a clinical setting.

Lab fee required.

**Prerequisite:** NURS 306, NURS 304

### **NURS 310 Mental Health Nursing**

#### **4 credit hours**

This course will identify scope of psychiatric-mental health nursing practice. This will introduce the student to foundational knowledge for mental health nursing care. Discuss the importance of evidence-based psychiatric-mental health care settings. Assessment principles and proper documentation will be addressed. In addition, treatment in a primary care setting integrating physical and mental health issues in a holistic approach. The course will assist the nurse to partner with their patients in the delivery of care using evidenced-based practice. Lab fee required.

**Prerequisites:** NURS 306, NURS 304

### **NURS 312 Nursing Informatics**

#### **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.

**Prerequisite:** NURS 201 or equivalent (for the pre-licensure program); no pre-requisite for RN-BSN program.

## **COURSE DESCRIPTIONS**

### **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 314 Pharmacology**

#### **3 credit hours**

Focuses on basic drug classification, concepts and principles with special consideration for the nursing role in developing a comprehensive approach to the clinical application of drug therapy through use of the nursing process. Dosage calculations are evaluated for competency.

**Prerequisites: MATH 102 or equivalent**

### **NURS 400 Introduction to Evidence-Based Practice for Nursing**

#### **2 credit hours**

This course will introduce the concept of Evidence-Based Practice to the student. The student will learn to develop a clinical question, identify stakeholders that could be involved, and review the process in gathering evidence.

**Prerequisites: Math 105 or MATH 303, NURS 306, NURS 304**

### **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 And NURS 303**

### **NURS 403 Evidence-Based Practice for Nursing**

#### **3 credit hours**

This course focuses on the process for implementing evidence-based practice and its application to a clinical situation. 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.

**Prerequisite: NURS 400**

### **NURS 406 Adult Nursing II**

#### **5 credit hours**

Adult Nursing II is a continuation of Adult Nursing I/Assessment I. It focuses on beginning nursing care to promote healthy transitions for individuals exhibiting manifestations of chronic illness in a well-defined practice setting. Emphasis is on basic time management concepts, clinical judgment, and skills acquisition. Theory and clinical experiences are related to the course content. Lab fee required.

**Prerequisites: NURS 306, NURS 304**

### **NURS 412 Adult Nursing III / Assessment II**

#### **5 credit hours**

Adult Nursing III is a continuation of Adult Nursing I/ Assessment I and Adult Nursing II. Emphasis is on core competencies of managing care in emergent and acute care patients, clinical decision making, informatics, collaboration, teaching/learning, professional behavior, and legal/ethical aspects of care. Theory and clinical experiences are related to the course content. Lab fee required.

**Prerequisites: NURS 406**

## COURSE DESCRIPTIONS

### **NURS 413 Transition to Nursing Practice**

#### **6 credit hours**

This class will offer the student the opportunity to complete the ATI Capstone Content Review. This review is designed to offer the student a comprehensive content review to prepare the student for the predictor examination and increase graduation readiness. ATI Capstone educators will provide each student individualized remediation based on identified weaknesses. During the course the student will also be assigned a preceptor/mentor for an extended clinical rotation of 120 hours. The experience will provide the student with an opportunity to function as an independent nurse with supervision and oversight of a qualified, experienced practicing nurse. Lab fee required.

**Prerequisite:** NURS 412, NURS 310, NURS 303, NURS 308, NURS 309

### **NURS 451 Research Application Elective**

#### **1-4 credit hours**

Across the curriculum, students have experienced a broad base of research formats and tools for decision making presented by business, biological and nursing frameworks. In this elective course students with an individual area of interest will research current practice and literature, frame a question or plan a change project, apply appropriate process and report outcomes.

**Prerequisite:** Project proposal and approval by faculty

### **NURS 461 Guided Study**

#### **1-4 credit hours**

This is an individually (or small group) designed course to expand the students' experience or individual interest in some topic related to nursing. This course can be related to topics such as practice skills, diversity, health, or service to the community. The content of the course will be based on multilevel evidence that is supportive of the selected topic.

## PHYSICAL EDUCATION ACTIVITIES (PHLA)

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.

## COURSE DESCRIPTIONS

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	PHLA 171	Intercollegiate Lacrosse
		PHLA 172	Intercollegiate Shooting

### 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

#### **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

## **COURSE DESCRIPTIONS**

### **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 every fall.

**Same as ENGR 327**

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

### **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 & MATH 241**



## **COURSE DESCRIPTIONS**

### **PHYS 342 Dynamics and Kinematics**

#### **3 credit hours**

An introduction to the principles of engineering dynamics, including particle position, displacement, velocity and acceleration. Newton's laws will be used to evaluate the forces required to produce desired motions, velocities and accelerations of machine elements. Concepts of work, kinetic energy, impulse, momentum and the conservation of energy will be introduced and applied in the analysis of actual industrial problems. Lab fee required. Offered every fall.

**Same as ENGR 342**

**Prerequisites: PHYS 341**

### **PHYS 343 Mechanics of Materials**

#### **3 credit hours**

An introduction to the concept of internal stresses in machine elements resulting from applied external force systems. Mathematical analysis of tension, compression, torsional and flexure stresses in machine elements and pressure vessels. Introduction and mathematical analysis of strain and deflections resulting from external forces. Classroom concepts will be applied to actual industrial problems to develop a method of problem evaluation and resolution. Offered every spring.

**Same as ENGR 343**

**Prerequisites: PHYS 341**

### **PHYS 390 Professional Development Seminar**

#### **2 credit hours**

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

**Same as APCS/INDU/MATH 390**

**Prerequisite: Junior standing in PHYS or consent of instructor**

### **PHYS 395 Professional Development Seminar II**

#### **1 credit hour**

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

**Pre/Co-requisite: APCS/INDU/MATH 390**

## **POLITICAL SCIENCE (PLSC)**

### **PLSC 100 International Relations**

#### **3 credit hours**

Individual, domestic, national and system effects on relations between states; war, diplomacy and other instruments of influence; contemporary and future international problems. Offered every spring.

### **PLSC 125 United States National Government**

#### **3 credit hours**

Nature of government, Federal Constitutional principles; organization and functions of executive, legislative, and judicial branches; roles of interest groups and citizens in democracy. Offered every fall.

### **PLSC 150 Comparative Politics -Western Democracies**

#### **3 credit hours**

The politics of Great Britain, France, the Federal Republic of Germany, and other major Western European states; the comparative method and its utility in the study of politics, comparison of political processes and political institutions. Offered spring of even years.

## **COURSE DESCRIPTIONS**

### **PLSC 200 The Politics of War and Peace**

#### **3 credit hours**

Major issues concerning war and peace and the search for peace; research on the causes of war at the individual, national and system levels; an examination of the ethics of war and the conduct of war; nuclear weapons and disarmament, nuclear war.

**Prerequisite: PLSC 100 or consent of instructor**

### **PLSC 210 State and Local Government**

#### **3 credit hours**

Organization and functions of state, county, and municipal government; examination of their financial problems, reorganization and urban-rural relations. Offered spring of odd years.

### **PLSC 217 Ethnic and Race Relations**

#### **3 credit hours**

Explores the historic and current problems faced by ethnic and racial minority groups in American society; the causes and consequences of prejudice and discrimination and the nature of current minority-majority interaction. Offered fall of even years.

**Same as SOCI 217**

### **PLSC 230 Congress and the Presidency**

#### **3 credit hours**

Background of the executive and legislative branches in the Constitutional Convention and their evolution to present; decision-making by Congress and the President. Offered fall of even years.

**Prerequisite: PLSC 125 or consent of instructor**

### **PLSC 234 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**

## **COURSE DESCRIPTIONS**

### **PLSC 321 U.S. Public Opinion and Interest Groups**

#### **3 credit hours**

An examination of the trends and diversity of American public opinion on political issues; an introduction to the measurement of public opinion; how and why public opinion develops into interest groups; types, resources, tactics, roles, and regulation of interest groups.

### **PLSC 331 Law and Society**

#### **3 credit hours**

Evolution of law and legal institutions; theory of law and jurisprudence; use of law and the legal system for the development of public policy. Offered odd years.

**Same as SOCI 331**

**Prerequisite: PLSC 125 or consent of instructor**

### **PLSC 332 American Constitutional History**

#### **3 credit hours**

Examines the historical development of the U. S. Supreme Court and its major decisions since the Federalist era. Offered fall of odd years.

**Same as HIST 332**

### **PLSC 333 Constitutional Rights and Liberties**

#### **3 credit hours**

Legal issues, controversies, and significant developments in constitutional rights and liberties, and the impact of these developments upon American politics, culture, and social institutions. Offered fall of even years.

**Prerequisite: PLSC 125, or PLSC 332, or consent of instructor**

### **PLSC 349 International Business**

#### **3 credit hours**

Study of business in a global economy with the major complexities involved including the effects of different social systems, governmental influences on trade, financial exchange rates, and corporate relationships and policies. Offered every spring.

**Same as ECON/BUSI 349**

**Prerequisites: Junior standing**

### **PLSC 358 Washington Center Internship**

#### **10 to 15 credit hours**

The Washington Center places juniors or first semester seniors in a federal agency in Washington, D.C. Interns work forty hours per week in a responsible position for twelve hours credit and participate in one weekly seminar led by a professional practitioner for three hours credit. Applications are due April 15 for the fall semester, October 1 for the spring semester, and February 15 for the summer (summer session credit ten hours maximum).

### **PLSC 359 Iowa Legislative Internship**

#### **6 to 12 credit hours**

Interns spend spring semester at Iowa State Legislature in Des Moines, gaining practical experience in the legislative process and providing useful staff services for legislators. Interns serve either Monday through Thursday for twelve hours credit or two of those days for six hours credit. Interns must submit paper summarizing legislative experience. All applications are due December 1.

# COURSE DESCRIPTIONS

## **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, multi-directionality, and historical embeddedness of human change. Offered every fall and spring.

### **PSYC 221 Introduction to Counseling**

#### **3 credit hours**

An overview of current practices in personal and career counseling including basic counseling skills and contemporary professional issues. Emphasis on service to individuals. Offered every fall.

### **PSYC 230 Psychology of Religion**

#### **3 credit hours**

A course that examines the practice of religion from a social scientific perspective.

**Same as RELI 230**

### **PSYC 240 Health Psychology**

#### **3 credit hours**

Psychological contributions to understanding the causes, prevention, and treatment of physical illness. Research addressing the reciprocal effects of behavior and physical health will be emphasized. Offered every spring.

### **PSYC 260 Social Psychology**

#### **3 credit hours**

Scientific study of social influence. Topics include small group process, organizational behavior, affliction, aggression, altruism, attitude change, interpersonal attractions, and prejudice. Offered every spring.

**Same as SOCI 260**

### **PSYC 265 Social Science Statistics**

#### **3 credit hours**

This course introduces students to the fundamentals of social statistics—techniques social scientists use to summarize quantitative data. The topics include *descriptive* statistical percentages, ratios and rates, frequency distributions, tables, charts, and graphs; measures of central tendency and dispersion; *inferential* statistical sampling distribution and estimation; hypothesis testing; bivariate measures of association; and multivariate techniques. Offered every fall. MATH 105 recommended.

**Same as SOCI 265**

## **COURSE DESCRIPTIONS**

### **PSYC 303 Developmental & Educational Psychology**

#### **3 credit hours**

This course focuses on human development of child and adolescent (K-12) including physical, personal, social and cognitive development. Psychological principles are applied to the educational process with units in learning, motivation, measurement, and evaluation. This course is required for all education majors.

**Prerequisites:** EDUC 100, Junior standing or consent of the instructor

### **PSYC 305 Theories and Systems of Counseling**

#### **3 credit hours**

The emphasis of this course is counseling theories as applied to counseling individuals. An overview of the major theoretical perspectives on human behavior and individual counseling interventions. Counseling strategies and techniques associated with different theories will be discussed. Offered every spring.

**Prerequisite:** PSYC 102

### **PSYC 322 Multicultural Counseling Approaches**

#### **3 credit hours**

Designed to help counselors and mental health practitioners maximize their effectiveness when working with a culturally diverse population. Offered every spring.

**Prerequisite:** PSYC 221

### **PSYC 326 Abnormal Psychology**

#### **3 credit hours**

A study of major forms of psychological disorder in adults and children in the context of modern life. Attention to the genetic, socio-cultural, and psychological bases and amelioration of abnormality. Offered every spring.

### **PSYC 327 Personality**

#### **3 credit hours**

A survey of the major theories of personality, including but not limited to those of Freud, Jung, Skinner, Maslow, Adler, Fromm, Bandura, Allport, and Cattell. Offered every fall.

**Prerequisites:** PSYC 102 or consent of instructor

### **PSYC 331 Human Services in Contemporary America**

#### **3 credit hours**

Survey of human service organizations, their historical development, relationship to professional societies, and diverse employment opportunities locally and nationally. Offered every fall.

### **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

## COURSE DESCRIPTIONS

### **PSYC 348 Crisis Intervention**

#### **3 credit hours**

A skills-related counseling course to understand the bases of and practical techniques for crisis intervention and group facilitation. Offered every spring.

**Prerequisite: PSYC 102**

### **PSYC 390 Psychology Practicum**

#### **Human Services General**

#### **3 credit hours**

A capstone course for psychology / human services majors. Some field experience and seminar discussion. Human services students will be required to work a minimum of 100 hours in an area of human services or a work setting where human relations skills and psychological knowledge are relevant. Psychology students will conduct primary or literature research integrating knowledge in their discipline. Offered every spring.

**Prerequisite: PSYC 335 for Psychology majors**

## RELIGION (RELI)

### **RELI 104 Understanding the Old Testament**

#### **3 credit hours**

A survey course in which significant portions of the Old Testament are read and discussed. The historical-spiritual development of the Jewish people and relationship of the Jewish faith to Christianity is emphasized.

### **RELI 106 Understanding the New Testament**

#### **3 credit hours**

A survey course in which the entire New Testament is read and discussed. Major features and themes of the individual books and letters of the New Testament are discussed and analyzed.

### **RELI 204 Christianity in America**

#### **3 credit hours**

Examines the rise of both the Protestant and Catholic churches in America and the influence of Christianity upon American life and culture. Note: this course has been formerly listed as Living Religions in America.

**Same as HIST 204**

### **RELI 206 Christian Ethics**

#### **3 credit hours**

This course examines the foundations of Christian ethical thought and theory derived from both the New and Old Testaments. The personal and social implications of Christian ethics to life and culture will be addressed. Lives of exemplars representing Christian ethics in action—both past and present—will serve as models for study and reflection.

### **RELI 210 Religion in Modern America**

#### **3 credit hours**

A survey of the influence of religion upon American culture from the 20<sup>th</sup> century to the present day.

### **RELI 212 Religion and Society**

#### **3 credit hours**

This course approaches religion as one of society's institutions. It will focus on the practices, social structures, historical backgrounds, development, universal themes and the roles of religion in society. Emphasis will be placed on the dialectical relationship between society and religion.

**Same as SOCI 212**

## COURSE DESCRIPTIONS

### **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.

## 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 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.**

### **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**



## **COURSE DESCRIPTIONS**

### **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 351 Paradigms in Sport**

#### **3 credit hours**

A systematic assessment of contemporary sport programs focusing on the development and application of leadership skills across various sport platforms. Topics include a historical overview of sport, examination of necessary management skills, exploration of different sports and settings, and the progression of leadership expertise necessary for success in the industry. Offered every spring/fall; occasional summer.

### **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**

### **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.**

**Prerequisite: Sport Management majors only; others by permission of instructor.**

### **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: Sport Management majors only; others by permission of instructor.**

# **COURSE DESCRIPTIONS**

## **SOCIOLOGY (SOCI)**

### **SOCI 101 Introduction to Sociology**

#### **3 credit hours**

Examines the social processes and structures which shape both individuals and groups of all sizes, including friends, families, corporations and nations. Provides students with interpretive tools for understanding themselves and others in a changing world. Offered every fall.

### **SOCI 123 Sociology of Contemporary Issues**

#### **3 credit hours**

Investigates current social problems with an analysis of causative factors and possible solutions. Topics covered will vary. Offered every spring.

### **SOCI 126 Deviant Behavior**

#### **3 credit hours**

A sociological analysis of deviant behavior in relation to norms, values, and social control. The course examines the relationship of deviant behavior to conventional values, sex roles, institutions, and power, with special attention to the social construction of deviance. Offered spring of even years.

### **SOCI 211 Introduction to Criminology**

#### **3 credit hours**

Analyzes the meaning, identification and causes of crime and the role of social institutions in the control of crime and the correction of criminals. Offered every fall.

### **SOCI 212 Religion and Society**

#### **3 credit hours**

This course approaches religion as one of society's institutions. It will focus on the practices, social structures, historical backgrounds, development, universal themes and the roles of religion in society. Emphasis will be placed on the dialectical relationship between society and religion.

**Same as RELI 212**

### **SOCI 217 Ethnic and Race Relations**

#### **3 credit hours**

Explores the historic and current problems faced by ethnic and racial minority groups in American society and beyond; the causes and consequences of prejudice and discrimination and the nature of current minority-majority interaction. Offered fall of even years.

**Same as PLSC 217**

### **SOCI 218 Juvenile Delinquency**

#### **3 credit hours**

An investigation of youth as both offenders and victims of crime; theories of juvenile delinquency; youth programs related to crime; the role of the school, the family, and the police; child abuse, runaways and street kids; juvenile gangs; the juvenile justice system; juvenile corrections, and an evaluation of preventive programs. Offered every fall.

### **SOCI 219 Sex and Gender in Society**

#### **3 credit hours**

A sociological exploration of the changing roles of men and women. Examination of formation of male and female identity; problems encountered between men and women; interpersonal, romantic, and work relationships; and the implications of changing sex roles for major social institutions. Offered every spring.

## COURSE DESCRIPTIONS

### **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**

### **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**

## COURSE DESCRIPTIONS

### **SOCI 331 Law and Society**

#### **3 credit hours**

Evolution of law and legal institutions; theory of law and jurisprudence; use of law and the legal system for the development of public policy.

**Same as PLSC 331**

**Prerequisite: PLSC 125 or consent of instructor**

### **SOCI 335 Social Research Methods**

#### **3 credit hours**

Presents the detailed logic underlying research design, data collection, and data analysis in sociological studies. The course addresses both quantitative (e.g., survey) and qualitative (e.g., participant observation) dimensions of research, and special emphasis is placed on research ethics. Offered every spring.

**Prerequisite: MATH 105 or consent of instructor**

### **SOCI 345 Organizational Behavior**

#### **3 credit hours**

Analysis of the behavior of people in organizations, drawing upon the disciplines of Psychology, Sociology, and Business Administration. Applications are studied in the context of effective management of organizational behavior and the important inter-relationships between needs and expectations of the individual, the organization, and society. Offered every fall.

**Same as BUSI 345**

### **SOCI 347 Business Ethics**

#### **3 credit hours**

Approaches to ethical issues and problems facing business and society today. Offered every spring.

**Same as BUSI 347**

**Prerequisite: Junior standing**

### **SOCI 350 Sociological Theory**

#### **3 credit hours**

An integrative seminar focusing on the central issues and selected problems faced by major social thinkers and others in the study and understanding of the social world. Offered every fall.

**Prerequisite: SOCI 101 or SOCI 123 and twelve hours of other Sociology courses, or consent of the instructor**

### **SOCI 390 Sociology Practicum**

#### **3 credit hours**

A capstone seminar course in sociology research methodology, theory, and practice involving 100 hours of relevant service learning. Regardless of emphasis area, majors will be involved in research integrating knowledge of their discipline with critical reflection on their service learning experiences.

## THEATRE (THEA)

### **THEA 104 Basic Production**

#### **3 credit hours**

Designed to familiarize a student with all production aspects of a working theatre. Along with class and workshop time, students will make practical application of theories and practices through work on university, community, and possibly, professional performances. Offered fall semester.

# COURSE DESCRIPTIONS

## **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 119 Specialized Production Elements**

### **3 credit hours**

This course explores basic principles, designs, and implementation related to special technical areas of theatrical productions. These areas include special effects, makeup, and costuming. Students must make practical application of course content through participation in the university production(s) being done in the semester the course is offered.

## **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**

## COURSE DESCRIPTIONS

### **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

### **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.

## 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
<b>Total Master of Business Leadership</b>		<b>36</b>

### Master of Sport Management

New for 2020, the MSM program at William Penn was created in response to the growing need for professionals in the sport industry. Employment growth in this sector is predicted to be above the national average from 2016-2026. Sport management graduate programs typically prepare students in one or more of three emphases. These include new product development and promotion, service-based facility and event operations, and athletic administration. Based on the primary needs of local sports organizations and our expertise, William Penn's foci for the MSM will be service-based event planning and athletic administration. The program builds upon WPU's existing MBL program and adds specific courses, including a thesis, to round out the sport leadership centered curriculum.



## MASTER OF SPORT MANAGEMENT

### *Core – 18 credits*

MATH 503	Statistical Methods for Research	3
MBL 512	Character-Based Servant Leadership	3
MBL 520	Ethical and Moral Business Leadership	3
MBL 532	Systems, Performance, and Organizational Effectiveness	3
MBL 540	Leadership and Community	3
SMGT 500	Research Design	3

### *Electives – 12 credits + Thesis, or 15 credits + Project or Internship:*

SMGT 550	Sport Marketing	3
SMGT 555	Risk Management	3
SMGT 560	Administration of College Athletics	3
SMGT 565	Design and Development of Sport Facilities and Events	3
SMGT 570	Sport Finance	3
SMGT 580	Project	3
SMGT 585	Internship	3
SMGT 590	Thesis	6

<b>Leadership CORE</b>	<b>18</b>
<b>Sport Electives</b>	<b>12-15</b>
<b>Master's Project, Internship, or Thesis</b>	<b>3-6</b>
<b>Master of Sport Management Total</b>	<b>36</b>

## 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.

### **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.

# GRADUATE COURSE DESCRIPTIONS

## **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 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.

# GRADUATE COURSE DESCRIPTIONS

## **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.

## **MATH 503 Statistical Methods for Research**

### **3 credit hours**

A study of applied statistics with emphasis on data description and analysis, appropriate use of technology, and hands-on experience with real data to prepare for graduate research. Topics include descriptive statistics, graphical presentations, estimation, hypothesis testing, sample size, and power.

**Prerequisite:** MATH 120 or higher.

## **SMGT 500 Research Design**

### **3 credit hours**

Examines the methods and techniques used in research in sport, including the basic aspects of reading, evaluating, and writing research. This course will explore the concepts developed in relevant literature as they apply to sport. Topics include problem selection, literature review, instrumentation, methodology, statistical issues, and types of research in physical activity.

## **SMGT 550 Sport Marketing**

### **3 credit hours**

Advanced marketing concepts unique to the sports industry as utilized in typical setting. Topics covered include the traditional marketing mix, services marketing, public relations, & event planning. Students also will utilize case studies & analysis of current campaigns in evaluating how to successfully market sporting events.

## **SMGT 555 Risk Management**

### **3 credit hours**

From the perspective of the practitioner, an in-depth look at safety, negligence, and liability in sport will be conducted. Designed to help ADs, coaches, facility managers, program directors, etc. develop the knowledge and skills to recognize and moderate and/or eliminate dangerous situations before they become problematic.

## **SMGT 560 Administration of College Athletics**

### **3 credit hours**

A study of the intercollegiate sport environments. The course will focus on evaluation of policies established, ramifications for violation of rules and the procedures utilized by governing organizations in inter-collegiate athletics.

## **SMGT 565 Design and Development of Sport Facilities and Events**

### **3 credit hours**

Advanced application of knowledge, skills, and concepts pertaining to the planning, organization, publicity, and management of sporting events. Additionally, the course will examine the processes for planning, design, construction, maintenance, and ongoing operation, of sport facilities.

## **SMGT 570 Sport Finance**

### **3 credit hours**

Course is designed to examine both economic and fiscal theories as they are applied to the sport management industry. Various economic and fiscal issues will be explored with a focus on making effective fiscal decisions.

**SMGT 580 Master's Project****3 credit hours**

A faculty-guided exploration of a topic of professional interest / career growth for the student to provide added value to an internal or external client. Offered all terms.

**Prerequisites:** MATH 503 & SMGT 500 completed; GPA of 3.0 or higher; no grade below a C; permission of thesis committee and program chair.

**SMGT 590 Master's Thesis****1-6 credit hours**

Directed study culminating in the production of a research-based thesis project in partial fulfillment of the requirements for a master's degree.

**Prerequisites:** MATH 503 & SMGT 500 completed; GPA of 3.0 or higher; no grade below a C; permission of thesis committee and program chair.



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

KIMBERLY BROWN, Director of Nursing, 2019–Present. B.S.N., Iowa Wesleyan College; M.S.N., Frontier Nursing University; D.N.P.; Frontier Nursing University.

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.

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.

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.

MARKUS HAALA, Visiting Assistant Professor of Visual Arts and Communication, 2019–Present. B.F.A., Willem de Kooning Academy; M.F.A., New Hampshire Institute of Art.

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

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.



STEVEN JACKSON, Associate Professor of Communications, 2019-Present, Director of CRI, 2019-Present. B.S., Franklin Peirce University; M.A., The University of South Carolina; M.F.A., New Hampshire Institute of Art.

MICHAEL O. JOHNSTON, Assistant Professor of Sociology, 2013–Present. B.A., Buena Vista University; M.P.A., Iowa State University; Ph.D., Walden University.

SARAH KIENZLER, Assistant Professor of Psychology, 2019-Present. B.S., Illinois State University; M.S., University of Wisconsin-Milwaukee; Ph. D., University of Wisconsin-Milwaukee.

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.

RANDALL C. NICHOLS, Assistant Professor of Religion, Ercil Victor & Maxine Hoover Beane Chair of Quaker Studies, Coordinator of Campus Ministries, 2019-Present. B.A., William Penn University; M.Ed., University of Northern Iowa; DMin., George Fox University.

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.

JENNIFER L. PETERSON, Instructor of Kinesiology, 2019-Present. A.A., Indian Hills Community College; B.A., University of Northern Iowa; M.A., University of Northern Iowa.

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.

JESSICA SISUL, Instructor of Health & Wellness 2019 – Present. B.A. Central College; PS-CCP Mercy School of EMS; M.P.H. Des Moines 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 STAHL, 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.

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

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

WILTON WRIGHT, Assistant Professor of English, 2019 – Present. B.A., University of Texas at Arlington; M.A. University of Texas at Arlington; A.B.D., Texas Christian University.

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



## 2020 FALL SEMESTER

Friday, August 14	Last day to add: Online Course 1 <sup>st</sup> 8 weeks
Friday, August 21	Fall Registration
Sunday, August 23	Freshman/ Transfer Student Orientation
Monday, August 24	Classes begin
Friday, August 28	Last day to: add a 1 <sup>st</sup> 8-week & full semester course, drop a 1 <sup>st</sup> 8-week & full semester course to be deleted from student's record
Monday, September 7	Labor Day; no classes, offices closed
Thursday, September 10	Fall Convocation
Friday, September 18	Intent to Graduate forms for 2020 graduates due to Registrar
Thursday, September 24	1 <sup>st</sup> 8-week module – last day to withdraw - recorded as a “W”
Monday, October 5	Last day to remove incompletes from Spring 2020/Summer 2020
Friday, October 9	Last day to add: Online Course for 2 <sup>nd</sup> 8-week Module
Tuesday, October 13	Last day to request incomplete for a 1 <sup>st</sup> 8-week module course
Friday October 16	FALL BREAK – No Classes
Sunday, October 18	1 <sup>st</sup> 8-week module ends
Monday, October 19	2 <sup>nd</sup> 8-week module classes begin
Monday, October 19	1 <sup>st</sup> 8-week module grades due
Monday, October 19	Midterm grades due
Friday, October 23	Last day to: add a 2 <sup>nd</sup> 8-week course, drop a 2 <sup>nd</sup> 8-week course to be deleted from student's record
Wednesday, October 28	Full semester courses - last day to withdraw - recorded as a “W”
Tuesday, November 17	2 <sup>nd</sup> 8-week module– last day to withdraw - recorded as a “W”
Wednesday-Friday, Nov 25-29	Thanksgiving holiday; no classes, offices closed
Monday, November 30	Thanksgiving break ends at 8:00 a.m.
Tuesday, December 8	Last day to request incompletes for a 2 <sup>nd</sup> 8-week module
Tuesday, December 8	Last day to request incompletes for a full semester course
Wednesday, December 9	Semester exams begin
Saturday, December 12	Semester exams end
Sunday, December 13	Semester ends, 2 <sup>nd</sup> 8-week module ends
Tuesday, December 15	2 <sup>nd</sup> 8-week Module and Final Grades due
Wednesday, December 23	Offices closed for Christmas break and will reopen
	Monday, January 4, 2021



## 2021 SPRING SEMESTER

Monday, January 4  
Monday, January 4  
Monday, January 11  
Friday, January 15

Monday, January 18  
Thursday, January 21  
Friday, January 29  
Thursday, February 11  
Monday, February 22  
Wednesday, March 3  
Friday, March 5  
Sunday, March 7  
Monday, March 8-12  
Wednesday, March 10  
Wednesday, March 10  
Monday, March 15  
Friday, March 19

Wednesday, March 31  
Friday, April 2  
Saturday, April 10  
Tuesday, April 13  
Friday, April 30  
Friday, April 30  
Monday, May 3  
Wednesday, May 5  
Friday, May 7  
Saturday, May 8  
Sunday, May 9  
Wednesday, May 12

Last day to add: Online Course for 1<sup>st</sup> 8 weeks  
Registration for Spring Semester  
Classes begin  
Last day to: add a 1<sup>st</sup> 8-week & full semester course, drop a 1<sup>st</sup> 8-week & full semester course to be deleted from student's record  
**Martin Luther King Jr. Day; no classes**  
Dean's Convocation  
Intent to graduate forms due in the Registrar's office for Fall 2020  
1<sup>st</sup> 8-week module – last day to withdraw - recorded as a "W"  
Last day to remove incomplete grades from Fall 2020  
Last day to request incompletes for a 1<sup>st</sup> 8-week module course  
Last day to add: Online Course for 2<sup>nd</sup> 8-weeks  
1<sup>st</sup> 8-week module ends  
Spring Break  
Final grades due for 1<sup>st</sup> 8-week module  
Mid-term grades due  
2<sup>nd</sup> 8-week module begin  
Last day to: add a 2<sup>nd</sup> 8-week module course, drop a 2<sup>nd</sup> 8-week module course to be deleted from student's record  
Full semester courses - last day to withdraw - recorded as a "W"  
Good Friday, No Classes, Offices Closed  
Honors Banquet  
2<sup>nd</sup> 8-week module – last day to withdraw - recorded as a "W"  
Last day to request incompletes for a 2<sup>nd</sup> 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

## 2021 SUMMER TERM I

Monday, May 17  
Sunday, June 13

Term I begins (4 weeks)  
Term I ends

## 2021 SUMMER TERM II

Monday, June 14  
Sunday, August 8

Term II begins (8 weeks)  
Term II ends

## 2021 SUMMER TERM III

Monday, May 17  
Sunday, August 8

Term III begins (12 weeks)  
Term III ends

## FINAL EXAMINATION SCHEDULE FALL 2020

### **Wednesday, December 9, 2020**

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 10, 2020**

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 11, 2020**

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 2021

### **Monday, May 3, 2021**

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, May 4, 2021**

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 5, 2021**

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

# 2020–2021 ACADEMIC MEETINGS

## For Areas of Study, Departments, Faculty and Faculty Development

### **SEPTEMBER**

- 1 Areas of Study Meetings & Academic Council Meeting
- 8 Divisional Meetings
- 15 Faculty Meeting & Academic Council Meeting

### **OCTOBER**

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

### **NOVEMBER**

- 3 Areas of Study Meetings & Academic Council Meeting
- 10 Divisional Meetings
- 17 Faculty Meeting & Academic Council Meeting

### **DECEMBER**

- 1 Areas of Study Meetings & Academic Council Meeting
- 8 Divisional Meetings

### **JANUARY**

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

### **FEBRUARY**

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

### **MARCH**

- 2 Areas of Study Meetings & Academic Council Meeting
- 16 Faculty Meeting & Academic Council Meeting

### **APRIL**

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

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