William Penn University

2025-2026

Academic Catalog

For information call 800-779-7366

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All numbers are (641) area code unless otherwise noted.

Please keep in mind that although courses and programs are published, this information is subject to change. A catalog is not a contract.

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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-nine 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 man disciplines. Traditional liberal arts with a leadership focus are the core of WPU'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 role in their 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.

Oskaloosa: Pride, Progress, & 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 economic, educational, and industrial 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.

Mission Statement Principles	**Goals that guide the University** These goals identify how the principles listed in the Mission Statement will be pursued at William Penn University, how the University will provide an educational opportunity for its students, through the University's Academic Programs and Co-Curricular Departments.
Leadership	We will influence others to worthy action.
Technology	We will master relevant technology.
Simplicity	We will focus on essential ideas and values.
Peacemaking	We will understand various view points and be able to respectfully and peaceably embrace, negotiate, or decline those views.
Integerity	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.

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).

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.

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 mailboxes, 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 Student Life, Residence Life, Career Services, Counseling Center,

Campus Safety, Campus Ministries, and Student Success Center (SCC) are also located in the Union. A computer lab is located on the lower 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 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. 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 New Media. 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. The PAC Café serves up sandwiches, salads and other snacks. Academically, there are state-of-the-art science labs, Nursing skills and simulation labs, classrooms, faculty offices, and the Ware Auditorium.

The ***Community Choice 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 synthetic turf football field, a natural grass soccer pitch 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.

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 Campus Activities Board (CAB).

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.

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.

Student Organizations & Activities

Performing Arts

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

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

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

- AI Explorers Club/Computer Club
- Aspiring Educators-ISEA
- Association of Student Athletes ASA)
- Black Leadership Initiative (BLI)
- Business Club
- Campus Activities Board (CAB)
- Creative Ink (Literary Club)
- Education Club
- Engineering Club
- Entrepreneurship Club
- Esports/Gaming Club
- Fellowship of Christian Athletes (FCA)
- Film Production Club
- Greek Life
- Intramural Sports
- Kinesiology Club
- Penn & Ink
- Pre-Professional Club
- Penn Zone Club
- SGA - Student Government
- SNO - Statesmen Nursing Organization
- Social and Behavioral Sciences Club
- Student Ambassadors
- Student Veterans Club
- Technology & Engineering Education
- Collegiate Association (TEECA)
- Wildlife Ecology Club
- 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.

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
- Penn & Ink (Literary Magazine)

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.

Education Club
ISEA (Iowa State Education Association - Student Program)
National Student Nursing Association and State-Iowa Student Nursing Association
Order of the Computing Professional
WPC² (William Penn Computer Club, student section of Association for Computing Machinery)
Sigma Theta Tau (International Honor Society for Nursing)

Greek Life

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

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

Student Programming

CAB 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 TRADITIONAL AND ONLINE 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 (if taken; not required)
- 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. Students are not required to submit an ACT or SAT score to be considered for admission. However, eligibility for academic scholarships for first-time freshmen is determined by both cumulative high school GPA and composite score on ACT or SAT.

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 credit hours).

INTERNATIONAL STUDENTS: An international student application requires a $50 application fee and statement of financial support. International students seeking an I-20 and student visa may only enroll in the traditional campus; they may not be Online. 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 are required to be sent through an international transcript evaluation service. Some prominent options are InCred, (IncredEvals.org), World Education Services (WES) or Educational Credential Evaluators (ECE). 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 RN-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 RN-BSN program must be completed with "C-" or above to be accepted for this 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 RN-BSN only.

Evidence of current unencumbered Registered Nurse licensure in the State of Iowa prior to enrollment into courses with a preceptor component. License must remain current while enrolled in William Penn's RN-BSN nursing program. Nursing courses with a clinical or preceptorship component may not be taken if:

- Student has been 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-BSN 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 BSN)

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 ensure they are on track to complete all required courses prior to starting the final two years of the 4-year Pre-Licensure BSN program.

To be accepted into the final two years of the 4-year Pre-Licensure BSN program, the student must complete the following requirements:

- Maintain appropriate professional behavior on/off-campus, classroom, clinical sites, and labs.

- Nursing or correlative courses have not been repeated more than one time.
- Complete a Test of Essential Academic Skills (TEAS), with a score of 63 or higher.
- The TEAS test can be taken up to three times, with remediation on each attempt.
- Satisfactorily complete required general education courses and a CNA (Certified Nursing Assistant) certification course.
- Cumulative GPA of 2.8
- Minimum grade of C (2.0) in each of the following courses (or equivalent courses):
- CHEM 101
- BIOL 202, 308, 314, 315
- MATH 102 or MATH 120

A cumulative GPA of 2.8 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 4-year Pre-Licensure 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 1st of their senior year of high school.
- The student must provide documentation of the following requirements:
    - ACT/SAT of 23 composite and/or
    - 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:

- Maintain appropriate professional behavior on/off-campus, classroom, clinical sites, and labs.
- Nursing or correlative courses have not been repeated more than one time.
- Complete a Test of Essential Academic Skills (TEAS), with a score of 63 or higher.
    - The TEAS test can be taken up to three times with remediation on each attempt.
- Satisfactorily complete required general education courses and a CNA (Certified Nursing Assistant) certification course.
- Cumulative GPA of 2.8
- Minimum grade of C (2.0) in all the following courses (or equivalent courses):
    - CHEM 101
    - BIOL 202, 308, 314, 315
    - MATH 102 or MATH 120

A cumulative GPA of 2.8 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 and recommendation letters
- 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:
    a. Access of education records by WPU officials and agents having a legitimate educational interest in the records.
    b. 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.
    c. Parents who establish the student's dependency for federal income tax purposes.
    d. Upon request, WPU will disclose education records or information without consent to officials of another college or university to which the student seeks or intends to enroll, or to a school in which the student is currently enrolled.
4. File a complaint with the U.S. Department of Education concerning failures by WPU to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, D.C. 20202-4605. www.ed.gov/offices/om/fpco/

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.

RECORD TYPE	LOCATION	CUSTODIAN
Academic Records	PENN 217	Registrar
Admissions	PAC 203	Director of Admissions
Alumni Information	PENN 213B	Director of Alumni Relations
Business Office	PENN 223	VP for Financial Operations
Distance Education	PENN 101	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
Information Services	PENN 111	Director of Information Services

Online Program	PENN 217	Registrar
Security	UNION 107	Dean of Students
Inquiries for other records may be directed to the office of the Registrar where your request will be received or referred to the appropriate University Official	PENN 217	Registrar

PROCEDURE TO INSPECT EDUCATION RECORDS

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

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

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

RIGHT OF UNIVERSITY TO REFUSE ACCESS

The following records are not available for review by students:

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

REFUSAL TO PROVIDE COPIES

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

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

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

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

COPIES OF RECORDS

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

DISCLOSURE OF STUDENT EDUCATION RECORDS

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

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

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

- To school officials and to specified agents of the university who have a legitimate educational interest in the records.
    - A school official or specified agent of the university is:
        - the Board of Trustees or its agents; or
        - a person employed by the university in an administrative, supervisory, academic, research or support staff position, (including security personnel and health staff); or
        - a person or company, with whom the university has contracted as its agent to provide a service instead of using university employees or officials (such as Student Clearinghouse, an attorney, auditor or collection agent); (the contracted party is subject to the same conditions of use and re-disclosure of education records that govern other school officials); or
        - a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks; or
        - a person employed by, under contract to, or designated by the university to perform a specific task.

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

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

RECORD OF REQUEST FOR DISCLOSURE

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

CORRECTION OF EDUCATION RECORDS

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

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

INTERPRETATION

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

Student Complaint Policy & 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:

Caree Gordon
Title IX Coordinator
641-673-1703
William Penn University
Counseling Center
Dana Atkins Memorial Union LL

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.

   a. 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.

3. 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.
4. 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.
5. 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
mailto:info@hlcommission.org

William Penn University is registered by the Bureau of Iowa College Aid to operate in Iowa and approved to participate in the National Council for State Authorization Reciprocity Agreements. Students who have a question or complaint about the University may contact the Commission:

Iowa Department of Education's Bureau of Iowa College Aid
400 E 14th Street
Des Moines, IA 50319
Toll-Free (877) 272-4456
https://educate.iowa.gov/higher-ed/student-complaints

National Council for State Authorization Reciprocity Agreements (NC-SARA)
3005 Center Green Drive, Suite 130
Boulder, CO 80301
720-680-1600
https://nc-sara.org/sara-student-complaints-0

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) may 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), non-standard coursework such as Straighterline or Sophia, 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) or the AACRAO Foreign Education Credential Service (www.ies.aacrao.org/evaluations/). Please access their website to order evaluations to be sent to William Penn University.
6. Students desiring credit for military experience must provide an official transcript from the Joint Services Transcripts (JST).
7. The Education Division only accepts transfer credits of courses within the major which are ten years old or less with a C- or above. The transferability of coursework in the education professional education core will be determined by the Registrar's Office in consultation with the Education Division Chair and Licensure Official. 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.

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 AAS or AS/CO at these community colleges and the specified requirements for coordinating program at William Penn University will receive a BA 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. In addition, a Bachelor of Science in Nursing for students who have completed their Associates Degree in Nursing.

PELLA CAREER ACADEMY

William Penn University has an articulation agreement with the "Career Academy" to provide a framework for students transitioning from a high school diploma at area high schools to further a BSN degree at WPU. The program does provide an application and acceptance of students to WPU, assuming all nursing and admissions requirements are met.

This agreement permits admission to WPU to a student who has earned their high school diploma prior to matriculation at WPU.

Courses taken successfully at PHS and DMACC will transfer to WPU as identified in this agreement. Upon completion of this, the student will earn a Bachelor of Science in Nursing from WPU.

Student advising on this pathway is seen as collaborative agreement with the "Career Academy" and WPU.

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	**WPU**
Agricultural / Biofuels Process Technology	Industrial Technology
Automotive Technology	Industrial Technology
Aviation Maintenance Tech	Industrial Technology
Certified Nursing Assistant (CNA)	Pre-requisite for 4-year Pre-Licensure
Computer Networks and Security	Applied Computer Science Industrial Technology
Computer Software Development	Applied Computer Science
Construction Management	Industrial Technology
Construction Technology	Industrial Technology
Criminal Justice	Sociology / Criminology
Diesel Power Systems	Industrial Technology
Early Childhood Associate	Elementary Education
Electronic Engineering Tech	Applied Computer Science Industrial Technology
Health Information Technology	Biology Exercise Science
Industrial Technology	Secondary Education Industrial Technology
Laser / Electro-Optics Technology	Industrial Technology
Machine Technology	Industrial Technology
Nursing, Associate Degree	Bachelor of Science in Nursing Biology Exercise Science
Paramedical Specialist	Biology
Physical Therapist Assistant	Biology Exercise Science
Radiologic Technology	Biology Exercise Science
Robotics / Automation Technology	Industrial Technology

Degrees over 10 years old are not eligible as a coordinating program.

IOWA CENTRAL COMMUNITY COLLEGE

A coordinating program is available in the following area:

ICCC	WPU
Nursing (ADN)	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 BA in addition to the ISU BSCE, BSIE or BSME.

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 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:

IVCC	WPU
Broadcast / Mass Media Studies (AS/CO) Communications / Public Relations / Journalism (AA)	New Media
Industrial Maintenance Technology (AAS)	Industrial Technology
Nursing (ADN)	Bachelor of Science in Nursing

Degrees over 10 years old may not be eligible as a coordinating program.

IOWA WESTERN COMMUNITY COLLEGE

IWCC	WPU
Music (AA)	Music
Nursing (ADN) (2+1)	Bachelor of Science in Nursing
Technical Music (AA)	Music Education – K-12 Creative Arts – Fine Arts emphasis

Degrees over 10 years old may not be eligible as a coordinating program.

KIRKWOOD COMMUNITY COLLEGE

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

KCC	WPU
CAD/Mechanical Engineering Technology	Industrial Technology
Electronics Engineering Technology	Industrial Technology
Construction Management Career Option	Industrial Technology
Computer Software Development	Software Engineering
Computer Science	Computer Science
Computer Support Specialist	Information Technology
Network & System Management	Information Technology
Nursing, Associates Degree (2+1)	Bachelor of Science in Nursing

Degrees over 10 years old may not be eligible as a coordinating program.

NORTH IOWA AREA COMMUNITY COLLEGE

A coordinating program is available in the following area:

NIACC	WPU
Nursing (AAC)	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

SWCC	WPU
Criminal Justice (AA)	Sociology w/ Criminology Human Services
Nursing (AAS)	Bachelor of Science in Nursing

Cost of Attendance

University Fees

Audit Fee per Credit Hour	$100
Duplicate Tax Form	$25
Elementary/Secondary Student Teaching Fee (16 week)	$450
Elementary/Secondary Student Teaching Fee (8 week)	$225
Graduation Fee	$100
Lab Fees	Varies
National, State & Local Nursing Association Dues	$50
NSF Charge	$25
Private Music Lessons	$225
Stop Payment Fee	$35
Tuition Deposit	$50

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**
1st Semester	$ 14,875	$ 2,240	$ 100
2nd Semester	$ 14,875	$ 2,240	$ 100
Annual	$ 29,750	$ 4,480	$ 200

Tuition

Full-time tuition charges (12 through 18 hours) are stated above. Part-time tuition is based on $420 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 of $420 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:

Room / Apartment	Cost Per Semester	Cost Annually
Watson Room	$1,440	$2,880
Lewis Double Room	$1,440	$2,880
Lewis Single Room	$1,740	$3,480
Twin Towers Double Room	$1,800	$3,600
Twin Towers Single Room	$2,100	$4,200
Eltse Double Room	$1,800	$3,600
Eltse Single Room	$2,100	$4,200
Market Street–2 Bedroom	$2,710	$5,420
Market Street–4 Bedroom	$2,285	$4,570
Rosenberger Apartments	$2,350	$4,700
Peasley	$2,350	$4,700

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/. 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.

Fall 2024 Housing Refund		
Date From	Date To	% Refunded
	8/25/2024	100%
8/26/2024	9/1/2024	94%
9/2/2024	9/8/2024	88%
9/9/2024	9/15/2024	82%
9/16/2024	9/22/2024	76%
9/23/2024	9/29/2024	70%
9/30/2024	10/6/2024	64%
10/7/2024	10/13/2024	58%
10/14/2024	10/20/2024	52%
10/21/2024	10/27/2024	46%
10/28/2024	10/28/2024	40%
10/29/2024	End of Term	0%

Spring 2025 Housing Refund		
Date From	Date To	% Refunded
	1/12/2025	100%
1/13/2025	1/19/2025	94%
1/20/2025	1/26/2025	88%
1/27/2025	2/2/2025	82%
2/3/2025	2/9/2025	76%
2/10/2025	2/16/2025	70%
2/17/2025	2/23/2025	64%
2/24/2025	3/2/2025	58%
3/3/2025	3/16/2025	52%
3/17/2025	3/23/2025	46%
3/24/2025	3/28/2025	40%
3/29/2025	End of Term	0%

Student Health Insurance

All students at William Penn University, undergraduate and graduate students taking classes on the Oskaloosa campus, are required to maintain primary health insurance for the academic year. All students at William Penn University, undergraduate and graduate students taking classes on the Oskaloosa campus will be enrolled in a student health insurance plan and billed the fee until the following waiver is completed and proof of acceptable primary coverage is provided prior to August 1st, 2024. International students cannot waive out of this plan. State Medicaid insurance other than Iowa Medicaid is not acceptable to waive the student health insurance.

William Penn University student-athletes are required to maintain primary insurance coverage for the entire academic year in order to qualify for the William Penn University secondary insurance policy. If a student athlete's primary health insurance coverage lapses, he/she is immediately ineligible for practice and competition and all other athletic activity. It is your responsibility to provide us with new information if coverage changes. It is imperative that any change to health insurance coverage is reported as soon as possible.

William Penn University offers a Health Insurance Plan to all undergraduate and graduate students attending classes on the Oskaloosa campus.

Summer Term Charges

Tuition is charged at a rate of $420 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
1st Semester	$14,875
2nd Semester	$14,875
Annual Totals	$29,750

RN-BSN Costs-at-a-Glance		
Tuition	**Lab Fees per Course**	
$483 per credit hour	NURS 300	$150
	NURS 302	$50
	NURS 303	$50

Graduate & Online Program Costs-at-a-Glance		
	Undergrad Online	**Graduate On-Campus & Online**
Tuition	$450 per credit hour	$500 per credit hour

Payment Options

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

1. ***Monthly Payment Plan***
   The Tuition Pay Plan is administered by the Student Account Officer and provides a way to pay educational expenses through manageable monthly installments for each semester. The Tuition Payment Plan is not a loan, thus there are no interest charges. Prepayments may occur at any time without penalty. The first installment should be paid before the first day of class and remaining monthly payments are due by the 10th of each month. Late payments will be assessed a late fee of $50. If you neglect to make your payment when due, you will be assessed a late fee of $50, termination of the tuition payment plan, and your account will be charged a monthly service charge of 1%.
2. ***Work-Study Payment Plan***
   This is NOT an interest free plan (12% APR). The amount of this plan cannot exceed your semester awarded amount. You must realize that this amount is not automatically credited to your account; you must obtain a job and work the necessary hours. Your monthly paychecks will then be automatically credited to your student account until the student account is paid in full if you sign up for this plan.

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

Financial Aid Assistance

Student Financial Assistance

It is the purpose of the Financial Aid Office, located in the Penn Activity Center, room 204, to assist the student in financial planning for college. In doing this, William Penn University attempts to make it financially manageable 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 pro-rated according to the William Penn University refund schedule and the policies stated in the previous paragraph. Students may also be administratively withdrawn for non-attendance of all classes for a two-week consecutive period.

Officially Withdrawing from All Classes Due to Active Duty

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

Refund Policy for Dismissal from the University

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

Refund Policy for Fees

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

Tuition Refund Schedule

Fall 2024 Full Semester Course		
Date From	Date To	% Refunded
	8/25/2024	100%
8/26/2024	9/1/2024	94%
9/2/2024	9/8/2024	88%
9/9/2024	9/15/2024	82%
9/16/2024	9/22/2024	76%
9/23/2024	9/29/2024	70%
9/30/2024	10/6/2024	64%
10/7/2024	10/13/2024	58%
10/14/2024	10/20/2024	52%
10/21/2024	10/27/2024	46%
10/28/2024	10/28/2024	40%
10/29/2024	End of Term	0%

Fall 2024 1st 8 Week Module		
Date From	Date To	% Refunded
	8/25/2024	100%
8/26/2024	9/2/2024	80%
9/3/2024	9/9/2024	60%
9/10/2024	9/16/2024	40%
9/17/2024	9/23/2024	20%
9/24/2024	End of Module	0%

Fall 2024 2nd 8 Week Module		
Date From	Date To	% Refunded
	10/20/2024	100%
10/21/2024	10/27/2024	80%
10/28/2024	11/3/2024	60%
11/4/2024	11/10/2024	40%
11/11/2024	11/17/2024	20%
11/18/2024	End of Module	0%

Spring 2025 Full Semester Course		
Date From	Date To	% Refunded
	1/12/2025	100%
1/13/2025	1/19/2025	94%
1/20/2025	1/26/2025	88%
1/27/2025	2/2/2025	82%
2/3/2025	2/9/2025	76%
2/10/2025	2/16/2025	70%
2/17/2025	2/23/2025	64%
2/24/2025	3/2/2025	58%
3/3/2025	3/16/2025	52%
3/17/2025	3/23/2025	46%
3/24/2025	3/28/2025	40%
3/29/2025	End of Term	0%

Spring 2025 1st 8 Week Module		
Date From	Date To	% Refunded
	1/12/2025	100%
1/13/2025	1/19/2025	80%
1/20/2025	1/26/2025	60%
1/27/2025	2/2/2025	40%
2/3/2025	2/9/2025	20%
2/10/2025	2/16/2025	0%

Spring 2025 2nd 8 Week Module		
Date From	Date To	% Refunded
	3/16/2025	100%
3/17/2025	3/23/2025	80%
3/24/2025	3/30/2025	60%
3/31/2025	4/6/2025	40%
4/7/2025	4/13/2025	20%
4/14/2025	4/20/2025	0%

Summer Session 1		
Date From	Date To	% Refunded
	5/18/2025	100%
5/19/2025	5/25/2025	70%
5/26/2025	6/1/2025	40%
6/2/2025	6/3/2025	10%
6/4/2025	End of Term	0%

Summer Session 2		
Date From	Date To	% Refunded
	6/15/2025	100%
6/16/2025	6/22/2025	80%
6/23/2025	6/29/2025	60%
6/30/2025	7/6/2025	40%
7/7/2025	7/13/2025	20%
7/14/2025	End of Term	0%

Summer Session 3		
Date From	Date To	% Refunded
	5/18/2025	100%
5/19/2025	5/25/2025	87%
5/26/2025	6/1/2025	75%
6/2/2025	6/8/2025	62%
6/9/2025	6/15/2025	50%
6/16/2025	6/22/2025	37%
6/23/2025	6/29/2025	25%
6/30/2025	7/6/2025	12%
7/7/2025	End of Term	0%

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 & Policy

Accreditation

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

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

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

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

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

Academic Majors

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

Applied Technology Division

Applied Computer Science
- Computer Science
- Information Technology
- Software Engineering

Engineering *(3+2 w/Iowa State University)*
- Civil
- Industrial
- Mechanical

Industrial Technology *w/emphases in*
- Engineering Technology
- Management of Technology
- Technical

Mathematics
- Applied
- General

Business Administration Division

Accounting
Business Management
Entrepreneurship/Small Business Management
Human Resource Management

Education Division

(# also offered in Distance Learning format)
Elementary Education K-6 #

K-12 Education Endorsements *(stand-alone)*
Music (K-8/5-12)

Physical Education/Health/Coaching (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
- Basic Social Sciences
- Biology/Basic Science
- Biology/Chemistry
- Biology/Earth Science
- Biology/Physics
- Business-All
- English/Language Arts/Journalism
- Industrial Technology
- Mathematics

Add-on Endorsements
(can be added to any education endorsement)
- Athletic Coaching (K-12)#
- Economics (5-12)
- Health (K-8/5/12)#
- Math (K-8)
- Reading (K-8/5-12)#
- Special Ed Instruction Strategist (K-8)#
- Special Ed Instruction Strategist (5-12)#
- Speech Communication/Theatre (5-12)
- World History (5-12)

Humanities Division
Creative Arts *w/emphases in*
- Fine Arts
- Theatre

English
Music

Kinesiology & Life Sciences Division
Bachelor of Science majors
- Biology
- Exercise Science

Bachelor of Arts majors
- Kinesiology
- Sport Management
- Wellness & Recreation

*WPU / Palmer Chiropractic dual degree program

New Media Division *with tracks in*
- Film & Video Production
- Digital Design/Content Creation

Nursing Division
4-year Pre-Licensure BSN in Nursing, Traditional on-campus program
RN-BSN Online program

Social and Behavioral Sciences Division
History
Political Science
Sociology *w/ emphases in*
- Criminology
- General Sociology

Human Services
Psychology

*Law School (3+3) w/Drake University

Online Majors
Business Management
Human Resource Management
Leadership
Psychology
RN-BSN

Graduate Programs
Master of Organizational Leadership
Master of Sport Management

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 :

Art
Biology
Business Management
Chemistry
Computer Science
Creative Writing
Criminology
Digital Leadership
Earth Science
Economics
Entrepreneurship/Small Business Management
English
Graphic Art
History
Human Services
Industrial Technology
Information Technology
Insurance
Kinesiology
Mathematics
Music
New Media
Physics
Political Science
Psychology
Religion
Sociology
Theatre

Online Minors

Business Management
Entrepreneurship/Small Business Management
Human Resource Management

Leadership

Psychology

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 Graduate programs are not eligible for academic honors.)

Academic Classification, Probation, Dismissal and Warning (UNDERGRAD students. See GRADUATE section for GRAD information)

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:

Classification	Credit Hours	Cum Required GPA
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 may 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*	Reading Strategies*
Financial Literacy*	Self-Management*
Motivation & Goal Setting	Test Anxiety
Note Taking	Test Taking
Paper Writing*	Time Management

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

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

Failure to achieve the specified grade point average will result in Academic Dismissal at the end of the probationary semester unless extenuating circumstances are demonstrated, and an exception is granted by the Academic Dean. Students who earn a semester GPA of 0.0 in any given semester will be academically dismissed. The University reserves the right to evaluate and possibly academically dismiss any student with a semester GPA of under .5. 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 status carries no load restrictions, the student should meet with his/her advisor to develop a plan to raise the GPA to acceptable levels.

Right to Appeal

A student who has been academically dismissed may appeal to the Dean and Academic Council. To appeal, students should follow carefully the instructions and guidance provided in the dismissal letter, including the deadlines for appealing. The Dean and Academic Council will give careful consideration to students who can

1. cite and document extenuating circumstances,
2. include a letter of support from his or her advisor or a supportive faculty member, and
3. provide a detailed and concrete plan for academic success.

Student Success Center (SSC)

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

Advising System

Students are assigned a faculty advisor for individual guidance when they first enroll. 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 in one or more of 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 the academic subject

Minimum attendance requirement of one interaction per week. Note: successful completion of course work requires more than a single interaction.

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 Online Program has 8-week classes that fit into the 16-week semester. 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.

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

William Penn University 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 the tuition-per-hour cost for the hours over 18 and must have permission from the Dean. A student Conditionally Admitted or on Academic Probation is limited temporarily to 14-15 semester hours of new course work. Full-time enrollment in the Online 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 or Other Non-traditional Options

William Penn University accepts a maximum of 32 credit hours by examination. 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, or Sophia Learning, or other non-standard ACE recommended organizations, is limited to a maximum of 9 hours, and must be given individual prior-approval, and earn a grade of C or higher.

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, practicums, 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.
    a. 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.
    a. 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;
    a. The course covers the same material in the same depth as a face-to-face version of the same course;
    b. The course has been evaluated by the division for content and rigor; and
    c. the Division has approved the credit to be awarded;
    d. 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 Organizational Leadership (MOL), Master of Sport Management, (MSM) Bachelor of Science in Nursing (BSN), Bachelor of Arts (BA) and Bachelor of Science (BS).

Degree Requirements - Bachelor of Arts/Bachelor of Science/Bachelor of Science in Nursing

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 at William Penn University, 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 (complete ALL degree requirements) within one year will file a Declaration of Intent to Graduate form. 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 to review graduation requirements. ***The student is responsible for meeting all graduation requirements.***

There is one Commencement ceremony each year, held in May. It is the expectation that students will participate in the Commencement following completion of all degree requirements. Students completing final requirements in the summer following that year's commencement may choose to participate in that spring's ceremony. However, using the following criteria, students not completing all degree requirements until the following fall semester, may appeal to 'walk early':

1. Formal appeal to the Academic Dean with the Intent to Graduate
2. Minimum GPA at time of request of 2.25
3. Proof of summer/fall registration that accounts for all requirements
4. Explanation of why walking early is requested
5. Understanding that graduation honors will not be available and that an asterisk will be included by the student's name in the Commencement program

A graduation fee will be added to the student's balance for term in which the degree is conferred. This fee is added to all graduates, regardless of participation in the ceremony.

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 Dean 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. Service Animal requests are handled through the Academic Dean's Office and Emotional Support Animal requests are handled through the Student Services Office.

Grading System

Course grades are assigned as follows:

Grade		Points	Grade		Points	Grade		Points
A	=	4.0	C	=	2.0	I (Incomplete)	=	No points
A-	=	3.7	C-	=	1.7	P (Pass)	=	No points
B+	=	3.3	D+	=	1.3	AU (Audit)	=	No points
B	=	3.0	D	=	1.0	CR (Credit)	=	No points
B-	=	2.7	D-	=	0.7	NC (No Credit)	=	No points
C+	=	2.3	F	=	0.0	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. Campus students will file a "Request for an Incomplete" in the Registrar's Office by the last day of class for the semester, before exams. Online students must file a "Request for an Incomplete" in the Registrar's Office before the start of week 8 of the current module. 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 for traditional students or two weeks following the 8-week module for online students) 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 for traditional students or after the end of the second week following the 8-week module for online students. 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 for traditional students and two weeks following the end of the 8-week module for online students. 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.
8. Before the first online course is taken, the zero-credit "Required Orientation for Online Learning" course must be successfully completed. It will be available one week before the class starts. If not completed, the student may be removed from the online course.

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. All 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 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).

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	Breanne Garrett & Ted McCoy
Business Administration	Co-Chairs	Jennifer Crull & Jihna Jenkins
Education	Chair	Stephen Henderson
Kinesiology & Life Sciences	Chair	Pete Eyheralde
Humanities	Chair	Samantha Allen Wright
New Media	Chair	Samantha Allen Wright & Kaitlin Ardolino
Nursing	Chair	Kimberly Brown
Social & Behavioral Sciences	Chair	Michael Collins

Discipline Codes

APCS	Applied Computer Science	INSR	Insurance
ART	Art	INTR	Interdisciplinary
BIOL	Biology	KINS	Kinesiology
BUSI	Business	LDRS	Penn Core
CHEM	Chemistry	MATH	Mathematics
COMM	Communications	MOL	Master of Organizational Leadership
EASC	Earth Science	MSM	Master of Sport Management
EASL	English as a Second Language	MUAP	Applied Music
ECON	Economics	MUSI	Music
EDSP	Special Education	NURS	Nursing
EDUC	Education	PHLA	Physical Activity
ENGL	English	PHSC	Physical Science
ENGR	Engineering	PHYS	Physics

EXSC	Exercise Science	PLSC	Political Science
GEOG	Geography	PSYC	Psychology
HIST	History	RELI	Religion
HRMC	Human Resource Management	SMGT	Sport Management
HS	Human Services	SOCI	Sociology
INDU	Industrial Technology	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-

ACT Math	SAT Math	Recommended Class	Grade to Advance
17–20	> 410	MATH 095/096–	
> 21	> 500	MATH 105–Math for Leaders -OR- MATH 210 -OR-	D-
21-24		MATH 102–Intermediate Algebra (depends on major/course prerequisites)	D-
> 25		MATH 140–Pre-Calculus	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 *(also available in online format)*

Course	Title	Credits
LDRS 100 / LDRS 110	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 Communication*	3
LDRS 220 OR LDRS 221	Arts and Society I* - *OR* - Arts and Society II*	3
**LDRS 290	Quaker Values	1
**LDRS 390	Contemporary Leadership*	3
Total Mission Core		***21***

**See course description for prerequisite or placement criteria.*
***Required by all graduates of William Penn University.*

Liberal Arts Core Requirements

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

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

Requirement Area 1: Mathematics

At least one of the following courses:

Course	Title	Credits
MATH 105	Math for Leaders*	3
MATH 120	Applied Mathematical Reasoning	3
MATH 140	Pre-Calculus*	4
MATH 205 & 206	Math for Elementary Educators†	6
MATH 210	Financial Mathematics	3
MATH 303	Statistical Methods*	3
Any course with MATH 140 as a prerequisite (e.g., MATH 241)		3 - 4

Requirement Area 2: Science

At least one of the following courses:	**Credits**
Any lab science course: biology, chemistry, earth science, or physics	3 - 5

Requirement Area 3: Humanities

At least one of the following courses:

Course	**Title**	**Credits**
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	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‡		3

Requirement Area 4: Social & Behavioral Science

At least one of the following courses:

Course	**Title**	**Credits**
PSYC 102	Introduction to Psychology	3
PSYC 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:

Course	**Title**	**Credits**
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 221	Women 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

Requirement Area 6: Religion	**Credits**
Any Religion course	3

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.

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

Applied Computer Science
- Computer Science
- Information Technology
- Software Engineering

Engineering - *3+2 program w/Iowa State*
- Civil
- Industrial
- Mechanical

Mathematics
- Applied
- General

Industrial Technology *w/emphases in:*
- Engineering Technology
- Management of Technology
- Technical

Minors

Applied Computer Science
Digital Leadership
Industrial Technology
Information Technology
Mathematics
Physics

Secondary Teaching Endorsements

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	Pre-Calculus	4
MATH 211	Discrete Mathematics	3
MATH 303	Statistical Methods (or higher Stats)	3
Applied Computer Science Core		***30***

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 two of the following courses:

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

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 three of the following courses:		
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
Applied Computer Science Core		***30***
Information Technology Major		***30 - 31***
Total Information Technology*		***60 - 61***

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 two of the following courses:		
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
Applied Computer Science/Math Core		**30**
Software Engineering Major		**33**
Total Software Engineering *		**63**

** 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

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

Take three of the following:

APCS 306	Introduction to Data Science	3
MATH 332	College Geometry	3
MATH 345	Numerical Analysis Methods	3
MATH 360	Selected Topics in Mathematics	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

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:

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***
APCS 306	Introduction to Data Science	3
MATH 332	College Geometry***	3
MATH 335	Differential Equations	4
MATH 343	Calculus III	4
MATH 354	Abstract Algebra***	3
MATH 360	Selected Topics in Mathematics	3
PHYS 211	College Physics I	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.

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

****MATH 332, 336 and 354 have MATH 212 as a prerequisite.*

Mathematics Core	***23***
Applied Mathematics Major	***16 - 19***
Approved Minor	***21+***
Total Applied Mathematics	***60+***

Industrial Technology Majors

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.

Technical Emphasis		
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 Technology	4
INDU 227	Electrical & Energy Circuits	4
INDU 357	Internship - *OR* -	3 or 2
INDU 390	Professional Development Seminar	
INDU	Electives	14
APCS	Electives	6
Total Technical Emphasis		***45 - 46***

Engineering Technology Emphasis

Required Courses

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 100	Introduction to Engineering	1
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 & Kinematics	3
ENGR 343	Mechanics of Materials	3
INDU 227	Electrical Energy & Circuits	4
INDU 350	Manufacturing & Entrepreneurialism	4
INDU 357	Internship - *OR* -	3
INDU 390	Professional Development Seminar	2
MATH 211	Discrete Mathematics	3
MATH 241	Calculus I	4
PHYS 201 PHYS 211	General Physics I - *OR* - College Physics I	4 or 5
PHYS 202 PHYS 212	General Physics II - *OR* - College Physics II	4 or 5

Major Electives - 11 hours from the following

APCS 116	Geographic Info Systems	3
APCS 265	Systems Analysis & 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 216	Automated Manufacturing Processes (CAM)	4
INDU 346	Alternate Energy	3

Total Engineering Technology Emphasis ***70 - 73***

Management of Technology Emphasis

Industrial Technology Area ***29 - 31***

Required Courses

ENGR 101	Engineering Graphics I	3
ENGR 125	Industrial Manufacturing Processes	3
ENGR 215	Materials & Processes	3
INDU 221	Applied Mechanical Engineering Tech	4

INDU 227	Electrical Energy & Circuits	4
INDU 350	Manufacturing & Entrepreneurialism	4
INDU 357	Internship - *OR* -	2
INDU 390	Professional Development Seminar	2
Six - eight hours from the following		
ENGR 102	Engineering Graphics II	3
INDU 216	Automated Manufacturing Processes	4
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 346	Alternate Energy	3

Applied Computer Science Area		***22***
APCS 114	Computer Applications for Business	3
APCS 201	Programming Fundamentals	2
APCS 206	Object Oriented Programming	2
APCS 220	Computer Organization & Digital Circuits	3
APCS 265	Systems Analysis & Design	3
APCS 360	Software Engineering Project	3
APCS 370	Systems Implementation	3
MATH 211	Discrete Mathematics	3

New Media Area		***6***
Six hours from the following		
COMM 102	Media Writing	3
COMM 104	Social Media and Identity	3
COMM 120	Studio Production	3
ENGL 215	Business and Technical Communication	

Business Management Minor		
Required courses - 15 hours		
BUSI 130	Contemporary Business	3
BUSI 201 OR BUSI 204	Principles of Accounting I – OR - Understanding Financial Accounting Info	3
BUSI 230	Principles of Management	3
Six hours from the following		*6*
BUSI 240	Entrepreneurship & Innovation 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	
Industrial Technology		***28 - 30***

Applied Computer Science	***22***
New Media	***6***
Business Management Minor	***15***
Total Management of Technology Emphasis	***72-74***

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 w/Lab	4
CHEM 102	Chemistry II w/Lab	4
ENGR 100	Introduction to Engineering	1
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 and Technology	3
MATH 140	Pre-Calculus *(depending on Math assessment)*	4
MATH 241	Calculus I	4
		35

Year 2

ENGR 341	Statics	3
HIST choice	HIST 221 Women in Am History[USD] - *OR* - HIST 151 - *OR* - 152 History West Civilization[IP] - *OR* - HIST 234 African Am History	3
LDRS 102	English Composition II	3
LDRS 200	Principles of Communication	3
LDRS 220 / LDRS 221	Arts & Society I - *OR* - 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+	5 to 3
PSYC 102 / 108	Intro to Psychology – OR - Life-Span Psychology - *OR* -	3
SOCI 101 / 123	Intro to Sociology – OR - Sociology of Contemporary Issues[USD]	
		37 - 39

Year 3

ENGR 260	Introduction to Engineering Design	2
APCS 345	Numerical Analysis Methods	3
BIOL 308	Microbiology+	4
CHEM 201	Organic Chemistry I+	4
ENGR 215	Materials & Processes	3
ENGR 342	Dynamics	3
ENGR 343	Mechanics of Materials *(recommended)*	3
LDRS 390	Contemporary Leadership	3
MATH 335	Differential Equations	4
MATH 336	Mathematics Statistics	3
RELI 300	Comparative Religion[IP]	3
ART / MUSI / THEA	Electives	3
		29 - 36

**required for Civil Engineering environmental track only*

Total Hours taken at William Penn University	***100 - 105***

While attending Iowa State University

Years 4 - 5

LIB 160	Information Literacy	1
*General Education	American Diversity[USD]/International Perspective[IP] *(if not taken at WPU)*	6

major courses depend upon which track you choose/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 100	Introduction to Engineering	1
ENGR 101	Engineering Graphics I	3
ENGR 102	Engineering Graphics II	3
ENGR 125	Industrial Manufacturing Processes	3
ENGR 215	Materials & Processes	3
LDRS 100	College Foundations	2
LDRS 101	English Composition I	3
LDRS 102	English Composition II	3
LDRS 105	Computers & Technology	3
MATH 140/	Pre-Calculus *(depending on Math assessment)- OR* -	4
CHEM 101	Chemistry I w/Lab	
MATH 241	Calculus I	4
		36

Year 2

ENGR 341	Statics	3
HIST choice	HIST 221 Women in Am History[USD] - *OR* - HIST 151 - *OR* - 152 History of West Civ[IP] - *OR* - HIST 234 African American History	3
LDRS 200	Principles of Communication	3
LDRS 220	Arts & Society I - *OR* - 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 SOCI 101 / 123	Intro to Psychology – OR - Life-Span Psychology - *OR* - Intro to Sociology – OR - Sociology of Contemporary Issues[USD]	3
		36

Year 3

ENGR 260	Introduction to Engineering Design	2
APCS 345	Numerical Analysis Methods	3
CHEM 101	General Chemistry I *(or Year 1, depending on schedule)*	4
*ECON211/212/BUSI 201	Principles of Microeconomics - OR - Principles of Macroeconomics - *OR* - Principles of Accounting I	3
ENGR 327	Engineering Thermodynamics	3
ENGR 343	Mechanics of Materials *(recommended)*	(3)
LDRS 390	Contemporary Leadership	3
MATH 335	Differential Equations	4
RELI 300	Comparative Religion[IP]	3
APCS/INDU	Electives	3
ART/MUSI/THEA	Electives	3
		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[USD]/International Perspective[IP] *(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 100	Introduction to Engineering	1
ENGR 101	Engineering Graphics I	3
ENGR 102	Engineering Graphics II	3
ENGR 125	Industrial Manufacturing Processes	3
ENGR 215	Materials & Processes	3
LDRS 100	College Foundations	2
LDRS 101	English Composition I	3
LDRS 102	English Composition II	3
LDRS 105	Computers & Technology	3
MATH 140/ CHEM 101	Pre-Calculus *(depending on Math assessment)*/ Chemistry I w/Lab	4
MATH 241	Calculus I	4
		36

Year 2

ENGR 341	Statics	3
HIST choice	HIST 221 Women in Am History[USD] - *OR* - HIST 151 - *OR* - 152 History of West Civ[IP] - *OR* - HIST 234 African American History	3
LDRS 200	Principles of Communication	3
LDRS 220	Arts & Society I - *OR* - 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 SOCI 101 / 123	Intro to Psychology – OR - Life-Span Psychology - *OR* - Intro to Sociology - OR - Sociology of Contemporary Issues[USD]	3
		36

Year 3

ENGR 260	Introduction to Engineering Design	2
APCS 345	Numerical Analysis Methods	3
CHEM 101	General Chemistry I *(or Year 1, depending on schedule)*	4
*ECON211/212	Principles of Micro/Macroeconomics	3
ENGR 342	Dynamics	3
ENGR 343	Mechanics of Materials *(recommended)*	(3)
*ENGR 327	Engineering Thermodynamics	3
LDRS 390	Contemporary Leadership	3
MATH 335	Differential Equations	4
MATH 336	Mathematical Statistics	3
RELI 300	Comparative Religion[IP]	3
ART/MUSI/THEA	Electives	3
		29 - 35

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

Total Hours taken at William Penn University		***109***
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 & Machine Design	4
ME 332	Engineering Thermodynamics II	3
ME 370	Engineering Measurements & Instrumentation	3
EE 442	Introduction to Circuits & Instruments	2
EE 448	Intro to AC Circuits & Motors	2
*ECON 201 - *OR* - 202	Microeconomics or Macroeconomics	3
*General Education	American Diversity[USD]/International Perspective[IP] *(if not taken at WPU)*	6
		24 - 36
Year 5		
ME 335	Fluid Flow	3
ME 421	Mechanical Systems & Control	4
ME 436	Heat Transfer	4
	Design Elective	3
	Technical Electives *(could take INDU 315/329 & MATH 355 at WPU)*	15
		29
*May be taken at William Penn University or Iowa State University		
Total Hours at Iowa State University		***53 - 65***

Applied Technology Minors

Applied Computer Science Minor

Required Courses		
APCS 201	Programming Fundamentals	2
APCS 206	Object Oriented Programming	2
APCS 220	Computer Organization & Digital Circuits	3
APCS 265	Systems Analysis & Design Methods	3
MATH 211	Discrete Mathematics	3
One of the following		
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 & Quality Assurance	3
APCS 312	Operating Systems	3
APCS 321	The Internet of Things	3
APCS 336	Web Programming	3
APCS 350	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	

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 & 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 - 21***

Industrial Technology Minor

Required Courses

ENGR 101	Engineering Graphics I	3
ENGR 125	Industrial Manufacturing Processes	3
ENGR 215	Materials & Processes	3
INDU 227	Electrical Energy & Circuits	4
INDU/ENGR	Electives	4 to 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 (3-4 credits)		
MATH 303	Statistical Methods	3
MATH 332	Geometry	3
MATH 335	Differential Equations	4
MATH 336	Mathematical Statistics	3
MATH 343	Calculus III	4
MATH 345	Numerical Analysis Methods	3
MATH 354	Abstract Algebra	3
MATH 360	Selected Topics in Mathematics	3
Total Mathematics Minor hours		***20 - 21***

Physics Minor		
Required Courses		
PHYS 201 - *OR* - 211	General Physics I - *OR* - College Physics I	4 or 5
PHYS 202 - *OR* - 212	General Physics II - *OR* - College Physics II	4 or 5
PHYS 390	Professional Development Seminar	2
PHYS	Electives	8 to 10
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
Accounting
Business Management*
Entrepreneurship & Small Business Management*
Human Resource Management*

Minors
Accounting
Business Management*
Economics*
Human Resource Management*
Insurance

Secondary Teaching Endorsements
Business Management

**Also available in online format*

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	
ECON 212	Principles of Macroeconomics	3
MATH 3033	Statistical Methods	3
Total Business Core		**27**

Accounting

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 OR BUSI 311	Commercial Law OR Contemporary Business Law	3
BUSI 314	Federal Tax Accounting I	3
BUSI 338	Financial Management	3

BUSI 353 OR BUSI 354	Advanced Accounting I Advanced Accounting II	3
BUSI 355	Auditing	3
Three Credits from the following		
BUSI 265	Systems Analysis & Design Methods	3
BUSI 306	Managerial Cost Accounting II	3
BUSI 315	Federal Tax Accounting II	3
BUSI 353 OR BUSI 354	Advanced Accounting I Advanced Accounting II	3
BUSI 357	Business Internship	3
Business Core		27
Accounting Major		27
Total Accounting Major		**54**

Business Management Major

Business Core plus the following

BUSI 310 *OR* BUSI 311	Commercial Law *OR* Contemporary Business Law	3
BUSI 332	Operations Management	3
BUSI 334	Marketing Management	3
BUSI 336	Human Resource Management	3
BUSI 338	Financial Management	3
BUSI 345	Organizational Behavior	3
BUSI 349	International Business	3
ECON 309	Managerial Economics	3
Business Core		**27**
Business Management Major		**24**
Total Business Management Major		**51**

Entrepreneurship and Small Business Management Major

Business Core plus the following

BUSI 240	Entrepreneurship and Innovation	3
BUSI 246	Consumer Behavior & Research	3
BUSI 270	Accounting Software & Research	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**
Entrepreneurship and Small Business Management Major		**27**
Total Entrepreneurship and Small Business Management Major		**54**

Human Resource Management Major

Business Core plus the following:

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

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.

Business Minors

Accounting Minor

Fifteen hours from the following

BUSI 201	Principles of Accounting I		3
BUSI 202	Principles of Accounting II		3
BUSI 301	Intermediate Accounting I		3
Six hours from the following			6
BUSI 265	Systems Analysis & Design Methods	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	
Total Accounting Minor			

Business Management Minor

Required Courses

BUSI 130	Contemporary Business	3
BUSI 201	Principles of Accounting	3
BUSI 230	Principles of Management	3
Six hours from the following		6

BUSI 240	Entrepreneurship & Innovation	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 347	International Business	3
Total Business Management Minor		***15***

Economic 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**

Human Resource Management Minor

(available only with a Business Administration or Entrepreneurship major)

Required Courses

BUSI 336	Human Resource Management	3
HRMC 453	Employment Law	3
HRMC 454	Strategic Management	3
HRMC 455	Strategic Staffing	3
HRMC 457	Compensation & Benefits	3
HRMC 459	Training & Development	3
Human Resource Management Minor		***18***

Insurance Minor

Required Courses

INSR 101	Foundations of Risk Mgmt & Insurance	3
INSR 102	Insurance Company & Agency Operations	3
INSR 203	Personal Insurance	3
INSR 204	Commercial Insurance	3
INSR 205	Delivering Insurance Services	3
Total Insurance Minor		**15**

Education Division

William Penn University offers a full program in elementary and secondary teacher education with endorsements for both the elementary and the secondary levels. The Education Division promotes personal, social, and professional development of 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), 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 teachers by challenging them to become highly qualified classroom leaders who continue to learn and engage within their diverse learning communities.

The William Penn University Education Division Develops Effective Educational Leaders who are:

- Knowledgeable teachers
    - In content and pedagogical strategies
- Skilled teachers
    - In delivery and leadership in diverse educational communities
- Dispositionally Effective Teachers
    - In professional behavior, initiative, reflection, and problem solving

Education Majors & Endorsements

Elementary Education (K-6) - stand-alone endorsement

May elect to earn Elementary Education (K-6) with either of three pathways:

- *Elementary Education (K-6) with Reading (K-8/5-12)*
- *Elementary Education (K-6) with Special Education Instructional Strategist I* (K-8/5-12)
- *Elementary Education (K-6) with both Reading and Special Education Instructional Strat*

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)#

K-12 Education Endorsement Areas *(stand-alone)*

All Social Sciences
American Gov't/American History
American Gov't/Psychology
American Gov't/Sociology
American History/Psychology
American History/Sociology
Basic Social Sciences
Biology/Chemistry
Biology/Earth Science
Biology/Physics
Business - All
English/Language Arts/Journalism
Industrial Technology
Mathematics

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

Athletics Coaching (K-12)#	Math (K-8)
Computer Science (5-12)	Reading (K-8/5-12)#
Driver & Safety Education	Special Education Instructional Strategist I (K-8/5-12)#
Economics (5-12)	Speech Communication/Theatre (5-12)
Health (K-8/5-12)#	World History

 # 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. The transferability of coursework in the education professional education core will be determined by the Registrar's Office in consultation with the Education Division Chair and Licensure Official.
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
- Proficiency of at least a "C" in:
  - Both required freshman English courses
  - A college math course (not a computer math course)
  - All courses in the Education Division Professional Core
- 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
- Three positive Dispositions from faculty members, with at least one from an Education Division faculty at William Penn University
- Submission and acceptance of Benchmark I Key Assignments
- DCI background check
- Submission of the TEP application and signed WPU EPP Licensure Disclosure Attestation

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.

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 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. The student name will be submitted to the Teacher Education Committee for formal approval at the next meeting. This committee meets once each semester. The student will then be awarded a certificate acknowledging 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).

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 Guidebook posted on the William Penn University website, and on the Education Information Moodle site.

Transfer Students: The transferability of course work in the education professional education core will be determined by the Registrar's Office in consultation with the Education Division Chair and Licensure Official. 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 to student teaching.

Student Teaching: Students must register for the student teaching experience the semester prior to student teaching. Students must apply for student teaching February 15, if a spring student teacher, or September 15, if a fall student teacher. 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 First Field Experiences
- Proficiency of at least "C-" in:
    - All course work in the major
- Proficiency of at least "C" in:
    - 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 and 70's 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	Introduction to Education	3
EDUC 100FE	Introduction to Education Field Experience	0
EDUC 200	Social Foundations of American Education*	3
EDUC 205	WPU Seminar (*for transfer students*)	0
EDUC 350	Technology in the Classroom*	3
EDUC 355	Classroom Management*	3
EDUC 365	Human Relations for Teachers*	3
EDUC 370	Literacy Methods*	3
EDUC 370FE	Literacy 25-Hour Field Experience*	0
EDUC 372	Math Methods*	3
EDUC 372FE	Elementary Math Methods*	0
EDSP 100	Introduction to Exceptional Learners*	3
EDSP 100FE	Introduction to Exceptional Learner Field Experience	0
EDSP 385	Differentiated Instruction Methods & Strategies (K-12)*	3
PSYC 303	Developmental & Educational Psychology*	3
EDUC 400	Elementary Student Teaching	14

Successful completion of student teaching, key assignments, graduation, fingerprint (background check) are the prerequisites for all candidates seeking recommendation for teacher licensure.

Candidates seeking a license out-of-state may need to take the Praxis II Content and PLT tests for that state's license. - OR -

Electives	Education General Studies (Non-Teaching)	14

*Candidates must earn a **C-** or higher in the following courses*

EDUC 250	Language Acquisition*	3
EDSP 280	Collaboration Strategies	2
EDSP 370	Educational Assessment*	3
EDUC 203	Foundations of Reading	3
EDUC 218	Elementary PE/Health Methods	2
EDUC 240	Elementary Fine Art Methods	2
EDUC 265	Children's Literature**	3
EDUC 375	Elementary Language Arts Methods*	3
EDUC 376	Elementary Science Methods*	3
EDUC 378	Elementary Social Studies Methods*	3
SS Elect	Choice *(in addition to LDRS requirement)*	
	HIST 130, 132, 151, 152, 216, 217; PLSC 100, 125, 210; SOCI 101, 123; ECON 211, 212	3

MATH 205	Math for Elementary Educators**	3
MATH 206	Math for Elementary Educators**	3
PHSC 100	Physical Science for Elementary Educators	3

Required Supporting Courses
Candidates must earn a ***C-*** *or higher in the following courses*

Biological Science Course
Computer Course
Speech
Students must receive a grade of at least a C in each of the following:
Composition I & II
Mathematics

Elementary Education Core Total
**Pre-requisite required*
***Included in Penn Leadership Core*
An additional 8 credits required
(can come from endorsement coursework or electives)

Secondary Education

Secondary Education Professional Core

EDUC 100:02	Introduction to Secondary Education *(w/15-hour field experience)*	3
EDUC 200	Social Foundations of American Education*	3
EDUC 205	WPU Seminar *(transfer students)*	0
EDUC 350	Technology in the Classroom*	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 380FE	25-Hour Field Experience*	0
EDSP 100	Introduction to Exceptional Learners	3
EDSP 385	Differentiated Instruction Methods & Strategies (K-12)*	3
PSYC 303	Developmental & Educational Psychology*	3
EDUC 401	Secondary Student Teaching	14

Students will choose one Secondary Methods & corresponding 25-Hour Field Experience

EDUC 377	Secondary Computer Science Methods + 25-Hour Field Experience	3
EDUC 382	Secondary Business Methods *with**	3
EDUC 382FE	25-Hour Field Experience - Business*	
EDUC 384	Secondary English Methods *with**	3
EDUC 384FE	25-Hour Field Experience - English*	

EDUC 386	Secondary Industrial Technology Methods *with**	3
EDUC 386FE	25-Hour Field Experience - Industrial Technology*	
EDUC 388	Secondary Math Methods *with**	3
EDUC 388FE	25-Hour Field Experience - Math*	
EDUC 391	Secondary PE/Health Methods *with**	3
EDUC 391FE	25-Hour Field Experience - PE/Health*	
EDUC 393	Secondary Science Methods *with**	3
EDUC 393FE	25-Hour Field Experience - Science*	
EDUC 395	Secondary Social Studies Methods *with**	3
EDUC 395FE	25-Hour Field Experience - Social Studies*	
EDUC 397 A,B,C	K-12 Music Methods *with**	3
EDUC 397FE	25-Hour Field Experience - Music*	
Secondary Education Professional Core Total		***45***

**Pre-requisite required*

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

Lab Science
Computers & Technology
Principles of Communication
Survey History

Students must receive a grade of at least a C in each of the following:

Composition I & II
Mathematics

K-12 Education Endorsements (Stand-Alone)

Music Endorsement #144/145

EDUC 255	Elementary Music Methods	3
HUMA 390	Applied Communications Seminar	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***
MUAP 105	Piano/Keyboard	2
MUAP 109	Voice	6
MUSI 100	Applied Music Seminar	0
OR		
Instrumental Emphasis - MUAP 105 - 111		***8***
(except for MUAP 109)		
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-8/K-12)		
Endorsement #101 / 137 / 138 / 146 / 147		
BIOL 216	Anatomy and Physiology	4
EDUC 368	Elementary Physical Education Methods	3
EXSC 325	Sports & Exercise Nutrition	3
EXSC 377	Motor Behavior Development	3
KINS 110	Wellness and Fitness	3
KINS 150	Introduction to Kinesiology	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 Kinesiology	3
KINS 336	Organization & Administration of Physical Education	3
PSYC 240	Health Psychology	3
SMGT 240-250, 319	Any Theory of Coaching course - *OR* - Concepts of Coaching	2 or 3
SOCI 311	Marriage & Family	3
Physical Education/Health/Coaching (K-12) Total		***45-46***

First aid certification is required

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 201	Principles of Accounting I	3
BUSI 202	Principles of Accounting II	3
BUSI 230	Principles of Management	3
BUSI 240	Entrepreneurship and Innovation	3
BUSI 310	Commercial Law	3
BUSI 334	Marketing Management Financial Management	3
BUSI 338	Financial Management	3
ECON 211	Principles of Microeconomics	3
ECON 212	Principles of Macroeconomics	3
ENGL 215	Business & Technical Communications	3
Business-General Total		***33***

All Social Sciences Endorsement #186

HIST 130	American History to 1900	3
HIST 132	American History since 1900	3
HIST 151	Western Civilization to 1648	3
HIST 152	Western Civilization since 1648	3
HIST 216	Perspectives in World History	3
HIST	American History Elective	3
PLSC 125	U.S. National Government	3
PLSC 230	Congress and President	3
PLSC	Political Science elective	3
SOCI 101	Introduction to Sociology	3
SOCI	Sociology Elective	3
PSYC 102	Introduction to Psychology	3
PSYC	Psychology Elective	3
GEOG 102	Introduction to Geography	3
GEOG 103	Regional Geography of the Nonwestern World	3

ECON 211	Principles of Microeconomics	3
ECON 212	Principles of Macroeconomics	3
All Social Sciences Total		***54***

American Government Endorsement #157

PLSC 125	U.S. National Government	3
PLSC 230	Congress & the Presidency	3
Twelve hours from the following:		
PLSC 100	International Relations	3
PLSC 150	Comparative Politics – Western Democracies	3
PLSC 210	State & Local Government	3
PLSC 250	American Political Parties and Elections	3
PLSC 331	Law & Society	3
PLSC 332	American Constitutional History	3
PLSC 333	Constitutional Rights & Liberties	3
American Government Total		***18***

American History Endorsement #158

HIST 130	American History to 1900	3
HIST 132	American History since 1900	3
Twelve hours from the following:		
HIST 217	Perspectives in American History	3
HIST 221	Women in American History	3
HIST 234	African American History	3
HIST 236	America in the Modern World	3
HIST 332	American Constitutional History	3
HIST 353	Civil War & Reconstruction	3
HIST 370	Second World War	3
American History Total		***18***

The following combination Social Science endorsements are available:

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

Students are required to complete 36 total credit hours, 18 in each area. A Psychology/Sociology combination is not available.

Basic Social Science #1861

HIST 130	American History to 1900	3
HIST 132	American History since 1900	3
HIST 151	Western Civilization to 1648	3

HIST 152	Western Civilization since 1648	3
HIST 216	Perspectives in World History	3
HIST	American History Elective	3
PLSC 125	U.S. National Government	3
PLSC 230	Congress and President	3
PLSC	Political Science Elective	3

Holders of the 5-12 Social Sciences - Basic endorsement may add the following endorsements with 6 semester hours per endorsement area:

5-12 Economics, 5-12 Geography, 5-12 Sociology, 5-12 Psychology

Six hours in Economics:		
ECON 211	Principles of Microeconomics	3
ECON 212	Principles of Macroeconomics	3
Six hours in Sociology:		
SOCI 101	Introduction to Sociology	3
SOCI	Sociology Elective	3
Six hours in Psychology (other than educational psychology):		
PSYC 102	Introduction to Psychology	3
PSYC	Psychology Elective	3
Six hours in the following:		
GEOG 102	Introduction to Geography	3
GEOG 103	Regional Geography of the Nonwestern World	3
Basic Social Sciences Total		***30***

Biology/Basic Science Endorsement #151/1541		
BIOL 101	General Biology I	4
BIOL 102	General Biology II	4
BIOL 220	Vertebrate Fauna - *OR* -	4
BIOL 304	Plant Taxonomy & Local Flora	
BIOL 307	General Ecology	4
BIOL 308	Microbiology	4
BIOL 313	Comparative Anatomy - *OR* -	4
BIOL 314	Human Anatomy	
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
Biology/Basic Science Total		***55***

Biology/Chemistry Endorsement #151/152

BIOL 101	General Biology I	4
BIOL 102	General Biology II	4
BIOL 220	Vertebrate Fauna - *OR* -	4
BIOL 304	Plant Taxonomy & Local Flora	
BIOL 307	General Ecology	4
BIOL 308	Microbiology	4
BIOL 313	Comparative Anatomy - *OR* -	4
BIOL 314	Human Anatomy	
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 - *OR* -	4
BIOL 304	Plant Taxonomy & Local Flora	
BIOL 307	General Ecology	4
BIOL 308	Microbiology	4
BIOL 313	Comparative Anatomy - *OR* -	4
BIOL 314	Human Anatomy	
BIOL 315	Physiology	4
BIOL 335	Genetics	4
EASC 100	Introduction to Earth Science	3
EASC 104	Physical Geology	4
EASC 150	Geology Field Trip	1
EASC 300	Natural Science Seminar	1
EASC	Earth Science Elective	3
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 - *OR* -	4
BIOL 304	Plant Taxonomy & Local Flora	
BIOL 307	General Ecology	4
BIOL 308	Microbiology	4
BIOL 313	Comparative Anatomy - *OR* -	4
BIOL 314	Human Anatomy	

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 – *OR* –	
EDUC 223	Adolescent Literature for Teachers	3
ENGL 200	Theory of Language	3
ENGL 219	Media Literacy	3
ENGL 220	Introduction to Literature	3
ENGL 223	Adolescent Literature	3
ENGL 226**	British Literature to 1784 - *OR* -	
ENGL 227**	British Literature since 1784	3
ENGL 231	Creative Writing - *OR* -	3
ENGL 310	Advanced Writing	3
ENGL 238**	American Literature to 1865 - *OR* -	
ENGL 239**	American Literature since 1865	3
ENGL 301	Technical Editing	3
ENGL 307	Shakespeare	3
ENGL 319	Rhetoric & Technology	3
ENGL 330	Information Design and Usability	3
ENGL 350**	Early World Literature - *OR* -	3
ENGL 351**	Modern World Literature	
LDRS 200	Principles of Communication	3

***Students must complete one additional course to complete one literature course sequence:*

ENGL 226 and 227, or ENGL 238 and 239, or ENGL 350 and 351

English/Language Arts/Journalism Total ***45****

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

Industrial Technology Endorsement #140

ENGR 101	Engineering Graphics I	3
ENGR 102	Engineering Graphics II	3
ENGR 125	Industrial Manufacturing Processes	3
ENGR 215	Materials and Processes	3
INDU 107	Industrial Wood Processes*	3
INDU 216	Automated Manufacturing Processes (CAM)	4
INDU 218	Industrial Wood Processing* - *OR* -	
INDU 290	Building Construction*	4
INDU 221	Applied Mechanical Engineering Technology*	4
INDU 227	Electrical Energy & Circuits*	4

INDU	Electives	9
Industrial Technology Total		***40***
Mathematics Endorsement #143		
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
Three of the following courses		
APCS 306	Introduction to Data Science	3
MATH 335	Differential Equations	4
MATH 343	Calculus III	4
MATH 345	Numerical Analysis Methods	3
MATH 360	Selected Topics in Mathematics	3
PHYS 211	College Physics I	5
Mathematics Total		***40 - 43***

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***
PSYC 303	Developmental & Educational Psychology	3
SMGT 240+	Any Coaching Theory Class	2
KINS 218	Care and Prevention of Sports Injuries	3
BIOL 216	Anatomy and Physiology	4
*** Current CPR Certification and Concussion Training Certification*		
Economics (5-12) #160		***15***
ECON 111	Personal and Family Finance	3
ECON 211	Principles of Microeconomics	3
ECON 212	Principles of Macroeconomics	3
ECON 309	Managerial Economics	3
ECON 349	International Business	3
Mathematics (K-8) #142		***24***
MATH 140	PreCalculus	4
MATH 205	Mathematics for Elementary Educators I	3
MATH 206	Mathematics for Elementary Educators II	3

MATH 303	Statistical Methods	3
LDRS 105	Computers and Technology	3
Nine additional Math credits = suggested coursework:		
MATH 105	Math for Leaders	3
MATH 211	Discrete Mathematics	3
MATH 241	Calculus I	4

Reading (K-8) #148 24

Added to an Elementary Ed Major – 24 hours (can be Elem Ed degree with Reading Pathway)

EDSP 360	Diagnosis and Treatment of Reading Difficulties*	3
EDSP 370	Educational Assessment*	3
EDUC 203	Foundations of Reading*	3
EDUC 250	Language Acquisition*	3
EDUC 265	Children's Literature*	3
EDUC 370	Literacy Methods*	3
EDUC 370FE	Literacy Field Experience	0
EDUC 374	Language Arts Methods*	3
EDUC 375	Reading Practicum	3

Reading (5-12) #149 25

Added to a Secondary Ed Major – 25 hours

EDSP 360	Diagnosis and Treatment of Reading Difficulties	3
EDSP 370	Educational Assessment	3
EDUC 203	Foundations of Reading	3
EDUC 223	Adolescent Literature for Teachers	3
EDUC 250	Language Acquisition	3
EDUC 360	Content Area of Reading	3
EDUC 370	Literacy Methods	3
EDUC 370FE	Literacy Field Experience	0
EDUC 374	Language Arts Methods	3
EDUC 375	Reading Practicum	3

Special Education–Instructional Strategist I (K-8) #260 27

Added to Elementary Education - 27 hours (can be Elem Ed degree with Reading Pathway)

EDSP 100	Introduction to Exceptional Learners with EDSP 100FE)*	3
EDSP 358	Behavioral Management	3
EDSP 280	Collaboration Strategies*	2
EDSP 360	Diagnosis and Treatment of Reading Difficulties	3
EDSP 370	Educational Assessment*	3
EDSP 385	Differentiated Instruction Methods and Strategies (K-12)*	3
EDSP 390	Special Education Practicum	1
EDSP 400	Student Teaching	7
EDUC 203	Foundations of Reading	3

Special Education – Instructional Strategist I (K-8) #260

Added to a Secondary Education Major – 37 hours

EDSP 100	Introduction to Exceptional Learners with EDSP 100FE)*	3
EDSP 280	Collaboration Strategies	2

EDSP 358	Behavioral Management	3
EDSP 360	Diagnosis and Treatment of Reading Difficulties	3
EDSP 370	Educational Assessment	3
EDSP 385	Differentiated Instruction Methods and Strategies (K-12)*	3
EDSP 390	Special Education Practicum	1
EDSP 400	Student Teaching Special Education	7
EDUC 372	Elementary Math Methods (with EDUC 372 EE)	3
EDUC 370	Literacy Methods	3
EDUC 370FE	Literacy Field Experience	0
PSYC 303	Educational & Developmental Psychology*	3

Instructional Strategist I (5-12) #261 ***29***

Added to a Secondary Education Major – 35 hours

EDUC 203	Foundations of Reading	3
EDUC 370	Literacy Methods	3
EDUC 370FE	Literacy Field Experience	0
EDSP 100	Introduction to Exceptional Learners with EDSP 100FE)*	3
EDSP 280	Collaboration Strategies	2
EDSP 290	Transition Education	2
EDSP 358	Behavioral Management	3
EDSP 360	Diagnosis and Treatment of Reading Difficulties	3
EDSP 370	Educational Assessment	3
EDSP 385	Differentiated Instruction Methods and Strategies (K-12)*	3
EDSP 390	Special Education Practicum	1
EDSP 401	Student Teaching Special Education 5-12	7

Speech Communication/Theatre (5-12) #168 ***24***

ENGL 219	Media Literacy	3
ENGL 360	Advanced Argument - *OR* -	3
ENGL 390	Special Topics in Technical Communication	
LDRS 200	Principles of Communication	3
THEA 104	Basic Production	3
THEA 212	Oral Interpretation	3
THEA 304	Directing and Advanced Production	3

Six hours of the following:

ENGL 200	Theory of Language	3
ENGL 307	Shakespeare	3
THEA 106	Acting I	3
THEA 216	History of Theatre	3

World History (5-12) #166 ***15***

Added to the broad area of Social Studies – 30 hours

Fifteen hours of the following:

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 251	Ancient History	3
HIST 252	Medieval History	3

HIST 354	Modern Middle East, Africa and Asia	3
HIST 370	Modern Europe	3

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.

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	***Minors***
Creative Arts *w/emphases in*	Art
Fine Arts	English
Theatre	Creative Writing
English	Graphic Art
Music	Music
Education Endorsements	Theatre
English/Language Arts	
Journalism	
Music	
Speech	
Communication/Theatre	

Creative Arts Major

Creative Arts Core

ART 121	Drawing I	3
ENGL 215	Business & Technical Writing	3
HUMA 357	Internship	3
HUMA 390	Communication Seminar	3
MUSI 104	Fundamentals of Music	3
THEA 212	Oral Interpretation	3
Total Creative Arts Core		***18***

Fine Arts Emphasis

ART 215	History of Art	3
MUSI 216	History of Music	3
THEA 110	Improvisation and Movement	3
THEA 216	History of Theatre	3

Select twelve credits from the following

ART 116	3	MUAP 131	1	THEA 104	3
ART 117	3	MUAP 140	1	THEA 106	3
ART 211	3	MUAP 250	1	THEA 114	1
ART 217	3	MUAP 251	1	THEA 119	3
ART 235	3	MUSI 123	3	THEA 124	3
ART 331	3	MUSI 124	3	THEA 304	3
EDUC 240	3	MUSI 217	3	THEA 306	3
MUAP 105-111	1	MUSI 339	3	THEA 307	3
MUAP 130	1	MUSI 340	3		

Creative Arts Core	***18***
Fine Arts Emphasis	***9***
Fine Arts Electives	***12***
Fine Arts Emphasis Total	***39***

Theatre Emphasis

Creative Arts Core plus the following

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

Select nine credits of electives from the following

Any ART	3	ENGR 101	*3*	MUSI 336	1
BUSI 130	3	ENGR 102	3	THEA 114**	1
BUSI 201	3	ENGR 125	3	THEA 119	3
BUSI 230	3	ENGR 220	3	THEA 307	3
COMM 102	3	MUAP 105-111**	3		
COMM 104	3	MUAP 250**	1		
COMM 225	3	MUSI 123	*3*		

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

Creative Arts Core	***18***
Theatre Required Classes	***21***
Theatre Electives	***9***
Theatre Emphasis Total	***48***

English Major

The English degree requires completion of the English Core courses plus credits in the Literature and Writing classes, totaling 32 credit hours.

English Core

ENGL 170	Rhetoric in a Post-Truth World	3
ENGL 220	Introduction to Literature	3
ENGL 307	Shakespeare	3
ENGL 370	Sociolinguistics	3
ENGL 460 OR	Capstone Project OR Internship	2

Complete three of the following 9

ENGL 216	Literary Genres	3
ENGL 223	Adolescent Literature	3
ENGL 226	British Literature to 1784	3
ENGL 227	British Literature since 1784	3

ENGL 238	American Literature to 1865	3	
ENGL 239	American Literature since 1865	3	
ENGL 350	Early World Literature	3	
ENGL 351	Modern World Literature	3	
Complete three of the following			9
ENGL 219	Media Literacy	3	
ENGL 231	Creative Writing	3	
ENGL 300	Technical Editing	3	
ENGL 310	Advanced Writing	3	
ENGL 319	Rhetoric and Technology	3	
ENGL 330	Information Design and Usability	3	
ENGL 331	Advanced Creative Writing, Poetry & Fiction	3	
ENGL 345	Grant and Proposal Writing	3	
ENGL 390	Special Topics in Technical Communication	3	
Required core courses			**14**
Literature courses			***9***
Writing courses			**9**
Total English Core			**32**

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.

Please note that degree-seeking students will earn a minor in Technical Communication instead of the certificate. Degree-seeking students will also need to take ENGL 215: Business and Technical Communication.

Technical Communication Certificate (TCC)		
Select four of the following		
ENGL 219	Media Literacy	3
ENGL 300	Technical Editing	3
ENGL 319	Rhetoric and Technology	3
ENGL 330	Information Design and Usability	3
ENGL 345	Grant and Proposal Writing	3
ENGL 390	Special Topics in Technical Communication	3
Total Technical Communication Certificate		***12***

Music Major

Music Core		
LDRS 220	Art & Society I	3
MUAP 105 MUAP 102	Piano/Keyboard - *OR* - 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
Eight hours from the following; courses may be repeated		
MUAP 130	WPU Jazz Ensemble	1
MUAP 131	Marching Band	1
MUAP 250	WM Penn Singers	1
MUAP 251	Concert Band	1
Required course for Vocal Emphasis		
Eight hours of		
MUAP 109	Private Instruction in Voice	1
Required course for Instrumental Emphasis		
Eight hours of		
MUAP 105-111	Private Instruction	1
Total Music with either Vocal or Instrumental Emphasis		***49***

Humanities Minors

Art Minor

ART 116	Painting I	3
ART 121	Drawing I	3
ART 130	3-Dimensional Design	3
ART 134	2-Dimensional Design	3
ART 215	History of Art	3
Six hours from the following:		
ART 117	Pen and Ink Drawing	3
ART 211/COMM 211	Digital Photography	3
ART 217	Painting II	3
ART 221	Drawing II	3
ART 230	Sculpture	3
ART 235	Graphic Art	3
ART 331	Ceramics I	3
ART 332	Ceramics II	3
Total Art Minor		**21**

Creative Writing Minor

Required courses		
ENGL 220	Introduction to Literature	3

ENGL 231	Creative Writing		3
ENGL 331	Advanced Creative Writing, Poetry & Fiction		3
ENGL 216 OR	Literary Genres OR		3

Choose one of the following

ENGL 226	British Literature to 1784	3
ENGL 227	British Literature since 1784	3
ENGL 238	American Literature to 1865	3
ENGL 239	American Literature since 1865	3
ENGL 350	Early World Literature	3
ENGL 351	Modern World Literature	3

Total Creative Writing Minor **12**

English Minor

Required courses

ENGL 170	Rhetoric in a Post-Truth World	3
ENGL 220	Introduction to Literature	3
ENGL 307 OR	Shakespeare OR	
ENGL 216 OR	Literary Genres OR	
ENGL 370	Sociolinguistics	3
Choose two English classes: Literature/Writing/Technical Writing		6
Total English Minor		15

Technical Communications Minor

ENGL 215 Business and Technical Communication

Select 12 Hours from the following: 12

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

Total Technical Communications minor **15**

Music Minor

Required courses for the Music Minor:

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
Five hours from the following:		5

MUAP 105-111	Private Lessons	1
MUAP 102	Class Piano Instruction I	1
MUAP 130	WPU Jazz Ensemble	1
MUAP 131	Pep Band	1
MUAP 202	Class Piano II	1
MUAP 250	Penn Singers	1

THEA 124	Stage Lighting & Sound	3	
Piano proficiency requirement must be met.			
Total Music Minor			***16***

Theatre Minor			
Required courses for the Theatre Minor:			
THEA 104	Basic Production		3
THEA 106	Acting II		3
THEA 110	Improvisation & Movement		3
THEA 212	Oral Interpretation		3
THEA 216	History of Theatre		3
Six hours from the following:			6
THEA 114	Theatre Production	3	
THEA 119	Special Production Elements	3	
THEA 130	Scenic Design and Construction	3	
THEA 304	Directing and Advanced Production	3	
THEA 306	Acting II	3	
THEA 307	Shakespeare	3	
Total Theatre Minor			**21**

Interdisciplinary Studies

Bachelor of Arts in Interdisciplinary Studies

The Interdisciplinary major is designed to meet individual needs and goals of students by providing a broad range of topics rather than one specific major. This major will consist of 45+ credits from 2-3 separate disciplines plus an introductory seminar course (1 credit), a career exploration course (1 credit), and a capstone course (3 credits). All courses used in this major must be passed with a grade of C or better.

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

1. Students must either transfer or complete the leadership core requirements as defined by the University catalog.
2. Students may choose 2 or 3 concentrations and must meet the requirements of those credit numbers.
3. Students must meet all pre-requisite requirements if necessary, before completing coursework
4. At least ½ 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 the 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 (minimum of 45 credits in total)
    - It is the intent that concentration areas be credit-balanced as much as possible

Concentration Areas

Accounting
Applied Computer Science
Applied Mathematics
Biology
Business Management
English
History
Human Resources
Human Services
Industrial Technology
Kinesiology
New Media
Nursing
Political Science
Psychology
Sociology

Kinesiology & Life Sciences Division

The Division of Kinesiology 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 Kinesiology 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

Biology
Dual Degree Program w/ Palmer Chiropractic College
Exercise Science (BS)
Kinesiology (BA)
Sport Management (BA)
Wellness & Recreation (BA)

Minors

Biology
Chemistry
Earth Science
Kinesiology

Education Endorsements

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

Biology Major (BS)

The Biology area offers the Bachelor of Science in 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 ecology, medicine, dentistry, optometry, veterinary science, physical therapy, forensic science, and other life science professions. It is also appropriate preparation for a career in laboratory research or biotechnology, either in an academic or industrial setting.

Kinesiology & Life Sciences Foundation

Required Courses - 3 hours

KINS 110	Wellness and Fitness	3

Biology Core

Required Courses 43-44 hours

BIOL 101	General Biology I	4

BIOL 102	General Biology II	4
BIOL 307	General Ecology - *OR* -	4
BIOL 322 OR	Medical Biology	[3]
BIOL 308	Microbiology	4
BIOL 313 OR	Comparative Anatomy - *OR* -	4
BIOL 314	Human Anatomy	[4]
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	Pre-Calculus	4
MATH 303	Statistical Methods	3
Electives	***The student and advisor should carefully consider which electives are most appropriate to the student's chosen career or area of interest.***	***27***
Choose 27 credits from the following:		
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
APCS 216	GIS for Decision Makers	3
BIOL/EASC 150	Field Trip (may be taken 3x)	1
MATH 241	Calculus I	4
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 or 5
PHYS 202 or 212	General Physics II or College Physics II	4 or 5
Total credits		***76-78***

WPU/Palmer Chiropractic College Dual Degree Program

Under this agreement, a dual degree program leading to a Bachelor's 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 Kinesiology 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 Dr. Janet Ewart, Division of Kinesiology and Life Sciences. ewartj@wmpenn.edu.

Exercise Science Major

The Bachelor of Science in Exercise Science program provides students with a thorough understanding of the scientific principles behind human movement, physical activity, and physiology. This rigorous, science-based program prepares students for advanced graduate studies in fields such as physical therapy, occupational therapy, sports medicine, exercise physiology, and high-level strength and conditioning. The curriculum is grounded in human motion analysis, exercise physiology, motor behavior, and foundational sciences. Students will engage in an in-depth study of the human body's structure and function, exploring how physical activity impacts various body systems and overall health.

Kinesiology & Life Sciences Foundation

Required Courses - three hours

KINS 110	Wellness & Fitness	3

Kinesiology Core

Required Courses - 18 hours

PSYC 101 - *OR* - 108	Intro to Psychology OR Lifespan Psychology	3
BIOL 216	Anatomy and Physiology	4
KINS 150	Introduction to Kinesiology	3
KINS 218	Prevention & Care of Sports Injuries	3
KINS 334	Tests and Measurements in Kinesiology	3
KINS/EXSC 390	Exercise Science Practicum	2

Exercise Science Area Courses

Required courses - 52 hours

BIOL 314	Human Anatomy	4
BIOL 315	Physiology	4
CHEM 101	General Chemistry I	4
CHEM 102	General Chemistry II	4
MATH 140	Pre-Calculus	4
PHYS 201	General Physics I	4
PHYS 202	General Physics II	4
EXSC 325	Sport/Exercise Nutrition	3
EXSC 332	Analysis of Human Motion	3

EXSC 335	Exercise Physiology	4
EXSC 377	Motor Behavior and Development	3
EXSC 420	Biomechanics	4
EXSC 437	Exercise Prescription	3
KINS 356	Pre-Internship	1
KINS 357	Internship	3

Kinesiology & Life Sciences Foundation	***3***
Kinesiology Core	***18***
Exercise Science Area Courses	***52***
Total hours for Exercise Science Major	***73***

Kinesiology Major

The Bachelor of Arts in Kinesiology program focuses on the science of human movement and the promotion of physical activity across diverse populations. This interdisciplinary degree equips students with the knowledge and skills to understand the mechanics of movement, the benefits of physical activity, and strategies to lead individuals and communities in adopting healthy, active lifestyles.

Students will explore key areas such as community health, exercise physiology, motor behavior, and sports leadership, while gaining practical experience in promoting wellness, coaching, and designing fitness programs. Through hands-on learning and leadership development, graduates will be prepared for careers in health and wellness, fitness training, coaching, and community recreation, or for further study in related fields such as athletic training, community wellness and sport management.

Kinesiology & Life Sciences Foundation

Required Courses - three hours

KINS 110	Wellness & Fitness	3

Kinesiology Core

Required Courses - 15 hours

PSYC 101 - *OR* - 108	Intro to Psychology - OR - Lifespan Psychology	3
BIOL 216	Anatomy & Physiology	4
KINS 150	Introduction to Kinesiology	3
KINS 218	Prevention & Care of Sports Injuries	3
KINS 334	Tests and Measurements in Kinesiology	3
KINS 390	Kinesiology Practicum	2

Kinesiology Major

BIOL 314	Human Anatomy	4
CHEM 101	General Chemistry I	4
EXSC 205	Theory and Practice of Strength and Conditioning	3
EXSC 325	Sports/Exercise Nutrition	3
EXSC 335	Exercise Physiology	3
EXSC 377	Motor Behavior and Development	3
EXSC 437	Exercise Prescription	3
KINS 208	Leadership in Sport/ Exercise/Recreation	3

KINS 227	Community Health	3
KINS 295	Kinesiology Seminar	2
KINS 356	Pre-Internship	1
KINS 357	Internship	3
SMGT 319	Concepts of Coaching	3
SMGT 351 OR	Paradigms in Sport – OR -	3
KINS 336	Organization/Administration of PE	[3]
Kinesiology & Life Sciences Foundation		***3***
Kinesiology Core		***18***
Kinesiology Area Courses		***42***
Total hours for Kinesiology Major		***63***

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 - three hours

KINS 110	Wellness & Fitness	3

Kinesiology Core

Required Courses - 15 hours

PSYC 101 - *OR* - 108	Intro to Psychology OR Lifespan Psychology	3
BIOL 216	Anatomy & Physiology	4
KINS 150	Introduction to Kinesiology	3
KINS 218	Prevention & Care of Sports Injuries	3
KINS 335	Tests and Measurements in Kinesiology	3
KINS/EXSC 390	Exercise Science Practicum	2

Sport Management

Required Courses

KINS 217	Adapted Physical Education - *OR* -	
SMGT 319	Concepts of Coaching - *OR* -	3
SMGT/HIST 222	American Sports History	
SMGT 351	Paradigms in Sport	3
KINS 356	Pre-Internship	1
KINS 357	Internship	6
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	Fundamental Legal Topics in Kinesiology	3

Six hours from the following

SMGT 240-253	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 OR BUSI 204	Principles of Accounting I OR Understanding Financial Accounting Information	3
BUSI 230	Principles of Management	3

Six hours from the following:

BUSI 240	Entrepreneurship & Innovation	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
Total Business Minor		**15**

Kinesiology & Life Sciences Foundation	***3***
Kinesiology Core	***18***
Sport Management Area Courses	***33***
Business Management Minor	***15***
Total hours for Sport Management Major	***69***

Wellness & Recreation Major

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

Kinesiology & Life Sciences Foundation

Required Courses - three hours

KINS 110	Wellness & Fitness	3

Kinesiology Core

Required Courses - 15 hours

PSYC 101 - *OR* - 108	Intro to Psychology - OR -Lifespan Psychology	3
BIOL 216	Anatomy & Physiology	4
KINS 150	Introduction to Kinesiology	3
KINS 218	Prevention & Care of Sports Injuries	3
KINS 334	Tests and Measurements in Kinesiology	3
KINS/EXSC 390	Exercise Science Practicum	2

Wellness & Recreation

Required Courses

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

KINS 227	Community Health	3
KINS 356	Pre-Internship	1
KINS 357	Internship	3
KINS 377	Recreation Program Planning	3
SMGT 251	Theory and Practice in Officiating	2
SMGT 260	Field Experience	1
SMGT 319	Concepts of Coaching	3
SMGT 351 -*OR* - KINS 336	Paradigms in Sport - *OR* - Organization & Administration of PE	3
EXSC 205 - *OR* - EXSC 377	Theory/Practice of Strength & Conditioning - *OR* - Motor Behavior	3
SMGT 445	Facility and Event Management	3
SMGT 454	Legal Issues in Sport	3

Kinesiology & Life Sciences Foundation	***3***
Kinesiology Core	***18***
Wellness & Recreation Major	***38***
Total hours for Wellness and Recreation Major	***59***

Kinesiology & 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
Total Earth Science Minor hours		***16***

Kinesiology Minor

Required Courses

KINS 150	Introduction to Kinesiology	3
EXSC / KINS / SMGT	Electives	17
Total Earth Science Minor hours		***20***

New Media Division

New Media 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. This major is based around a hands-on curriculum that is based extensively in praxis, or hands-on work in real media environments. The curriculum in New Media 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

New Media

Track 1: Film & Video Production

Track 2: Content Creation & Digital Design

Minors

New Media

New Media Major

New Media Core		
COMM 120	Studio Production	3
COMM 128	Audio Production	3
COMM 221	Production I	3
COMM 222	Production II	3
COMM 211	Digital Photography	3
COMM 225	Digital Storytelling	3
ENGL 219	Media Literacy	3
Total New Media Core		***21***
New Media Practicums		
COMM 141	Practicum (taken six times)	6
COMM 235	Advanced Practicum (taken at least once)	3
COMM 357	Internship (taken at least once)	3
COMM 390	Applied Communications Seminar	3
Total New Media Praxis		***15***
Film and Video Production Track		
COMM 102	Media Writing	3
COMM 299	Introduction to Film Studies	3
COMM 321	Production III	3
COMM 322	Production IV	3
Nine Hours from the following areas		9
ART, ENGL, THEA, MUSI, additional COMM		
Total Film and Video Production Track		***21***
Total New Media Major		***57***

Digital Design and Content Creation Track		
COMM 104	Social Media Marketing	3
ART 130	Three-Dimensional Design	3
ART 134	Two-Dimensional Design	3
ENGL 319	Rhetoric and Technology	3
Nine Hours from the following areas		9
ART, ENGL, THEA, MUSI, additional COMM		
Total Digital Design/Content Creation Track		***21***
Total New Media Major		***57***

New Media Minor

New Media Core		
COMM 102	Media Writing	3
COMM 104	Social Media Marketing	3
COMM 123	Media Past/Digital Future or substitute any COMM	3
COMM 131	Explorations in Media or COMM 225 Dig Storytelling	3
COMM 211	Digital Photography	3
Total New Media Core		***15***
New Media Praxis		
COMM 141	Practicum (taken three times)	3
Total New Media Praxis		***3***
Total New Media Minor		***18***

Nursing Division

Nursing Mission

The mission of the William Penn University Nursing 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 mission statement and principles.

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 mission statement and principles which provide the student an opportunity to develop complex decision-making skills to provide safe and holistic care to self and all communities.

4-year Pre-Licensure BSN Policies

All 4-year Pre-Licensure students must maintain a cumulative GPA of 2.8. A grade of C (2.0) or above must be attained in each nursing course. 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. Nursing or correlative courses have not been repeated more than one time. A cumulative GPA of 2.75 must be maintained for progression in the program. If the student's GPA falls below 2.8, the student will be placed on academic probation for one semester. If the student's GPA is below 2.8 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 2.8. See the University Grade Point System.

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

4-year Pre-licensure Nursing Curriculum

Supporting Requirements:		
BIOL 102 BIOL 216	General Biology II - *OR* - Anatomy & Physiology	4
BIOL 202	Medical & Scientific Terminology	2
BIOL 308	Microbiology	4
BIOL 314	Human Anatomy	4
BIOL 315	Physiology	4
CHEM 101	General Chemistry I	4
MATH 102 or 120	Intermediate Algebra - *OR* – Applied Mathematical Reasoning	3
MATH 105 or 303	Math for Leaders - *OR* – Statistical Methods	3
Total Pre-licensure Supporting requirements		***28***
Required courses 60 hours:		
NURS 202	Introduction to Nursing	2
NURS 210	Nutrition	3
NURS 214	Pharmacology	3
NURS 304	Nursing Fundamentals & Skills	4
NURS 306	Nursing Assessment	4

NURS 307	Professionalism in Nursing	3
NURS 308	Maternal, Newborn, & Women Nursing	4
NURS 309	Pediatric Nursing	4
NURS 310	Mental Health Nursing	4
NURS 315	Introduction to EBP for Nursing	2
NURS 316	Adult Health I	4
NURS 320	Community Health Nursing	4
NURS 326	Adult Health II	4
NURS 413	Transition to Nursing Practice	4
NURS 414	Nursing Leadership	4
NURS 415	Evidence-Based Practice for Nursing	3
NURS 416	Adult Health III	3
Total NURS hours		***59***
NURS 201	Nursing Essentials (CNA)	4
Total Pre-licensure BSN hours		***63***

RN-BSN Policies

All RN-BSN 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.

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.

Upon admission, unless special circumstances are agreed upon, at least one-half of the total credit required for the RN-BSN degree in nursing are granted and applied to the program, based on academic transfer credit. The Nursing Division only accepts transfer credits with a "C-" or above. Additional course credits may be transferred as determined by WPU Registrar.

Students in the RN-BSN program must have their RN license prior to enrollment in a preceptor course.

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

RN-BSN Nursing Curriculum (online format only)

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 400	Introduction to Evidence-Based Practice for Nursing	2
NURS 403	Evidence-Based Practice for Nursing	3
MATH 105	Mathematics for Leaders	3

Total RN to BSN hours	***30***
Total BSN hours (includes Penn Core, supporting requirements, and RN-BSN courses)	***124***

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

Social and 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	***Minors***
History	Criminology
Human Services	History
Political Science	Human Services*
Psychology*	Political Science
Sociology *w/emphases in*	Psychology*
Criminology	Religion
General Sociology	Sociology

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

Secondary Education Endorsements	
All Social Sciences	Psychology
American Government	Sociology
American History	

**Also available in online format*

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.

Required Courses		
HIST 130	American History to 1900	3
HIST 132	American History since 1900	3
HIST 151	History of Western Civilization to 1648	3
HIST 152	History of Western Civilization since 1648	3
HIST 390	History/Government Practicum	3
HIST	Electives	15
Total History Major		***30***

Political Science Major

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.

Required Courses		
PLSC 100	International Relations	3
PLSC 125	United States National Government	3
PLSC 230	Congress and the Presidency	3
PLSC 390	History/Government Practicum	3
PLSC	Electives	18
Total Political Science		***30***

WPU/Drake University Law School 3+3 Program

Penn students who want to attend law school can apply to our 3+3 program with Drake University's School of Law.

Requirements for first-year students at Penn include:

- High school GPA of 3.2
- Minimum composite ACT score of 20 (Combined SAT score of 950)
- Cumulative Penn GPA of 3.3 or higher
- Complete a minimum of 87 credits by the end of the third year at William Penn.
- Complete the Penn Leadership Core requirements
- Complete the requirements of an approved 3+3 degree track major
- Achieve a Law School Admission Test (LSAT) score no lower than the median LSAT of Drake's entering law school class for the prior year
- Complete all required law school application materials and comply with all law school admission requirements
- Complete the William Penn and Drake combined equivalent of 124 credit hours

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

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

Transfer students are not eligible for the 3+3 program. For additional details, contact Dr. Michael D. Collins or the Academic Dean, Noel C. Stahle.

Human Services Major

Drawing 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.

Psychology		***12***
PSYC 108	Life-Span Psychology	3
PSYC 221	Introduction to Counseling	3
PSYC 331	Human Services in Contemporary America	3
PSYC 348	Crisis Intervention	3
Sociology		***12***
SOCI 123	Sociology of Contemporary Issues	
SOCI 217	Ethnic and Race Relations OR	3
SOCI 219	Sex and Gender in Society	3
SOCI 220	Social Organization	3
SOCI 335	Social Research Methods	3
Kinesiology		***6***
KINS 231	Substance Abuse	3
KINS 208	Leadership in Sport, Exercise, & Recreation OR	
KINS 210	Camp Management and Outdoor Education OR	3
KINS 336	Organization & Administration of Physical Education	
Select two of the following courses:		**6**
KINS 334	Tests and Measurements in Kinesiology	3
PSYC 240	Health Psychology	3
PSYC 305	Theories and Systems of Counseling	3
PSYC 322	Multicultural Counseling Approaches	3
PSYC 326	Abnormal Psychology	3
SOCI 211	Introduction to Criminology	3
SOCI 218	Juvenile Delinquency	3
SOCI 311	Marriage and Family	3

Human Services		**3**
HS 390	Human Services Practicum	3
Total Human Services Major		**39**

Psychology Major

The Psychology program provides 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.

Required Courses		
PSYC 102	Introduction to Psychology	3
PSYC 260	Social Psychology	3
PSYC 326	Abnormal Psychology	3
PSYC 327	Personality	3
PSYC 333	Learning	3
PSYC 335	Experimental Psychology	3
PSYC 390	Psychology Practicum	3
PSYC	Electives	9
Total Psychology Major		***30***

**Also available in online format*

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 - *OR* -	3
SOCI 123	Sociology of Contemporary Issues	
SOCI 335	Social Research Methods	3

SOCI 350	Social Theory	3
SOCI 390	Sociology Practicum	3
Sociology Core Total		***12***

Sociology–General Emphasis

Sociology Core plus the following:

SOCI 217 SOCI 219	Ethnic and Race Relations - *OR* - 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 and Behavioral Science Minors

Criminology Minor

Required courses:

SOCI 101 SOCI 123	Introduction to Sociology OR 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 3	
PSYC 240	Health Psychology 3	
PSYC 326	Abnormal Psychology 3	

PSYC 327	Personality	3	
Six hours must be selected from:			6
PSYC 221	Introduction to Counseling	3	
PSYC 305	Theories and Systems of Counseling	3	
PSYC 322	Multicultural Counseling Approaches	3	
PSYC 348	Crisis Intervention	3	
Total Human Services Minor			***18***

**Also available in online format*

Political Science Minor

Required courses:		
PLSC 100	International Relations	3
PLSC 125	U.S. National Government	3
PLSC 230	Congress and the Presidency	3
PLSC	Electives	9
Total Political Science Minor		***18***

Psychology Minor*

Required courses:			
PSYC 102	Introduction to Psychology		3
*Fifteen hours from the following**			
Nine hours must be selected from:			**9**
PSYC 108	Life-Span Psychology	3	
PSYC 303	Developmental & Educational Psychology	3	
PSYC 240	Health Psychology	3	
PSYC 260	Social Psychology	3	
Six hours must be selected from:			6
PSYC 326	Abnormal Psychology	3	
PSYC 327	Personality	3	3
PSYC 333	Learning	3	
PSYC 335	Experimental Psychology	3	
Total Psychology Minor			***18***

**Also available in online format*

Religion Minor

Fifteen hours from any Religion Course (including Special Topics)		15
Total Religion Minor		***15***

Sociology Minor

Required courses:		
SOCI 101	Introduction to Sociology OR	3
SOCI 123	Sociology of Contemporary Issues	
SOCI 335	Social Research Methods	3
SOCI 350	Social Theory	3
SOCI	Electives	9
Total Sociology Minor		***18***

Course Descriptions

Applied Computer Science (APCS)

APCS 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 2nd 8-week module.

APCS 109: Intro to Technology Topics: Hardware & Devices
1 credit hour
Students will be introduced to various topics regarding computing hardware and associated devices. Topics may include hardware usage, relevancy, and troubleshooting. Students will be expected to understand and explain the implementation of various hardware solutions and issues that may be commonly encountered in the workplace.
Prerequisite: LDRS 105

APCS 110: Intro to Technology Topics: Platforms & Operating Systems
1 credit hour
This course will prepare students to successfully navigate and utilize multiple computing platforms in a working environment. Students will be expected to complete tasks and communicate issues utilizing various platforms successfully. Topics may include managing tasks such as navigating the interface with a mouse or touchscreen, connecting to the web, troubleshooting, managing devices, and files with both desktop and mobile platforms across multiple operating systems.
Prerequisite: LDRS 105

APCS 111 Introduction to Technology Topics
1 credit hour
Each offering of this course will introduce a recent trend in technology in an 8-week project-driven format. Students will view and experience (through mini-lecture and projects) relevant technology topics to better understand technology and use of technology. Topics could include hacking, cryptocurrency (bitcoin), drones, robotics, 3D printing, augmented reality, virtual reality, quantum computing, microcontrollers, mobile devices, and other topics. May be repeated once for credit. Offered fall and spring semesters during 2nd 8-week 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 1st 8-week module.
Prerequisite: LDRS 105

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 2nd 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

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.
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 programing language for data analytics such as Python or R.
Prerequisites: APCS 206, MATH 303 or higher.

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

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: MATH 241 and APCS 201

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

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.
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.

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.

ART 211 Digital Photography—Studio Art Class
3 credit hours
This beginning photography course will introduce students to the basic technical concepts and photographic composition principles. The course will also cover photo editing software and standard optimization and compositing techniques. Visual storytelling through photojournalism and writing compelling cutlines will also be taught.
Same as COMM 211

ART 215 History of Art
3 credit hours
An art historical introduction to field methodologies and the effects of scholarship on the discipline. The course covers scholarship as it chronologically develops from Winkelmann to Panofsky. Offered fall 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.

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.

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

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: BIOL 101, BIOL 102 or consent of instructor

BIOL 335 Genetics
4 credit hours
Teaches students to analyze the inheritance of traits of various organisms and to understand the molecular and cellular basis of inheritance. Three lectures and one lab session per week.
Prerequisite: BIOL 308 or consent of instructor

BIOL 341 Developmental Biology
4 credit hours
Describes the embryonic development of organisms and deals with the experimental analysis of cause and effect during development. Two lectures and one lab session per week.
Prerequisites: BIOL 313 or 314, and BIOL 335, or consent of instructor

BIOL 343 Immunology
4 credit hours
This upper-level course will survey the function of the immune system in health and disease. Topics will include lymphocyte function, immune control, and medical aspects of immunity. It will be taught using a collaborative team- based approach including laboratory work and analysis of papers from the scientific literature.
Prerequisites: BIOL 315, BIOL 335

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 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.

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 204 Understanding Financial Accounting Information
3 credit hours
This course will provide an understanding of financial information, using a proven non-debit/credit approach that emphasizes the decision-usefulness of accounting information and de-emphasizes mechanical procedures, enabling students to be effective decision makers and business leaders. This course evaluates the effects of economic events on the balance sheet and the income statement, as well as budget preparation and monitoring.

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

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

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 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 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

BUSI 332 Operations Management
3 credit hours
Study of the operations environment including production methods, scheduling, inventory control, facility location and layout, quality concerns, materials management, and JIT philosophies. Offered every fall.
Prerequisites: BUSI 230 and junior standing; MATH 303 recommended.

BUSI 334 Marketing Management
3 credit hours
Introduction to the ways in which companies plan, price, promote, and place their goods and services to present and potential customers. Offered every spring.
Prerequisite: Junior standing or consent of instructor

BUSI 336 Human Resource Management
3 credit hours
Study of the organization, selection, development, compensation, and utilization of the human resources of the firm; also surveys labor-management relations and development. Offered every fall.
Prerequisite: Junior standing or consent of instructor; BUSI 230 recommended

BUSI 338 Financial Management
3 credit hours
Introduction to corporate financial planning and tools of financial analysis which may be used to manage working capital, administer capital budgeting, and evaluate the capital structure of a profit-oriented firm. Offered every fall.
Prerequisites: BUSI 202, and Junior standing; MATH 303 recommended.

BUSI 345 Organizational Behavior
3 credit hours
Analysis of the behavior of people in organizations, drawing upon the disciplines of Psychology, Sociology, and Business Administration. Applications are studied in the context of effective management of organizational behavior and the important interrelationships between needs and expectations of the individual, the organization, and society. Offered every fall.
Same as SOCI 345
Prerequisite: Junior standing or consent of instructor

BUSI 347 Business Ethics
3 credit hours
Approaches to ethical issues and problems facing business and society today. Offered fall and spring.
Same as SOCI 347
Prerequisite: Junior standing

BUSI 349 International Business
3 credit hours
Study of business in a global economy with the major complexities involved including the effects of different social systems, governmental influences on trade, financial exchange rates, and corporate relationships and policies. Offered every spring.
Same as ECON/PLSC 349
Prerequisite: Junior standing

BUSI 353 Advanced Accounting I
3 credit hours
A special topics course which includes an advanced treatment of the accounting problems of partnerships and business combinations. Consolidated financial statements will be studied, and fund accounting will be considered. Offered every fall.
Prerequisite: BUSI 302

BUSI 354 Advanced Accounting II
3 credit hours
Topics include accounting and reporting for bankruptcy, estates and trusts, multinational enterprises, segments, interim reports, SEC reporting, installment sales and consignments. Offered every spring.
Prerequisite: BUSI 353

BUSI 355 Auditing
3 credit hours
Concepts, fundamentals and techniques of verification of balance sheet and income statement accounts, evaluation of the system of internal control including E.D.P. systems and uses of statistical sampling. Viewed from the standpoint of the certified public accountant in rendering an audit opinion. Offered every fall.
Prerequisite: BUSI 302

BUSI 357 Business Internship
1 - 6 credit hours
A work experience project, initiated by the student and approved by a faculty supervisor, which allows the student to learn and practice business skills. During the project, the student will submit written reports on the work experience to the faculty supervisor. Application for approval of a project must be made in writing to the faculty supervisor, including a statement of the proposed length of time of work experience, the name of the firm providing employment, the name of the work supervisor on the job, and a description of the work to be done. Each hour of academic credit requires (verified) completion of 60 hours on the job. Offered every semester.

BUSI 460 Corporate Strategy
3 credit hours
Examines the total business organization and its environment from the perspective of executive management. Attention given to discerning and framing objectives, strategies, and their implementation; management simulation and analysis of business situations through the case-study method are utilized. In this capstone course, students will integrate concepts learned in previous management courses. Offered every spring.
Prerequisite: Senior standing in a Business Administration major

BUSI 463 C.P.A. Review
3 credit hours
Accounting review and approaches to solutions for problems and questions in the CPA examinations. Tutorial fee required. Offered with sufficient demand.
Prerequisite: Qualified to sit for CPA exams.

Chemistry (CHEM)

CHEM 101 General Chemistry I
4 credit hours
Selected principles, theories, laws, and applications of chemistry as a means of understanding common experiences of a chemical nature. Exploratory, descriptive and experimental study of the behavior and interaction of the more common chemical substances. Three lectures and one lab session per week. Offered in the fall semester.
Prerequisite: MATH 140 or consent of instructor

CHEM 102 General Chemistry II
4 credit hours
Continuation of general chemistry principles. Three lectures and one lab session per week. Offered in the spring semester.
Prerequisite: CHEM 101 or consent of instructor

CHEM 201 Organic Chemistry I
4 credit hours
Chemistry of carbon compounds, preparation sources, uses, and laboratory techniques. Three lectures and one lab session per week. Offered in the fall semester.
Prerequisite: CHEM 102 or consent of instructor

CHEM 202 Organic Chemistry II
4 credit hours
Continuation of Chemistry 201. Three lectures and one lab session per week. Offered in the spring semester.
Prerequisite: CHEM 201 or consent of instructor

CHEM 223 Quantitative Analysis
4 credit hours
Solution equilibria, fundamentals of volumetric and gravimetric analysis. Two lectures and two lab sessions per week. Offered on demand.
Prerequisite: CHEM 201 or consent of instructor

CHEM 300 Natural Science Seminar
1 credit hour
Discussion of journal/periodical resources in the student's chosen area, performance and presentation of small independent laboratory project, participation in a school-sponsored academic event or in a professional meeting.
Same as BIOL 300
Prerequisite: Junior or Senior standing

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 focuses on the basics of narrative, documentary, and informative writing styles for professional media.

COMM 104 Social Media Marketing
3 credit hours
In the modern professional world, the management of personal identity is an essential element in maintaining a standing in creative media. Students will learn how to use social media tools from their first days in school to not only manage their own image, but also to help sell the work they create.

COMM 120 Studio Production
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. The students use the studio as their lab for this course to develop safety, team work, and communication skills.

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 of audio, and the physics of audio production. 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 and will work audio for various campus and off campus venues.

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 211 Digital Photography
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 ART 211

COMM 221 Production I
3 credit hours
This course is tied to Production II and should be taken at the same time. A class in video photography, including the use of pre-production, lighting, basic sound, and camera positioning.
Co-requisite: COMM 222

COMM 222 Production II
3 credit hours
This course is tied to Production I and should be taken at the same time. Computer editing systems are used to manipulate video and create special effects.
Co-requisite: COMM 221

COMM 225 Digital Storytelling
3 credit hours
This course teaches the process of developing and propagating fiction through channels of digital distribution. It will explore new and old rules for digital storytelling and distribution. Starting with appointment blogging, moving to still image documentary, finding a sharing platform with short stories (and wattpad), and finally producing a work of fiction or non-fiction on video that adheres to the principles of storytelling presented in class.

COMM 235 Advanced Practicum
3 credit hours
Designed for an advanced practicum experience where students who successfully participated in the required COMM 141 blocks take on leadership over student lead projects in our one credit COMM 141 listings.

COMM 321 Production III
3 credit hours
An extension of Production I and II, this course will take a more advanced approach to production and will add emphasis on professionalization and industry-specific knowledge.
Pre-Requisite: COMM 222

COMM 322 Production IV
3 credit hours
An extension of Production I, II and III, this course explores the artistic and technological decisions related to film production.
Pre-requisite: COMM 321

COMM 357 Internship
3 credit hours
Students will work for employers to practice skills learned in their major. Students will be supervised by an instructor at William Penn who will structure the learning experience to the benefit of the employer and the student. (May be taken up to two times for credit.)

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

Economics

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 general survey course presents an overview of children and adolescents with exceptionalities. Students will be introduced to the history of special education; pedagogical, curricular, and social considerations involved in educating diverse learners in the general education and special education classrooms; the MTSS process; multidisciplinary teams, and IEPs. Offered every fall and spring.
Prerequisite or co-requisite (at the discretion of the professor): EDUC 100

EDSP 100FE Introduction to Education Field Experience
0 credit hours
Students will complete a 15-hour field experience and begin their education portfolios during this course. Fee required. Every fall and spring.

EDSP 280 Collaboration Strategies
2 credit hours
Students will learn the strategies and dispositions necessary for maintaining communication and collaborative relationships with families, other educators, related service providers, individuals with exceptionalities, and personnel from community agencies. The elements of effective collaboration, the importance of collaborative team meetings, the role of the special education teacher as a consultant, and special education teacher as supervisor of paraprofessionals will be introduced. The importance of collaboration in the special education process is emphasized. Offered every spring.
Prerequisite: EDUC 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 358 Behavior Management
3 credit hours

Students will be introduced to theories of behavior, functional behavioral assessment, and behavior intervention plans. Students will learn, plan, and apply non-aversive approaches for the purpose of improving social skills, attention, and behavior. Students will evaluate and implement research-based methods for to promote a positive learning environment for all.

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

EDSP 385 - Differentiated Instruction Methods and Strategies
3 credit hours
Students will learn and demonstrate ways to differentiate instructional strategies and methods for diverse learning needs including, but not limited to: at-risk students, students with mild/moderate disabilities, gifted students, and/or culturally and linguistically diverse students. Accommodations to address individualized needs, collaborative/co-teaching approaches, and accessible/assistive technology will be explored. Offered 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

EDSP 400:01 1st 8- week Strategist I Elementary Student Teaching
EDSP 400:02 2nd 8-week Strategist I Elementary Student Teaching
7 credit hours
Students seeking endorsement in Special Education spend 8 weeks observing and student teaching in an elementary special education program for students with mild/moderate disabilities under the direction of the special education teacher and university supervisor. Every fall and spring.
Prerequisite: Admission to Student Teaching

Co-requisite: EDUC 405
EDSP 401:01 1st 8-Week Strategist I Secondary Student Teaching
EDSP 401:02 2nd 8-Week Strategist I Secondary Student Teaching
7 credit hours
Students seeking endorsement in Special Education spend 8 weeks observing and student teaching in a secondary special education program for students with mild/moderate disabilities under the direction of the special education teacher and university supervisor. Every fall and spring.
Prerequisite: Admission to Student Teaching
Co-requisite: EDUC 403 or 404

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

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. Every fall and spring.

EDUC 100FE Introduction to Education Field Experience
0 credit hours
Students will complete a 15-hour field experience in a general education setting during this course. Fee required. Every fall and spring.

EDUC 200 Social Foundations of American Education
3 credit hours
This course provides students with the historical and philosophical foundations of American Education (EDUC) education. In addition, the areas of school culture, organization, finance, and law will be explored. 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.

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.

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.

EDUC 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.

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.

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 Technology in the Classroom
3 credit hours
This course is designed to acquaint prospective teachers with the operation and appropriate use of a wide array of instructional media. Students will also gain background and skills in developing their online presence, including website creating, podcasting, video/tutorial creation, and professional communication. Every fall.
Prerequisites: EDUC 100

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 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.
Co-requisites: EDUC 380/380FE or a Special Methods course with a field experience

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.
Prerequisite: Educ 200

EDUC 368 Elementary Physical Education Methods
3 credit hours
The primary goal of this course is to prepare pre-service physical education students to effectively and efficiently teach Physical Education at the elementary level. Topics include: National standards, unit/lesson planning, classroom management and organization, assessment, social emotional learning and activity/game ideas. Students will gain valuable experience through field experience hours off-campus. Offered every spring.
Prerequisite – Physical Education Majors of junior standing or admission from instructor

EDUC 370 Literacy Methods
3 credit hours
The purpose of this course 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 370FE

EDUC 370FE Literacy Methods 25-Hour Field Experience
0 credit hours
Students must enroll in this 25-hour field experience concurrently with Literary 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. Every fall.
Prerequisites: Admission to the Teacher Education Program, Acceptable Dispositions
Co-requisite: EDUC 370

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: EDUC 372FE

EDUC 372FE Elementary Mathematics Methods 25-Hour Field Experience
0 credit hours
Students must enroll in this 25-hour field experience concurrently with Elementary Mathematics 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. Every fall.
Prerequisites: Admission to the Teacher Education Program, Acceptable Dispositions
Co-requisite: EDUC 372

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

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

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

EDUC 380 Secondary General Methods
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 credit/no credit 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

EDUC 380FE 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. Every spring.
Prerequisites: Admission to the Teacher Education Program, Acceptable Dispositions
Co-Requisite: EDUC 380

EDUC 382 Secondary Business Methods
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 credit/no credit 25-hour field experience are integral components of this course. Every fall.
Prerequisite: EDUC 380, Admission to Teacher Education Program
Co-Requisite: EDUC 382FE

EDUC 382FE Secondary Business Methods 25-Hour Field Experience
0 credit hours
Students must enroll in this 25-hour field experience concurrently with Secondary Business 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. Every fall.
Prerequisites: Admission to the Teacher Education Program, Acceptable Dispositions
Co-Requisite: EDUC 382

EDUC 384 Secondary English Methods
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 credit/no credit 25-hour field experience are integral components of this course. Every fall.
Prerequisite: EDUC 380, Admission to Teacher Education Program
Co-Requisite: EDUC 384FE

EDUC 384FE Secondary English Methods 25-Hour Field Experience
0 credit hours
Students must enroll in this 25-hour field experience concurrently with Secondary English 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. Every fall.
Prerequisites: Admission to the Teacher Education Program, Acceptable Dispositions
Co-Requisite: EDUC 384

EDUC 386 Secondary Industrial Technology Methods
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 credit/no credit 25-hour field experience are integral components of this course. Every fall.
Prerequisite: EDUC 380, Admission to Teacher Education Program
Co-Requisite: EDUC 386FE

EDUC 386FE Secondary Industrial Technology Methods 25-Hour Field Experience
0 credit hours
Students must enroll in this 25-hour field experience concurrently with Secondary Industrial Technology 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. Every fall.
Prerequisites: Admission to the Teacher Education Program, Acceptable Dispositions
Co-Requisite: EDUC 386

EDUC 388 Secondary Math Methods
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 credit/no credit 25-hour field experience are integral components of this course. Every fall.
Prerequisite: EDUC 380, Admission to Teacher Education Program
Co-Requisite: EDUC 388FE

EDUC 388FE Secondary Math Methods 25-Hour Field Experience
0 credit hours
Students must enroll in this 25-hour field experience concurrently with Secondary Math 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. Every fall.
Prerequisites: Admission to the Teacher Education Program, Acceptable Dispositions
Co-Requisite: EDUC 388

EDUC 391 Secondary Physical Education/Health Methods
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 credit/no credit 25-hour field experience are integral components of this course. Every fall.
Prerequisite: EDUC 380, Admission to Teacher Education Program
Co-Requisite: EDUC 391FE

EDUC 391FE Secondary Physical Education/Health Methods 25-Hour Field Experience
0 credit hours
Students must enroll in this 25-hour field experience concurrently with Secondary Physical Education/Health 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. Every fall.
Prerequisites: Admission to the Teacher Education Program, Acceptable Dispositions
Co-Requisite: EDUC 391

EDUC 393 Secondary Science Methods
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 credit/no credit 25-hour field experience are integral components of this course. Every fall.
Prerequisite: EDUC 380, Admission to Teacher Education Program
Co-Requisite: EDUC 393FE

EDUC 393FE Secondary Science Methods 25-Hour Field Experience
0 credit hours
Students must enroll in this 25-hour field experience concurrently with Secondary Science 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. Every fall.
Prerequisites: Admission to the Teacher Education Program, Acceptable Dispositions
Co-Requisite: EDUC 393

EDUC 395 Secondary Social Studies Methods
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 credit/no credit 25-hour field experience are integral components of this course. Every fall.
Prerequisite: EDUC 380, Admission to Teacher Education Program
Co-Requisite: EDUC 395FE

EDUC 395FE Secondary Social Studies Methods 25-Hour Field Experience
0 credit hours
Students must enroll in this 25-hour field experience concurrently with Secondary Social Studies 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. Every fall.
Prerequisites: Admission to the Teacher Education Program, Acceptable Dispositions
Co-Requisite: EDUC 395

EDUC 397 (A, B, C) Secondary K-12 Music Methods in 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 credit/no credit 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-Requisite: EDUC 397FE

EDUC 397FE (A, B, C) Secondary K-12 Music Methods 25-Hour Field Experience
0 credit hours
Students must enroll in this 25-hour field experience concurrently with Secondary K-12 Music 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. Every fall.
Prerequisites: Admission to the Teacher Education Program, Acceptable Dispositions
Co-Requisite: EDUC 397

Per Iowa Law, changes have occurred to the Student Teaching requirements, allowing for some reduction in Student Teaching hours based on certain criteria. For explanation, see the Education Guidebook.

All of the following Student Teaching options have Admission to Student Teaching as a Prerequisite:
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.

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.

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.

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.

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.

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.

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 $450 student teaching fee is required. For all 8-week student teaching assignments, section 01 indicates 1st 8-weeks, and section 02 indicates 2nd 8-weeks.*

English (ENGL)

ENGL 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 131 Intro to Creative Writing
2 credit hours
Designed to introduce students to poetry and short-fiction writing through reading model texts, writing poems ad workshopping student writing. The course also introduces students to methods regarding publishing their creative.

ENGL 170 Rhetoric in a Post-Truth World
3 credit hours
This is an introductory rhetoric course. This course will examine how truth functions through an examination of rhetorical theory from antiquity to the present. Our work in class will prepare student to use rhetorical theory to better understand how truth functions in a world where fake news dominates, and it can be difficult to separate fact from fiction and news from propaganda.

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.

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 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

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.
Same as THEA 307
Prerequisite: ENGL 220 or consent of instructor

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 Information 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 331 Advanced Creative Writing, Poetry & Fiction
3 credit hours

Designed to build on the student's writing skills and is individually tailored to meet the student's needs in personal development towards poetry and fiction.

Prerequisite: ENGL 231, Creative Writing

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.

ENGL 370 Sociolinguistics
3 credit hours
All social spaces are influenced by power structures. In this course students will develop a theoretical foundation for analyzing language patterns to identify the structures mediating specific social contexts and how those structures impact people's lives. By the end of the course students will be better prepared to navigate institutional and organizational hierarchies; identify how social systems and structures can perpetuate harm; and propose grounded recommendations for systemic reform.

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 spring semester.
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.

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 modem computer tools to aid in engineering design, analysis and problem solving. Offered every fall.
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 spring.
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 fall.
Same as PHYS 343
Prerequisite: ENGR 341

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.

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.
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.
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.
Prerequisite: BIOL 216 or equivalent

EXSC 377 Motor Development and Behavior
3 credit hours
This course acquaints students with motor development patterns across the lifespan (infancy through older adults). Additionally, students will be made aware of normal and abnormal development as well as have practical experience assessing motor development in pre and school age children as well as in older adults. Offered fall semester
Prerequisite: PSYC 102 and EXSC 205

EXSC 390 Exercise Science Practicum
1 credit, taken twice
An Exercise Science 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.
Prerequisite: Senior standing
Pre/Co-requisite: KINS 334 or MATH 303

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.
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.
Prerequisite: EXSC 335

EXSC 437 Exercise Prescription
3 credit hours
This course is designed to teach students how to test individuals and their fitness level, and then how to prescribe an exercise routine that will develop the individual to what they desire. Offered spring semester.
Prerequisite: EXSC 332, KINS 334 & EXSC 335

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.
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

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 221 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 221/SOCI 221

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.

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.

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.

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

INDU 215 Materials & Processes

3 credit hours

Foundations for using technology responsibly. Materials and processes used in manufacturing, including computer integration and productivity. Discovering and developing creative design capabilities.

INDU 216 Automated Manufacturing Processes (CAM)

4 credit hours

Programming and operating Computer Numerical Controlled (CNC) equipment. Includes manual, conversational, and computer aided programming. Covers tool selection, speed and feed rates, fixturing considerations, setup sheets, and an introduction to robotics. Lab fee required. Offered spring of odd years.

Prerequisites: ENGR 101, ENGR 125

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

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

4 credit hours

Original design for a residence structure. Complete set of presentation drawings and documents, floor plans, elevations, plot plans, perspectives, specifications, cost estimates, construction time line, and a 3D model. Analysis and interpretation of architectural contract documents for construction details, structural and mechanical systems, and compliance with building codes. Lab fee required. Offered fall of odd years.

Prerequisite: ENGR 102

INDU 329 Advanced Solid Modeling

3 credit hours

Solid modeling with Autodesk Inventor 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 346 Alternate Energy

3 credit hours

Exploration of alternatives (solar, wind, nuclear, geothermal, ocean thermal, biomass, conservation, and others) to presently used nonrenewable energy sources. Includes numerous field trips as well as the design and construction of a group alternate energy project. Emphasis placed on the analysis of the consequences associated with various energy paths. Lab fee required. Offered spring of odd years.

INDU 350 Manufacturing and Entrepreneurialism

3 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.

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.

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

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

Interdisciplinary (INTR)

INTR 102 Interdisciplinary Studies Introduction Seminar
1 credit hour
Overall explanation of what the major is and individual goals and specific plans for the students are formulated. This individual plan will be the guideline for completion of the major and used for evaluation and assessment. Offered in fall and spring Semesters.

INTR 103 Interdisciplinary Studies Career Development
1 credit hour
Directed study on career and major opportunities utilizing classroom and individual student analysis. Offered in fall and Spring Semesters.

INTR 390 Interdisciplinary Studies Capstone
3 credit hours
Evaluation of the student's experiences of the major and how they are going to use it in the future are enumerated. It consists of a capstone paper, presentation to the class, and discussion of how the major can be changed to better meet the needs of both the students and university. Offered every Spring Semester.

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.

KINS 150 Introduction to 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.

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 Heart Association certification may be obtained for Adult, Child & Infant CPR, and Adult, Child & infant AED. Students will demonstrate knowledge, both written and applied, in the concepts described above. This course is not available to be taken via remote learning. Lab fee required. Offered as needed.

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.

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.

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.

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 ae addressed. Offered spring semester.

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.
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.

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.

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.

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.

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.
Prerequisite: KINS 218

KINS 334 Tests and Measurements in Kinesiology
3 credit hours
Various testing techniques and statistical analysis of tests available for use in the field of Physical Education. Offered fall and spring semester.
Prerequisite: MATH 102 or higher

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.
Prerequisite: Junior standing

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.
Prerequisite: KINS 227

KINS/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 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 377 Recreational Program Planning
3 credit hours
Recreation program planning is an essential part of health promotion and wellness and recreation. This course will lead students through the process of building a recreation program from the idea to the implementation. The course center around a semester-long project where students must plan, budget, implement, evaluate and maintain a recreation/health promotion program. Offered fall.

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.
Prerequisite: Senior standing
Pre/Co-requisite: KINS 334 or MATH 303

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.

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 English 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 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.
Prerequisite: Online program

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. Offered every semester.

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. Offered every semester.
Prerequisite: Must have completed 75 credit hours

Mathematics (MATH)

MATH 095 Quantitative Literacy
2 credit hours
Extra support to facilitate success in target math course. Just-in-time learning of prerequisite math skills, assistance on topics from target course, and strategies to excel in mathematics.
Co-requisite: MATH 105 or 210.

MATH 096 Algebraic Insights
2 credit hours
Extra support to facilitate success in target math course. Just-in-time learning of prerequisite math skills, assistance on topics from target course, and strategies to excel in mathematics.
Co-requisite: MATH 102 or 120.

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.
Co-Requisite: MATH 096 (if necessary)
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.
Co-requisite: MATH 095 (if necessary)

MATH 120 Applied Mathematical Reasoning
3 credit hours
Prepares students to work with the necessary mathematical skills to succeed in their science or industrial courses. Course includes but is not limited to the following topics: Algebraic skills, Probability, Statistics, Right Triangle Trigonometry, Geometry, and Vectors. Student who need to take a physics course should not take this course.
Co-Requisite: Math 096 (if necessary)

MATH 140 Pre-Calculus
4 credit hours
Composite and inverse functions, circles, parabolas, exponential/logarithmic functions and equations, trigonometric functions (graphs, inverses), trigonometric identities and equations, law of sines and cosines. Offered every fall and spring.
Prerequisite: MATH 102 or equivalent, or a satisfactory score on the Mathematics Assessment Exam, or consent of the instructor.

MATH 205 Mathematics for Elementary Educators I
3 credit hours
A study of mathematical concepts related to topics taught in elementary schools. Topics include place value, addition, subtraction, multiplication, division, fractions, decimals, negative values, and number properties.

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, ratios/rates, algebra, data analysis, and probability.
Prerequisite: MATH 205 with a grade of C- or better, or consent of instructor.

MATH 210 Financial Mathematics
3 credit hours
A survey course of common mathematical ideas from the business field including percentages, interest, loans, annuities, inflation, markup and markdown, basic statistical ideas, and basic probability.
Co-requisite: MATH 095 (as needed)
Prerequisite: BUSI 130 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 220 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 220 and MATH 336. Offered every semester. (Was MATH 303)
Prerequisite: MATH 102, 120, 210, or equivalent, or consent of instructor.

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 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 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: MATH 241

MATH 353 Linear Algebra
3 credit hours
Topics include matrices, systems of linear equations, determinants, vector spaces, inner products, linear transformations, eigen values and applications. A balance between axiomatic and computational mathematics. Offered every third semester.
Prerequisites: MATH 212 and MATH 242

MATH 354 Abstract Algebra
3 credit hours
Elementary group theory and ring theory, fundamental isomorphism theorems, ideals, quotient rings, integral domains, real and complex numbers, factorization and zeros of polynomials. Offered every third semester.
Prerequisites: MATH 212 and MATH 242; MATH 353 is also recommended

MATH 360 Selected Topics in Mathematics
3 credit hours
Various advanced mathematical topics can be studied depending on student and faculty interests. Topics will be different from those in courses already offered and will require some proof-writing. May be repeated once for credit.
Prerequisite: MATH 212

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.

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.

MUSI 123 Music Theory I
3 credit hours

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

MUSI 124 Music Theory II
3 credit hours

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

MUSI 201 Woodwind Methods
1 credit hour

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

MUSI 202 Brass Methods
1 credit hour
Brass Methods is a course designed to provide the music education major an introductory study, with actual playing experience, of the major brass instruments (trumpet, trombone, French horn and tuba). Pedagogical approaches to these instruments will be examined and explored. Theoretical concepts such as transposition and the harmonic series will also be included in the course. This course is designed to enable the student to provide beginning instrumental instruction in either a public school or private studio setting.
Prerequisite: MUSI 123 or consent of instructor

MUSI 203 String Methods
1 credit hour
String Methods is a course designed to provide the music education major an introductory study, with actual playing experience, of the major string instruments (violin, viola, cello and bass). Pedagogical approaches to these instruments will be examined and explored. Theoretical concepts such as transposition and the harmonic series will also be included in the course. This course is designed to enable the student to provide beginning instrumental instruction in either a public school or private studio setting.
Prerequisite: MUSI 123 or consent of instructor

MUSI 204 Percussion Methods
1 credit hour
Percussion Methods is a course designed to provide the music education major an introductory study, with actual playing experience, of the major percussion instruments (snare drum, keyboard percussion and timpani). Pedagogical approaches to these instruments will be examined and explored. Theoretical concepts such as transposition and the harmonic series will also be included in the course. This course is designed to enable the student to provide beginning instrumental instruction in either a public school or private studio setting.
Prerequisite: MUSI 123 or consent of instructor

MUSI 216 History of Music
3 credit hours
An introduction to Western music literature from early music to the present. Offered spring of even years.
Prerequisite: Completion of MUSI 123 or instructor permission

MUSI 217 History of Music II
3 credit hours
Music in American from the time of the Puritans to the present day. Historical, biographical material and listening will be included. For the general students as well as for music majors and minors.

MUSI 223 Music Theory III
3 credit hours
This course continues the study of the concepts introduced in Music Theory I and II, with the addition of augmented sixth chords, Neapolitan sixth chords, and changes of tonal centers.
Prerequisites: MUSI 123 and MUSI 124

MUSI 224 Music Theory IV
3 credit hours
This course studies counterpoint, fugues, sonata allegro, rondo, and variation forms, as well as 20th century chord structures and techniques.
Prerequisites: MUSI 223

MUSI 336 Conducting
2 credit hours
Instrumental and choral conducting and score reading, use of baton and rehearsal techniques, ranges of instruments, clefs, and transpositions. Offered fall semester of even-numbered years.
Prerequisite: Student must also be concurrently enrolled in the William Penn University Jazz Ensemble (MUAP 130) and/or William Penn Singers (MUAP 250) and must have successfully completed MUSI 123.

MUSI 337 Conducting II
2 credit hours
Continuation of conducting studies with emphasis on instrumental conducting, baton technique, score reading/marking, transpositions, and rehearsal techniques. Offered spring semester of odd-numbered years.
Prerequisite: MUSI 336.

MUSI 339 Ear Training and Sight Singing
2 credit hours
A skills course designed to improve the student's aural acuity and sight-reading ability. Lab fee required. Offered fall of even years.
Prerequisite: Concurrent enrollment in or completion of MUSI 123

MUSI 340 Ear Training and Sight Singing II
2 credit hours
This course is a continuation of the class Ear and Training and Sight Singing I. The content is designed to complement the Theory II course though it is not necessary they be taken in the same semester. This course is taught in the spring semester.
Prerequisite: MUSI 339

Nursing (NURS)

Pre-Licensure BSN

NURS courses are available only to students in the nursing major except for 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 76-hour course (30 hours of lecture / 16 hours of lab / 30 hours of clinical). Background checks are required. Mandatory Reporter of Child and Dependent Adult Abuse, health physical and current immunizations, and TB testing will be required prior to clinical. Fees required.
Prerequisites: None. Offered FA, SP, SU

NURS 202 Introduction to Nursing
2 credit hours
In this course, students will be encouraged to focus on self-care, stress-reduction and coping skills, test-taking strategies including TEAS exam preparation, and requirements for admission to the WPU Division of Nursing program. Students will also be introduced to professional writing and APA format. Fees required.
Prerequisites: None.

NURS 210 Nutrition
3 credit hours
In this course, students will be introduced to nutrition terminology and explore nutrients, dietary guidelines, food labels, life cycle nutrition, and health promotion and disease management and prevention. Students will learn concepts of digestion, absorption, and energy obtained from food and begin to evaluate the nutritional status of clients across the lifespan. Fees required.
Prerequisites: None.

NURS 214 Pharmacology
3 credit hours
This course will focus on basic medication classification, therapeutic and adverse effects, uses, interactions, contraindications, and methods of administration. Students will explore the nurse's role in developing a comprehensive approach to the clinical application of drug therapy through use of the nursing process. Principles of safe administration of medications will be introduced. Dosage calculations are evaluated for competency. Fees required.
Prerequisite: MATH 102 or 210 or equivalent

NURS 261 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. Fees required.
Prerequisites: None

NURS 299 Transition
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. Fees required. For LPN's
Prerequisites: None

NURS 304 Nursing Fundamentals and Skills
4 credit hours
This course will introduce the student to foundational knowledge for nursing care. Students will learn theoretical and clinical applications for nursing skills. Utilizing hands-on experience in the lab setting, students will work closely with peers and faculty to demonstrate accurate and safe nursing skills delivery. Fees required.
Prerequisites: NURS 201 or equivalent, NURS 214

NURS 306 Nursing Assessment
4 credit hours
This course is designed to present students with concepts and principles underlying assessment of the health status of individuals from newborn to geriatric. Emphasis is placed on interviewing skills, health histories, and the physical and psychosocial findings in the well person. Communication and assessment techniques are developed. Students will formulate initial nursing plans using the nursing process. Clinical application will enhance student learning. Fees required.
Prerequisites: NURS 201 or equivalent, NURS 214

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 become familiar with a variety of nursing theories and will begin utilizing APA formatting for professional writing. The student will be introduced to the ANA Standards of Practice and explore ethical issues that apply to nursing and information science.

Prerequisites: NURS 201 or equivalent

NURS 308 Maternal, Newborn, and Women Nursing
4 credit hours
This course focuses on women, maternal, and newborn populations. Students will explore 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. Fees required.
Prerequisite: NURS 304, NURS 306

NURS 309 Pediatric Nursing
4 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 participate in care for the pediatric population in a variety of settings. Fees required.
Prerequisite: NURS 304, NURS 306

NURS 310 Mental Health Nursing
4 credit hours
This course will help students identify the scope of psychiatric-mental health nursing practice, introducing the student to foundational knowledge for mental health nursing care. Students will discuss the importance of evidence-based psychiatric-mental health care in a variety of settings. Assessment principles and proper documentation will be addressed. In addition, students will observe treatment in a primary care setting, integrating physical and mental health issues in a holistic approach. Fees required.
Prerequisite: NURS 304, NURS 306

NURS 315 Introduction to Evidence-Based Practice
2 credit hours
This course will introduce the concept of evidence-based practice. Students will learn research terminology, types of research, and how to locate multi-level evidence. Students will learn to develop a clinical question, identify evidence-based practice models, and gather evidence within the process of implementing evidence-based practice into nursing care.
Prerequisites: MATH 105 or MATH 303, Admission to Pre-Licensure Program

NURS 316 Adult Health I
4 credit hours
In this course, students will explore themes and challenges in nursing practice while providing care based on evidence-based practice for adults with acute and chronic illnesses. Students will utilize the nursing process to identify priority patient problems and understand the nurse's role in promoting self-care as well as nursing interventions to increase overall patient health. Ethical, legal, spiritual, and cultural values will be analyzed and integrated into a professional nursing care plan. Fees required.
Prerequisite: NURS 304, NURS 306

NURS 320 Community Health Nursing
4 credit hours
This course focuses on examining the role of the nurse in understanding the community as a client. Students will come to know nursing assessments and interventions unique to the community or population-based setting. Within this course, students will explore global health and how they can impact the global community. Students will enhance their knowledge through clinical experiences in a variety of community settings. Fees required.
Prerequisite: NURS 316

NURS 326 Adult Health II
4 credit hours
Adult Health II is a continuation of Adult Health I. In this course, students will explore themes and challenges in nursing practice while providing care based on evidence-based practice for adults with acute and chronic illnesses. Students will utilize the nursing process to identify priority patient problems and understand the nurse's role in promoting self-care as well as nursing interventions to increase overall patient health. Ethical, legal, spiritual, and cultural values will be analyzed and integrated into a professional nursing care plan. Fees required.
Prerequisite: NURS 316

NURS 413 Transition to Nursing Practice
4 credit hours
This course is designed to assist nursing students to prepare for NCLEX-RN licensure examination as well as entry-level nursing practice. During the course, students will engage in comprehensive content review based on their individualized needs and identified weaknesses. Students will also be assigned a nurse preceptor and will complete a minimum of 120 hours of on-site clinical experience. Obtaining and maintaining licensure, advancing licensure through continued education, and professional goals and paths will be explored. Fees required.
Prerequisite: NURS 326, NURS 310, NURS 303, NURS 308, NURS 309

NURS 414 Nursing Leadership
4 credit hours
This course emphasizes concepts and skills of basic level management and leadership in nursing. Students will explore aspects of management/leadership with nurse leaders. The students will integrate concepts of critical thinking, decision-making, delegation, communication, and informatics to assure safety and quality outcome initiatives. This course prepares the student to assume the role of a manager/leader at the fundamental level. Fees required.
Prerequisite: Pre-Licensure Program – NURS 316

NURS 415 Evidence-Based Practice
3 credit hours
This course will allow students to focus on the process for implementing evidence-based practice and its application to a clinical situation generated from a practice setting of their choice. 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. The student will analyze the use of information technology to support, identify, and assist in the application of patient care across the healthcare continuum.
Prerequisites: Pre-Licensure Program NURS 315, NURS 320

NURS 416 Adult Health III
3 credit hours
Adult Health III is a continuation of Adult Health I and Adult Health II. In this course, students will explore themes and challenges in managing nursing care in emergent and critical care situations. Students will utilize the nursing process to direct clinical decision-making based on evidence-based practice. Ethical, legal, spiritual, and cultural values will be analyzed and integrated into a professional nursing care plan.
Prerequisite: NURS 326

RN-BSN Courses

NURS 300 Health Assessment/Pathophysiology for the RN-BSN
3 credit hours
This course focuses on 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 supports 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. Students will draw upon their prior knowledge in clinical experiences of health assessment to effectively conduct a comprehensive health assessment for providing safe, efficient care. Fees required.
Prerequisite: Admission to RN-BSN Program

NURS 301 Professional Nursing for the RN-BSN
5 credit hours
This course enhances the students' understanding of clinical reasoning through expanding knowledge beyond pragmatic knowledge. Students will explore the concept of caring as uniquely expressed in their nursing situations. Students will learn to locate multi-level evidence, learn research terminology, types of research, and investigate evidence-based holistic nursing interventions. Students will begin utilizing APA formatting for professional writing. The student will be introduced to the ANA Standards of Practice and explore ethical issues that apply to nursing and information science.
Prerequisite: Admission to RN-BSN Program

NURS 302 Nursing Leadership for the RN-BSN
4 credit hours
This course emphasizes concepts and skills of basic level management and leadership in nursing. Students will explore aspects of management/leadership with nurse leaders. The students will integrate concepts of critical thinking, decision-making, delegation, communication, and informatics to assure safety and quality outcome initiatives. This course prepares the student to assume the role of a manager/leader at the fundamental level. Fees required.
Prerequisite: Admission to RN-BSN Program

NURS 303 Community Health Nursing for the RN-BSN
4 credit hours
This course focuses on examining the role of the nurse in understanding the community as a client. 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. Students will enhance their knowledge through clinical experiences in a variety of community settings.
Prerequisite: Admission to RN-BSN Program

NURS 312 Nursing Informatics for the RN-BSN
3 credit hours
The student will be introduced to information databases and explore ethical issues that apply to the use of information science in nursing. The student will analyze the use of information technology to support, identify, and assist in the application of patient care at an individual, organizational, and/or community level.
Prerequisite: Admission into RN-BSN Program

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.
Prerequisite: Admission to RN-BSN Program

NURS 400 Introduction to Evidence Based Practice for the RN-BSN
2 credit hours
This course will introduce the concept of Evidence Based Practice. Students will learn to develop a clinical question, identify stakeholders, and gather evidence within the process of implementing Evidence Based Practice into nursing care.
Prerequisites: Admission to RN-BSN Program, MATH 105 or MATH 303 or consent of instructor

NURS 403 Evidence Based Practice for the RN-BSN
3 credit hours
This course will allow students to focus on the process for implementing evidence-based practice and its application to a clinical situation generated from a practice setting of their choice. 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: Admission to RN-BSN Program, NURS 400

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 may be applied, depending on the activity.

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.

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

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

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 spring.
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 fall.

Same as ENGR 343
Prerequisites: PHYS 341

PHYS 390 Professional Development Seminar
2 credit hours

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

Same as APCS/INDU/MATH 390
Prerequisite: Junior standing in PHYS or consent of instructor

PHYS 395 Professional Development Seminar II
1 credit hour

Continuation of professional development in a second area. Preparation of a professional portfolio; presentation of an individual research project or participation in another professional meeting and presentation of a research paper. Offered as needed.
Pre/Co-requisite: APCS/INDU/MATH 390

Political Science (PLSC)

PLSC 100 International Relations
3 credit hours

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

PLSC 125 United States National Government
3 credit hours

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

PLSC 150 Comparative Politics -Western Democracies
3 credit hours

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

PLSC 200 The Politics of War and Peace
3 credit hours

Major issues concerning war and peace and the search for peace; research on the causes of war at the individual, national and system levels; an examination of the ethics of war and the conduct of war; nuclear weapons and disarmament, nuclear war.
Prerequisite: PLSC 100 or consent of instructor

PLSC 210 State and Local Government
3 credit hours

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

PLSC 217 Ethnic and Race Relations
3 credit hours
Explores the historic and current problems faced by ethnic and racial minority groups in American society; the causes and consequences of prejudice and discrimination and the nature of current minority-majority interaction. Offered fall of even years.
Same as SOCI 217

PLSC 221 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 221

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 321 U.S. Public Opinion and Interest Groups
3 credit hours
An examination of the trends and diversity of American public opinion on political issues; an introduction to the measurement of public opinion; how and why public opinion develops into interest groups; types, resources, tactics, roles, and regulation of interest groups.

PLSC 331 Law and Society
3 credit hours
Evolution of law and legal institutions; theory of law and jurisprudence; use of law and the legal system for the development of public policy. Offered odd years.
Same as SOCI 331
Prerequisite: PLSC 125 or consent of instructor

PLSC 332 American Constitutional History
3 credit hours
Examines the historical development of the U. S. Supreme Court and its major decisions since the Federalist era. Offered fall of odd years.
Same as HIST 332

PLSC 333 Constitutional Rights and Liberties
3 credit hours
Legal issues, controversies, and significant developments in constitutional rights and liberties, and the impact of these developments upon American politics, culture, and social institutions. Offered fall of even years.
Prerequisite: PLSC 125, or PLSC 332, or consent of instructor

PLSC 349 International Business
3 credit hours
Study of business in a global economy with the major complexities involved including the effects of different social systems, governmental influences on trade, financial exchange rates, and corporate relationships and policies. Offered every spring.
Same as ECON/BUSI 349
Prerequisites: Junior standing

PLSC 358 Washington Center Internship
10 to 15 credit hours
The Washington Center places juniors or first semester seniors in a federal agency in Washington, D.C. Interns work forty hours per week in a responsible position for twelve hours credit and participate in one weekly seminar led by a professional practitioner for three hours credit. Applications are due April 15 for the fall semester, October 1 for the spring semester, and February 15 for the summer (summer session credit ten hours maximum).

PLSC 359 Iowa Legislative Internship
6 to 12 credit hours
Interns spend spring semester at Iowa State Legislature in Des Moines, gaining practical experience in the legislative process and providing useful staff services for legislators. Interns serve either Monday through Thursday for twelve hours credit or two of those days for six hours credit. Interns must submit paper summarizing legislative experience. All applications are due December 1.

PLSC 390 History/Government Practicum
3 credit hours
This capstone course integrates knowledge gained through student's major concentration and Penn Leadership Core courses. Offered every spring.
Same as HIST 390

Psychology (PSYC)

PSYC 102 Introduction to Psychology
3 credit hours
Introductory psychology with units in learning, human development, problem solving, perception, emotion, motivation, personality, social behavior, behavior disorders, and therapy. Offered every fall.

PSYC 108 Life-Span Psychology
3 credit hours
Human development from conception to death (child, adolescent, adult psychology). Emphasis on the plasticity, multidimensionality, 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 spring.

PSYC 260 Social Psychology
3 credit hours
Scientific study of social influence. Topics include small group process, organizational behavior, affliction, aggression, altruism, attitude change, interpersonal attractions, and prejudice. Offered every spring.
Same as SOCI 260

PSYC 265 Social Science Statistics
3 credit hours
This course introduces students to the fundamentals of social statistics–techniques social scientists use to summarize quantitative data. The topics include descriptive statistical percentages, ratios and rates, frequency distributions, tables, charts, and graphs; measures of central tendency and dispersion; inferential statistical sampling distribution and estimation; hypothesis testing; bivariate measures of association; and multivariate techniques. Offered every fall. MATH 105 recommended.
Same as SOCI 265

PSYC 303 Developmental & Educational Psychology
3 credit hours
This course focuses on human development of child and adolescent (K-12) including physical, personal, social and cognitive development. Psychological principles are applied to the educational process with units in learning, motivation, measurement, and evaluation. This course is required for all education majors.

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

PSYC 305 Theories and Systems of Counseling
3 credit hours
The emphasis of this course is counseling theories as applied to counseling individuals. An overview of the major theoretical perspectives on human behavior and individual counseling interventions. Counseling strategies and techniques associated with different theories will be discussed. Offered every spring.
Prerequisite: PSYC 102

PSYC 322 Multicultural Counseling Approaches
3 credit hours
Designed to help counselors and mental health practitioners maximize their effectiveness when working with a culturally diverse population. Offered every spring.
Prerequisite: PSYC 221

PSYC 326 Abnormal Psychology
3 credit hours
A study of major forms of psychological disorder in adults and children in the context of modern life. Attention to the genetic, socio-cultural, and psychological bases and amelioration of abnormality. Offered every spring.

PSYC 327 Personality
3 credit hours
A survey of the major theories of personality, including but not limited to those of Freud, Jung, Skinner, Maslow, Adler, Fromm, Bandura, Allport, and Cattell. Offered every fall.
Prerequisites: PSYC 102 or consent of instructor

PSYC 331 Human Services in Contemporary America
3 credit hours

Survey of human service organizations, their historical development, relationship to professional societies, and diverse employment opportunities locally and nationally. Offered every 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 MATH 303 or consent of instructor

PSYC 348 Crisis Intervention
3 credit hours
A skills-related counseling course to understand the bases of and practical techniques for crisis intervention and group facilitation. Offered every spring.
Prerequisite: PSYC 102

PSYC 390 Psychology Practicum Human Services General
3 credit hours
A capstone course for psychology / human services majors. Some field experience and seminar discussion. Human services students will be required to work a minimum of 100 hours in an area of human services or a work setting where human relations skills and psychological knowledge are relevant. Psychology students will conduct primary or literature research integrating knowledge in their discipline. Offered every spring.
Prerequisite: PSYC 335 for Psychology majors

Religion (RELI)

RELI 104 Understanding the Old Testament
3 credit hours

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

RELI 106 Understanding the New Testament
3 credit hours
A survey course in which the entire New Testament is read and discussed. Major features and themes of the individual books and letters of the New Testament are discussed and analyzed.

RELI 204 Christianity in America
3 credit hours
Examines the rise of both the Protestant and Catholic churches in America and the influence of Christianity upon American life and culture.
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 20th century to the present day.

RELI 212 Religion and Society
3 credit hours
This course approaches religion as one of society's institutions. It will focus on the practices, social structures, historical backgrounds, development, universal themes and the roles of religion in society. Emphasis will be placed on the dialectical relationship between society and religion.
Same as SOCI 212

RELI 230 Psychology of Religion
3 credit hours
A course that examines the practice of religion from a social scientific perspective.
Same as PSYC 230

RELI 300 Comparative Religion
3 credit hours
This course is a comparative survey of world religious leaders, historical and contemporary. The emphasis will be on understanding the major religious faiths of the world. The course will include inquiry concerning the beliefs, practices, views of reality, morality, paths of ultimate fulfillment, and the social implications of the world's major religions. Students will be expected to respond reflectively to the readings and field experiences.

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.
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.

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.

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 245 Theory of Coaching Golf
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
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.

SMGT 253 Theory of Mental Training
2 credit hours
This course will dive into mental training practices to achieve success on sports teams and in business and in life. The goal is to teach theories and practices that students can take with them in their respective sport and future coaching of business endeavors.

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.

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

SMGT 360 Field Experience II
1 credit hour
An opportunity for students to further explore practice-based opportunities, develop industry-relevant skills and initiate networking, as well as building their career portfolio in the sport industry. Course is repeatable once for credit; 2 credit hours maximum.

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

SMGT 454 Fundamental Legal Topics in Kinesiology
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.
Prerequisite: Sport Management majors only; others by permission of instructor.

Sociology (SOCI)

SOCI 101 Introduction to Sociology
3 credit hours
Examines the social processes and structures which shape both individuals and groups of all sizes, including friends, families, corporations and nations. Provides students with interpretive tools for understanding themselves and others in a changing world. Offered every fall.

SOCI 123 Sociology of Contemporary Issues
3 credit hours
Investigates current social problems with an analysis of causative factors and possible solutions. Topics covered will vary. Offered every spring.

SOCI 126 Deviant Behavior
3 credit hours
A sociological analysis of deviant behavior in relation to norms, values, and social control. The course examines the relationship of deviant behavior to conventional values, sex roles, institutions, and power, with special attention to the social construction of deviance. Offered spring of even years.

SOCI 211 Introduction to Criminology
3 credit hours
Analyzes the meaning, identification and causes of crime and the role of social institutions in the control of crime and the correction of criminals. Offered every fall.

SOCI 212 Religion and Society
3 credit hours
This course approaches religion as one of society's institutions. It will focus on the practices, social structures, historical backgrounds, development, universal themes and the roles of religion in society. Emphasis will be placed on the dialectical relationship between society and religion.
Same as RELI 212

SOCI 217 Ethnic and Race Relations
3 credit hours
Explores the historic and current problems faced by ethnic and racial minority groups in American society and beyond; the causes and consequences of prejudice and discrimination and the nature of current minority-majority interaction. Offered fall of even years.
Same as PLSC 217

SOCI 218 Juvenile Delinquency
3 credit hours
An investigation of youth as both offenders and victims of crime; theories of juvenile delinquency; youth programs related to crime; the role of the school, the family, and the police; child abuse, runaways and street kids; juvenile gangs; the juvenile justice system; juvenile corrections, and an evaluation of preventive programs. Offered every fall.

SOCI 219 Sex and Gender in Society
3 credit hours
A sociological exploration of the changing roles of men and women. Examination of formation of male and female identity; problems encountered between men and women; interpersonal, romantic, and work relationships; and the implications of changing sex roles for major social institutions. Offered every spring.

SOCI 220 Social Organization
3 credit hours
A study of organizational society, its formal and informal structure, the development of bureaucracy, and the use and misuse of power. Offered fall of odd years.

SOCI 221 Women in American History
3 credit hours
Examines the political, economic, social, and cultural history of American women.
Same as HIST 221/PLSC 221

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 240 Policing in America

3 credit hours

This course examines fundamental issues relevant to contemporary public policing in the United States. Included in this examination are the role and history of police and policing; the impact of policing on crime, disorder, and other social problems; discretion and its control; moral hazards of the profession; police legitimacy and public support; police culture and organization; community policing strategies; and the homeland security role. Offered fall semester.

SOCI 242 Crime and Public Policy

3 credit hours

Crime control in America focuses on the research regarding the effectiveness of various crime control programs. This course is designed to provide students with a broad analysis of both historic and contemporary crime control strategies implemented by the police, courts, legislators, and the correctional system. Studies indicating strengths and weaknesses of each strategy are examined. Special approaches outside the criminal justice system are reviewed, as well as juvenile crime issues. Offered spring semester.

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 328 Criminology Theory and Practice

3 credit hours

An analysis of the patterns and causes of criminality and the operational practice of the law enforcement and criminal justice systems. Crime, as a form of social deviance, is examined in relation to the cultural and social control systems of society. Offered every spring.

Prerequisite: SOCI 101, 123, or consent of instructor

SOCI 331 Law and Society
3 credit hours
Evolution of law and legal institutions; theory of law and jurisprudence; use of law and the legal system for the development of public policy.
Same as PLSC 331
Prerequisite: PLSC 125 or consent of instructor

SOCI 335 Social Research Methods
3 credit hours
Presents the detailed logic underlying research design, data collection, and data analysis in sociological studies. The course addresses both quantitative (e.g., survey) and qualitative (e.g., participant observation) dimensions of research, and special emphasis is placed on research ethics. Offered every spring.
Prerequisite: MATH 105 or consent of instructor

SOCI 345 Organizational Behavior
3 credit hours
Analysis of the behavior of people in organizations, drawing upon the disciplines of Psychology, Sociology, and Business Administration. Applications are studied in the context of effective management of organizational behavior and the important inter-relationships between needs and expectations of the individual, the organization, and society. Offered every fall.
Same as BUSI 345

SOCI 347 Business Ethics
3 credit hours
Approaches to ethical issues and problems facing business and society today. Offered every fall and 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. Offered every spring.

Theatre (THEA)

THEA 104 Basic Production
3 credit hours

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

THEA 106 Acting I
3 credit hours

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

THEA 110 Improvisation and Movement
3 credit hours

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

THEA 114 Theatre Production
1 credit hour

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

THEA 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 odd years.
Same as ENGL 216 Literary Genres: Drama

THEA 304 Directing and Advanced Production
3 credit hours
This is a workshop course that will explore the directing and production of an entire one act play by coordinating and executing all aspects of the production.
Prerequisites: THEA 104, THEA 106, and THEA 306

THEA 306 Acting II
3 credit hours
Students will explore advanced acting techniques building on concepts covered in Acting I. Techniques include Stanislavski's Method, Strasberg's Method, and other performing approaches to reinforce acting as a disciplined art. Offered fall semester of even years.
Prerequisite: THEA 106

THEA 307 Shakespeare
3 credit hours
This course will be an in-depth examination of Shakespeare's plays and poetry. Opportunities include attending/participating in at least one Shakespeare performance/event. Offered spring semester 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 must run three times before goes to PEC for review. Experimental courses in a department will be listed under one of these numbers: 199–Freshman, 299–Sophomore, 399 - Junior and Senior according to the level of student participation.

320 Independent Study
1–3 credit hours

Independent research on a topic of a student's own choosing. Approval of supervising faculty member and the Academic Dean must be secured in advance of registration.

330 Experience Project
1–3 credit hours

Work, travel, or group experience as arranged by the academic division.

340 Department Assistant
1–2 credit hours

Assisting with teaching a class or overseeing laboratory under supervision of regular faculty member. The student will aid in designing, developing, and evaluating the laboratory and other instructional activities. No more than four hours counted toward graduation. Must have approval of faculty member. Pass/Fail Only.

357 Internship
1-6 credits

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.

Online Programs

8 Week RN-BSN Nursing Degree

See offerings on page 99.

8 Week Undergraduate Online Degrees

The William Penn University Online Program embraces the principle of SIMPLICITY. The program has been developed to provide an alternative option to those students who want to seek further opportunities, by acquiring additional education, to allow them to be greater contributors to their communities and fields of interest.

All courses have been designed to develop knowledge, skills and attributes required by each of the individual disciplines. Course and degree requirements are matched to traditional campus degrees and program offerings, guaranteeing the student receives the same quality of education through an online delivery method.

The uniqueness of William Penn personalization is incorporated into each course to help connect students to the content, their peers, and their instructors. Students have close contact with an advisor and have mentoring/tutoring options available for all online courses. Our goal is to help students achieve their goals, from a distance, with a strong connection to the William Penn community.

Majors		**Minors**	
Business Management	Page 64	Business Management	Page 66
Entrepreneurship/Small Business Management	Page 65	Human Resource Management	Page 66
Human Resource Management	Page 65	Psychology	Page 105
Leadership	Page 190		
Psychology	Page 103		
RN-BSN	Page 99		

Leadership Major

Leadership w/Media & Technology emphasis

Required Courses

COMM 104	Social Media Marketing	3
ENGL 215	Business and Technical Communication	3
ENGL 319	Rhetoric and Technology	3
APCS 109	Hardware & Devices	(1) 2
APCS 110	Platforms & Operating Systems	(1) 2
APCS 112	Computer Application for Communication	3
APCS 114	Computer Applications for Business	3
BUSI 321	Ethical & Moral Business Leadership	3
BUSI 345	Organizational Behavior	3
PSYC 102	Intro to Psychology	3
SOCI 219	Sex & Gender	3

LDRS 235	Conflict Resolution	3
KINS 208	Leadership in Sport, Exercise & Recreation	3
LDRS 341	Leadership and Community	3
LDRS 357	Leadership and Community Internship	1
LDRS 395	Leadership, Media, Tech Innovation Capstone	3
Total		***44***

Online Program

2024-2025 Academic Year

Fall Semester		Spring Semester		Summer
Fall 1	**Fall 2**	**Spring 1**	**Spring 2**	
1st 8-week online session	2nd 8-week online session	1st 8-week online session	2nd 8-week online session	8-week session

(ON) = Online, asynchronous 8-week format

Mission Core Requirements

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.

LDRS 102 English Composition II
3 credit hours

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

LDRS 110 Foundations for Online Learning with Quaker Values
3 credit hours

Foundations for Online Learning 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. Foundations for Online Learning will 1) address skills essential to success as a life-long learner; and 2) explore vital university resources such as the library and career services.
Prerequisite: Online program

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.

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 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

Total Mission Core ***21***

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.

Requirement Area 1: Mathematics
At least one of the following courses:
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.

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.

Requirement Area 2: Science
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.

Requirement Area 3: Humanities
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.
Prerequisite: LDRS 101

Requirement Area 4: Social and Behavioral Science
At least one of the following courses:
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.

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.

Requirement Area 5: History
At least one of the following courses:
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.

HIST 132 American History since 1900
3 credit hours
Examines the political, economic, social, and cultural history of the United States since 1900.

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.

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.

Requirement Area 6: Religion

At least one of the following courses:

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 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.

Total Liberal Arts Core ***18 - 21***

Business Majors

Business Core

Required Courses

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

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.

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.
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.
Prerequisite: LDRS 102; BUSI 130 recommended

BUSI 347 Business Ethics
3 credit hours
Approaches to ethical issues and problems facing business and society today.

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.

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.

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.
Prerequisite: Senior standing in a Business Administration major

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.
Prerequisite: MATH 105 or equivalent

Total Business Core ***27***

Business Management
Business Core plus the following
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.

BUSI 332 Operations Management
3 credit hours
Study of the operations environment including production methods, scheduling, inventory control, facility location and layout, quality concerns, materials management, and JIT philosophies.
Prerequisites: BUSI 230; MATH 303 recommended.

BUSI 334 Marketing Management
3 credit hours
Introduction to the ways in which companies plan, price, promote, and place their goods and services to present and potential customers.

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.
Pre-Requisite: 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.
Prerequisites: BUSI 202; 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.

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.
Same as ECON 349

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.
Prerequisite: ECON 211

Business Core	***27***
Business Management Major	***24***
Total Business Management Major	***51***

Entrepreneurship & Small Business Management
Business Core plus the following
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.
Prerequisites: BUSI 230

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.
Prerequisite: LDRS 105

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.

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.

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.
Prerequisites: LDRS 105

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.
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

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.

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.

Business Core	***27***
Entrepreneurship and Small Business Management Major	***27***
Total Entrepreneurship and Small Business Management Major	***54***

Human Resource Management
Business Core plus the following
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 fall.
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 fall.
Prerequisites: BUSI 202; 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 fall.

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 spring.
Same as ECON 349

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.

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.

Business Core	***27***
Human Resource Management Major	***27***
Total Human Resource Management Major	***54***

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.

Required courses:
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.

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.
Same as SOCI 260

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.

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.
Prerequisites: PSYC 102 or consent of instructor

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.

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.
Prerequisite: PSYC 102 and MATH 303 or consent of instructor

PSYC 390 Psychology Practicum
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.

Psychology Electives
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.

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.

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.

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.
Prerequisite: PSYC 102

Total Psychology Major ***30***

Leadership Major

(Offered in 8-week Online Only)

The mission of the online leadership degree is to provide:

A diverse educational experience that concentrates on the integration of leadership with the influences of digital media and the innovations of technology.

The degree is designed to develop leaders with the capacity to seek, embrace and adapt to the changes of the 21st Century. These leaders will be empowered with the knowledge, experiences and application of current and emerging leadership models, current and emerging digital media communication formats and developing electronic technologies. The program curriculum fosters a distinctive set of skills that will prepare students to be the "change agents" in the context technology driven environment. The leadership, media and technology three-pronged approach will provide career opportunities in field of business, media and/or technology. Students will emerge with future focused application of leadership in a transformative world that is interconnected through technology.

Required courses:
APCS 109: Intro to Technology Topics: Hardware & Devices
1 credit hour
Students will be introduced to various topics regarding computing hardware and associated devices. Topics may include hardware usage, relevancy, and troubleshooting. Students will be expected to understand and explain the implementation of various hardware solutions and issues that may be commonly encountered in the workplace.
Prerequisite: LDRS 105

APCS 110: Intro to Technology Topics: Platforms & Operating Systems
1 credit hour
This course will prepare students to successfully navigate and utilize multiple computing platforms in a working environment. Students will be expected to complete tasks and communicate issues utilizing various platforms successfully. Topics may include managing tasks such as navigating the interface with a mouse or touchscreen, connecting to the web, troubleshooting, managing devices, and files with both desktop and mobile platforms across multiple operating systems.
Prerequisite: LDRS 105

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.
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.
Prerequisite: LDRS 105

COMM 104 Social Media Marketing
3 credit hours
In the modern professional world, the management of personal identity is an essential element in maintaining a standing in creative media. Students will learn how to use social media tools from their first days in school to not only manage their own image, but also to help sell the work they create.

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.
Prerequisite: 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.

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.

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.

SOCI 219 Sex & 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.

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.

LDRS 357 Leadership and Community Internship
3 credit hours

LDRS 395 Leadership, Media, Tech Innovation Capstone
3 credit hours

Total Leadership Major ***44***

Graduate Programs

William Penn University offers two graduate degrees: the Master of Organizational Leadership (36 credits) and the Master of Sport Management (30 credits).

APPLICATION PROCESS FOR GRADUATE PROGRAMS

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 (if recently in school at least one is preferred)
- or professional recommendation forms and recommendation letters.
- 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

The Graduate program is based on two 8-week terms within each standard semester. Fulltime enrollment for graduate students is 9 hours, although 12 hours may be taken in a semester, two classes in each module.

ACADEMIC CLASSIFICATION & PROBATION

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:

A course earning a grade of "C" (2.0) or lower will need to be re-taken. Two grades lower than "C" (2.0) in the graduate 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.

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 graduate program and the plan to remedy these issues going forward.)
- Pay for the next course out of pocket (if on a Grad Assistant benefit)
- 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.

PAUL MCCRACKEN MASTER OF ORGANIZATIONAL LEADERSHIP

The William Penn University Online Program, PAUL MCCRACKEN Master of Organizational Leadership degree (was originally Master of Business Leadership) 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 Organizational 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 Organizational Leadership (MOL)

Required Courses		
MOL 504	Effective Business Teams	3
MOL 508	Principles and Practices of Business Leadership	3

MOL 510	Project Management	3
MOL 528	Business Leadership Research Methods and Analytics	3
MOL 512	Character-Based Servant Leadership	3
MOL 520	Ethical and Moral Business Leadership	3
MOL 516	Effective Business Leadership Communication	3
MOL 532	Systems, Performance, and Organizational Effectiveness	3
MOL 536	Human Capital Development and Succession Planning	3
MOL 540	Leadership and Community	3
MOL 544	Leading in a Global Business Environment	3
MOL 548	Business Leadership Capstone	3
Total Master of Organizational Leadership		***36***

Master of Sport Management (MSM)

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 operations and athletic administration. The program builds upon WPU's existing MOL program leadership core and adds industry specific courses to round out the sport centered curriculum.

Core		
MOL 512	Character-Based Servant Leadership	3
MOL 520	Ethical and Moral Business Leadership	3
MOL 532	Systems, Performance, and Organizational Effectiveness	3
MOL 540	Leadership and Community	3
SMGT 500	Leadership & Research in Sport	3
**Students choose 3 of 4 MOL courses to meet core requirements*		
Sport Emphasis + Project or Internship		
SMGT 550	Sport Marketing	3
SMGT 555	Application of Legal Topics in Sport	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 SMGT 585	Project OR Internship	3
Leadership Core		***12***
Sport Emphasis		***15***
Project or Internship		***3***
Master of Sport Management Total		***30***

Graduate Course Descriptions

MOL 504 Effective 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 that teams learn faster, execute better, implement changes 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. Teams' skills will be built through the utilization of technology-based collaboration tools.

MOL 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. The course explores the problems, possibilities, diagnostic techniques, and management strategies associated with the effective development and management of teams in the business environment. Orientation to graduate studies is included at the beginning of this course.

MOL 510 Project Management
3 credit hours
This course focuses on the foundational structure for organizational and developmental project management. A review and direct application of the models of project management with an emphasis on the agile model will result in the development of a specific plan for managing a project. The incorporation of seven core elements of project management (7 C's): customers, competitors, capabilities, cost, channels, communication, and coordination will be utilized in the project decision-making process. Current research will be used to support project plan design.

MOL 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.

MOL 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.

MOL 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.

MOL 528 Business Leadership Research Methods and Analytics
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 understanding the value and use of business research, of qualitative and quantitative research, organizational based research, and analytics. Additionally, it will focus on the application of research to the design and/or management of projects.

MOL 532 Systems, Performance and Organizational Effectiveness
3 credit hours
This course focuses on the use of systems thinking and performance management to solve difficult problems and improve the effectiveness of business organizations. Students learn the difference between a traditional approach and a systems approach to analyzing complex problems. Concepts and methods involved in measuring individual and organizational performance are explored.

MOL 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.

MOL 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.

MOL 544 Leading in a Global Business Environment
3 credit hours
This course provides participants with firsthand knowledge and experience in understanding the process of creating and transforming community through collaboration and dialogue, and process-oriented leadership through work in the community setting. Models for transforming business organizations into team-based cultures are explored. The theory that teams learn faster, execute better, implement changes more readily, and deliver quality products and services more quickly and effectively is emphasized through the course.

MOL 548 Business Leadership Capstone
3 credit hours
The course emphasizes the practical applications of concepts, theories, and practices in a real business environment. Students will demonstrate their integration of concepts, theories, and practices in a final research paper. The paper will be a culmination of knowledge gained across all courses in their program and relevant peer-reviewed literature. The student will select a thesis for integration and bring forth the application of that thesis across all course work. The integration will also include support from the current peer-reviewed literature. The paper will conclude by identifying implications for actions in the organizational environment and will include a reflection upon the value of the research completed. Students will present their research report 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 Leadership & Research in Sport
3 credit hours
An overview of sport research allows students to examine the present status of the industry as they begin to develop processes to identify, evaluate, and plan strategies to successfully resolve these issues. Professionalism and successful engagement in the sport industry requires strategic vision, efficient planning, effective leadership, and comprehensive understanding of diverse elements that interact in sport. Students will develop a plan for in-depth analysis of a sport industry problem or issue by drawing on relevant literature. This course will provide the foundation for student capstone projects.

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 Application of Legal Concepts in Sport
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; approval of Project chair and program coordinator.

SMGT 585 Graduate Internship
3 credit hours

Experiential learning opportunity through participating in day-to-day operations of a sport related organization. Students should be afforded opportunities to make meaningful contributions to the operations of the organization while gaining valuable experience applying skills and knowledge gained in their studies.
Prerequisites: SMGT 500 completed; GPA of 3.0 or higher; no grade below a C; approval of program coordinator.

Final Examination Schedule

Fall 2025

Monday, December 8, 2025	
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, December 9, 2025	
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, December 10, 2025	
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

Spring 2026

Monday, May 4, 2026	
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 5, 2026	
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 6, 2026	
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

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