

Missouri State University
Curricular Proposal – New Program
(MAJOR, OPTION, MINOR, CERTIFICATE, OR CERTIFICATION)

This form is to be used for internal Missouri State approval of any proposal for a new program involving two or more courses, including any new graduate program, new undergraduate major (whether comprehensive or non-comprehensive), new option within an existing program (whether graduate or undergraduate), new minor, new certificate, or new certification program.

New graduate programs, new undergraduate majors, and certificate programs involving more than 18 credit hours require approval by the CBHE as well as approval through the Missouri State curricular process. CBHE applications for such programs are processed through the Office of Institutional Research. All proposals for new programs requiring CBHE approval should progress through the Missouri State curricular process accompanied by a draft of the required CBHE documentation.

Department SOC/ANT and CLS Date January 28, 2014

Attach on separate sheets (1) statement of rationale and objectives, (2) estimated costs for first five years, and (3) complete catalog description (including new courses and course changes pending approval). [Note: For new programs requiring CBHE approval, CBHE forms NP, PS, and PG will satisfy #1 and CBHE form FP will satisfy #2.]

PROPOSED PROGRAM Diversity Studies

Major Comprehensive Major Option Minor x Certificate Certification Academic Rules Other

Degree Applicability BA, BFA, BS, BSED, BSN, BSW

General Education Courses Required Total Hours

General Education Courses Recommended Total Hours

Requirements (including Admission) and Limitations for Specific Degree see attached

Courses Required in Department

Total Hours 0

Courses Required in Other Departments

Total Hours 18

Prerequisites for Required Courses various

Recommended Electives in Department

Total Hours

Recommended Electives in Other Departments

Total Hours

Limitations on Electives

DEPARTMENT Route according to ART VI, SEC 3B(1-4) of Bylaws of the Faculty Senate. Attach New Program Resource Information form (FS-302a/06) and forward three typed, originally signed forms to one of the following (please mark all that apply). If the program needs to go through more than one committee/council, forward one additional form for each additional council/committee marked.

x College Council (Send all new undergraduate programs through College Council as first step before forwarding either to PEC, CGEIP, or directly to Faculty Senate)

Professional Education Committee (All proposals affecting BS and MS in Education and Educational Specialist degrees)

x Committee on General Education and Intercollegiate Programs (All general education and multi-college programs)

Graduate Council (All graduate programs)

Signature [Handwritten Signature]

Department Head (Routing on Reverse Side)

Date 2/5/14

ROUTING

1. COLLEGE COUNCIL (ART VI, SEC 3B)
 - APPROVED After dean review/comment, forward two signed copies of final action to the Secretary of the Faculty for disposition, or forward appropriate number of copies to next committee level for approval.
 - DISAPPROVED Return one signed copy of final action to the appropriate Department Head.

Comment(s) _____

Signature *Ralph S. [unclear]* Date 2/12/14
Chairperson

2. DEAN OF THE COLLEGE (ART VI, SEC 5)
 - REVIEWED Return to College Council Chair within ten days of receipt for disposition.
 - DISAPPROVED Return one signed copy of final action to the appropriate Department Head.

Comment(s) _____

Signature *[unclear]* Date 2/14/14
Dean of the College

3. PROFESSIONAL EDUCATION COMMITTEE (ART III, SEC 9)
 - APPROVED Forward two signed copies of final action to the Secretary of the Faculty for disposition, or forward three signed copies to next committee level for approval.
 - DISAPPROVED Return one signed copy of final action to the appropriate Department Head.

Comment(s) _____

Signature _____ Date _____
Chairperson

4. COMMITTEE ON GENERAL EDUCATION AND INTERCOLLEGIATE PROGRAMS (ART IV, SEC 2)
 - APPROVED Forward two signed copies of final action to the Secretary of the Faculty for disposition, or forward three signed copies to next committee level for approval.
 - DISAPPROVED Return one signed copy of final action to the appropriate Department Head.

Comment(s) _____

Signature *RA Swearingen* Date 3-5-14
Chairperson

5. GRADUATE COUNCIL (ART V, SEC 3, OR ART VI, SEC 3B)
 - APPROVED Forward two signed copies of final action to the Secretary of the Faculty for disposition.
 - DISAPPROVED Return one signed copy of final action to the appropriate Department Head.

Comment(s) _____

Signature _____ Date _____
Chairperson

6. FACULTY SENATE (ART VI, SEC 9)
 - APPROVED
 - DISAPPROVED

Comment(s) _____

Signature _____ Date _____
Chairperson

7. PROVOST (ART I, SEC 6; ART VI, SEC 9)
 - RECOMMENDED TO PRESIDENT
 - NOT RECOMMENDED TO PRESIDENT

Comment(s) _____

Signature _____ Date _____
Provost

8. PRESIDENT
 - APPROVED
 - DISAPPROVED

Comment(s) _____

Signature _____ Date _____
President

FS-2006

NEW PROGRAM RESOURCE INFORMATIONProgram Title and Degree: Diversity Studies minor Department: Interdisciplinary, Sponsored by Sociology and Anthropology and Counseling, Leadership and Special Education

Attach on separate sheets (1) statement of rationale and objectives, (2) estimated costs for first five years, and (3) complete catalog description (including new courses and course changes pending approval).

[Note: For new programs requiring CBHE approval, CBHE forms NP, PS, and PG will satisfy #1 and CBHE form FP will satisfy #2.]

1. Is another program being deleted or altered? Yes No
2. If this program affects other departments or colleges, has a memo showing how it will affect them been attached to the proposal? Yes No

Departments with courses in the program have all been notified. Courses have been added or deleted from the proposal in response to feedback from department heads. Every department that responded was supportive of the proposal. The departmental responses to the proposal have been included with the proposal documentation.

3. What justification is being provided to support this proposal? (Current research, accreditation, certification or licensing requirements, other.)

Diversity is one of the main issues of our time, and affects everyone, including teachers, medical personnel, workers, businesses, and the military. Diversity is one of the central concerns in the accreditation process for universities too. The faculty who put this proposal together believe that we need to do more on campus to prepare students for an increasingly global and diverse world. Diversity and more specifically "inclusive excellence" is one of three "overarching and enduring commitments" of the Long-Range plan for the University (<http://www.missouristate.edu/longrangeplan/>).

4. If your response to #3 refers to existing or potential student demand, please indicate the activities undertaken to estimate or verify the potential or existing demand for this new program.
5. What are the present/future projected enrollments for this program?

1st year 20 3rd year 35

In five years, how many students must be:

- a) declared minors to justify this new minors continuation 10
- b) declared majors to justify this new majors continuation

6. Which of the following would be needed to implement the proposed program? (Check all that apply.) Individuals responsible for specific areas outside of your college must be consulted.

| | | |
|--|------------------------------|--|
| Additional library holdings? | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| Additional technology or other supplies? | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| Additional or remodeled facilities? | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| Additional travel funds? | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| Additional faculty? | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| Additional support staff? | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| Other additional expenses? | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |

7. Have the individuals responsible for allocation of these resources been contacted to ensure the availability of these resources by the time the program is implemented?

Yes No Yes, but cannot ensure availability

Not applicable

8. Referring to question 6, if additional faculty are not required, please provide a statement as to how faculty will be made available to teach proposed new courses, if any, or to manage increased enrollments in existing courses which are to be included in the proposed new program.

No new courses are being proposed. Given the large number of existing courses in this proposed minor, it is reasonable to think that students will be able to readily find the courses they need without additional accommodations by departments.

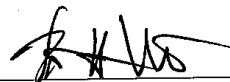
9. If the responses to question 1 and any parts of question 6 other than additional faculty are "no," please provide a statement as to how the department/school (or center or college) will manage the enrollment figures provided in question 5.

The enrollment figures are modest and will be spread across a large number of programs.

The signature of the individuals listed below ensures that the items above have been addressed and the resources needed will be made available when the program is implemented.



 Department Head



 College Dean

Complete Catalog Description

Diversity Studies

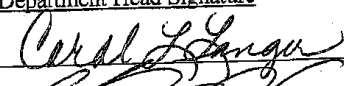
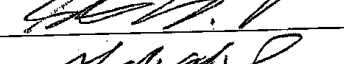


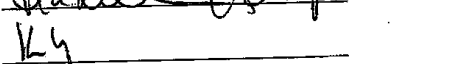
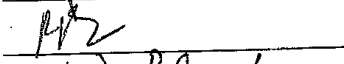
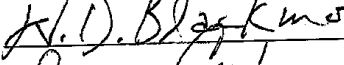


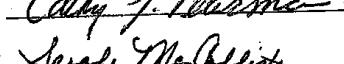
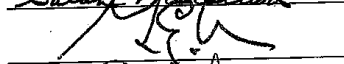
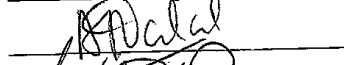
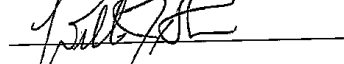


Bachelor of Arts
 Bachelor of Fine Arts
 Bachelor of Science
 Bachelor of Science in Education
 Bachelor of Science in Nursing
 Bachelor of Social Work

Administration of the Program. Courses must be approved by the Diversity Studies Committee for inclusion in the minor. The Administrator of the program must approve the course of study for each student who wishes to complete the Diversity Studies minor.

The Diversity Studies minor is an interdisciplinary program of study allowing students to develop a broad understanding of the components of diversity in society, which include race and ethnicity, culture, gender, sexuality, religion, language, social class, and aging and disability. This minor is of relevance to any career that involves diverse populations of people, such as business, industry, education, social welfare, health and medicine.

- A. Introduction to Diversity: ANT 100(3) or EDC 345(3) or SWK 219(3)
- B. Topical Introductions. Select courses from three of the following six content areas and three different ^{Course Codes} disciplines, to total 9 hours:
 1. Race and Ethnicity: AAS 100(3), ANT 365(3), SOC 336(3)
 2. Culture. ANT 226(3): GBL 250(3), SOC 150(3)
 3. Gender & Sexuality: GST 170(3), PSY 307(3), SOC 337(3)
 4. Religion: REL 100(3), REL 131 (3), REL 210(3), REL/SOC 390(3)
 5. Communication: ANT 280(3), COM 360(3)
 6. Aging and Disability: DAS 100(3), GER 310(3), PSY 304(3), SOC 375(3),
- C. Electives. Select 6 hours from the following courses:
 1. Race and Ethnicity: CRM 415(3), ENG 354(3), ENG 355(3), HST 331(3), HST 332(3)
 2. Culture: ANT 325(3), ANT 525(3), BMS 332(3), CFD 305(3), ECO 346(3), ECO 456(3), ENG 362(3), MGT 447(3), MKT 474(3), PSY 411(3), SOC 420(3)
 3. Gender & Sexuality: CRM 410(3), ENG 380(3), ENG 580(3), GST/ECO 315(3), KIN 405(3), PHI 319(3), PLS 319(3)
 4. Religion: ANT 301(3), REL 315(3), REL 345(3), REL 370(3)
 5. Communication: COM 307(3), COM 390(3), COM 507(3), COM 512(3), ENG 494(3), ENG 592(3)
 6. Aging & Disability: BMS 260(3), GER 380(3), GER/SWK 470(3), PLS 312(3), PSY 354(3)
- D. Engaged Learning. An integrated service-learning course from the above, or a service-learning component of one of the above courses, or a study away course.

Departmental Support for Diversity Minor

| <u>Department</u> | <u>Department Head Signature</u> |
|--|--|
| Social Work |  |
| Religion |  |
| Communication |  |
| Psychology/Gerontology |  |
| Global Studies |  |
| History |  |
| Criminology |  |
| English |  |
| Childhood Education and Family Studies |  |
| Biomedical Sciences |  |
| Reading |  |
| Kinesiology |  |
| Political Science |  |
| Economics |  |
| Management |  |

Statement of Rationale and Objectives

Diversity is one of the main issues of our times, and affects everyone, particularly teachers, students, medical personnel, workers, businesses, and the military. Diversity is one of the central concerns in the accreditation of schools and universities today. Diversity is a focus of this University in that "inclusive excellence" is one of the three "overarching and enduring commitments" of our long-range plan (<http://www.missouristate.edu/longrangeplan/>). The faculty who prepared this proposal all have experience with diversity issues and see the need for this campus to do more in order to prepare students for an increasingly global and diverse life. Currently, students can pursue the study of diversity through more specialized programs in African American Studies, Asian Studies, Gender Studies, Gerontology, Latin American Studies, Middle Eastern Studies, Native American Studies, and Religious Studies. This proposed minor in Diversity Studies takes a more holistic approach, seeking to provide a broad picture of the range of diversity in society.

Objectives:

- Introduce students to the main forms of diversity in society today; namely:
 - Race and ethnicity
 - Culture
 - Gender
 - Sexuality
 - Religion
 - Language
 - Aging
 - Disability
- Foster a depth of knowledge in at least three different areas of diversity
- Understand how diversity affects society
- Provide an opportunity for students to engage personally with diversity through Study Away or Service-learning experiences
- Prepare students to participate effectively in a diverse world

Estimated Costs for the First Five years

No new courses are being proposed. We do not anticipate a large number of students in this minor. And students will have a large number of existing courses to choose from to fulfill their requirements. Therefore, there should be no significant cost for this proposed minor program. It capitalizes on what already exists.

FEB 27 2014

Missouri State University
CURRICULAR PROPOSAL
NEW COURSE (or new REGULAR SECTION of an existing variable content course)

Department: First-Year ProgramsDate: January 13, 2014

Check one: New COURSE New REGULAR (i.e. permanent) SECTION of an existing variable content course. If a new regular section of an existing variable topics course, to what existing course is it to be attached? _____

PROPOSED CATALOG DESCRIPTION
IDS 197: Topics in Interdisciplinary Studies

A variable topic, variable credit course applicable for a variety of purposes and designed to accommodate options for specific student sub-populations and interest groups. This course may also be used for zero credit tracking purposes, dual-credit students, etc. Only one approved special topics course may be taken per semester. When appropriate, this course may be cross-listed with special topics courses in other academic departments. May be repeated. Prerequisite: Permission required.

Credit hours: 0-3
 Lecture contact hours: 0-3
 Lab contact hours: 0-3
 Typically Offered: Fall, Spring, Summer (Depending on demand)

PURPOSE OF COURSE

To provide a course option that can be documented on students' transcript with the flexibility to use for various student sub-populations, and potentially for tracking purposes of program participation. For example, a zero-credit seminar required for particular scholarship recipients, or a major or minor specific seminar, or for dual-credit students, etc.

Cost: It is anticipated only one or two sections will be necessary in fall semester, and it is expected departments wishing to offer a specialized section will provide the necessary instructional staff. E.g., either as part of load (faculty), or as part of job duties (staff).

RELATIONSHIP TO OTHER DEPARTMENTS

Available to any department who needs a flexible, no-cost option for specific student populations, or as a normal, credit bearing course up to three credit hours.

DEPARTMENT: Route according to ART VI, SEC 3B(1-4) of Bylaws of the Faculty. Attach New Course Resource Information form (FS 300a/05) and forward three typed, originally signed forms to one of the following (please check all that apply and send to first council/committee marked). If the course needs to go through more than one council/committee forward one additional form for each additional council/committee marked.

- College Council—(First-Year Council) (All new course proposals numbered 100-599 must go through College Council first. After approval, College Council will forward appropriate number of copies to the next committee/ council or directly to the Faculty Senate if no further committee approval is needed.)
- Professional Education Committee (Considers all new courses affecting BS and MS in Education and Educational Specialist degrees)
- Committee on General Education and Intercollegiate Programs (Considers all general education and multi-college new course proposals)
- Graduate Council (Considers all 600-, 700-, and 800-level new courses)

*If the course needs to go through more than one council/committee, forward one additional form for each additional council/committee marked.

Signature *M. Wal*
 Department Head

Date 1/14/14

(Routing on Reverse Side)

FS New Course - 9/10/2010

ROUTING

1. COLLEGE COUNCIL (ART VI, SEC 3B)

APPROVED After dean review/comment, forward two signed copies of final action to the Secretary of the Faculty for disposition, or forward appropriate number of copies to next committee level for approval.

DISAPPROVED Return one signed copy of final action to the appropriate Department Head.

Comment(s) _____

Signature Cyril D. Salo Date 01-16-2014
Chairperson

2. DEAN OF THE COLLEGE (ART VI, SEC 5)

REVIEWED Return to College Council Chair within ten days of receipt for disposition.

Comment(s) _____

Signature Rachelle Pascali Date 1-22-14
Dean of the College

3. PROFESSIONAL EDUCATION COMMITTEE (ART III, SEC 9)

APPROVED Forward two signed copies of final action to the Secretary of the Faculty for disposition, or forward three signed copies to next committee level for approval.

DISAPPROVED Return one signed copy of final action to the appropriate Department Head.

Comment(s) _____

Signature _____ Date _____
Chairperson

4. COMMITTEE ON GENERAL EDUCATION AND INTERCOLLEGIATE PROGRAMS (ART IV, SEC 2)

APPROVED Forward two signed copies of final action to the Secretary of the Faculty for disposition, or forward three signed copies to next committee level for approval.

DISAPPROVED Return one signed copy of final action to the appropriate Department Head.

Comment(s) _____

Signature BA Bucanaga Date 2/12/14
Chairperson

5. GRADUATE COUNCIL (ART V, SEC 3, OR ART VI, SEC 3B)

APPROVED Forward two signed copies of final action to the Secretary of the Faculty for disposition.

DISAPPROVED Return one signed copy of final action to the appropriate Department Head.

Comment(s) _____

Signature _____ Date _____
Chairperson

6. FACULTY SENATE (ART VI, SEC 9)

APPROVED
 DISAPPROVED

Comment(s) _____

Signature _____ Date _____
Chairperson

7. PROVOST (ART I, SEC 6; ART VI, SEC 9)

RECOMMENDED TO PRESIDENT
 NOT RECOMMENDED TO PRESIDENT

Comment(s) _____

Signature _____ Date _____
Provost

8. PRESIDENT
 APPROVED
 DISAPPROVED

Comment(s) _____

Signature _____ Date _____
President

FS-2005

NEW COURSE RESOURCE INFORMATIONDepartment First-Year ProgramsDate January 13, 2014Course Number and Title IDS 197: Topics in Interdisciplinary StudiesAnticipated Average Enrollment: 50-60 studentsMaximum Enrollment Limit N/AFaculty Load Assignment: part of load/part of jobEquated Hours 0-3

1 Is another course being deleted? If so, give course number and title. Not applicable.

2 What will this course require in the way of:

Additional library holdings? None anticipated.

Additional computer resources? None anticipated.

Additional or remodeled facilities? None anticipated.

Additional equipment or supplies? None anticipated.

Additional travel funds? None anticipated.

Additional faculty--general vs. specialized? None anticipated. Faculty/staff instructors will be general.

Other additional expenses? None anticipated, but may vary by department/program.

3 If additional faculty are not required, how will faculty be made available to teach this course?

Departments who choose to utilize this option are expected to provide faculty/staff to teach as part of load (faculty), or as part of job duties (staff).

List names of current faculty qualified to teach this course: Any faculty/staff with a Master's Degree, or permission of department head/director.

4 What is the anticipated source of students for this course? (If from within the department, will students be taking this course in addition to or in place of other courses? If from outside the department, which courses in other departments would most likely be affected?)

The anticipated source of students will vary by departmental or office needs. E.g., a specialized section to provide programming, information, and service hours, as a requirement for an academic or departmental scholarship. Or, the course may simply be used as a "tracking" course. No other academic department will likely be affected.

5 Other comments:

It is anticipated only a handful of sections will be offered per year, but that depends on departmental needs. The goal is to provide a flexible 0-3 credit, zero to low cost option for "specialized" sections of a course, as well as a way to provide tracking option appropriate for students' transcripts. Other examples might include: used as a seminar/meeting for particular majors or minors; dual-credit high school students; programmatic meeting for scholarship recipients, etc.

IDS 197: Topics in Interdisciplinary Studies

Instructor:

Class Location: University Hall 201

Office Hours: 8am-5pm by appointment

Office Phone

Email:

Course Description

Catalog Description

A variable topic, variable credit course applicable for a variety of purposes, and designed to accommodate options for specific student sub-populations and interest groups. This course may also be used for zero credit tracking purposes, dual-credit students, etc. Only one approved special topics course may be taken per semester. When appropriate, this course may be cross-listed with special topics courses in other academic departments. May be repeated. Prerequisite: Permission required.

Credit hours: 0-3

Lecture contact hours: 0-3

Lab contact hours: 0-3

Typically Offered: Fall, Spring, Summer (Depending on demand)

Purpose of Course

To provide a course option that can be documented on students' transcripts with the flexibility to use for various student sub-populations, and potentially for tracking purposes of program participation. For example, a zero-credit seminar required for particular scholarship recipients, or a major or minor specific seminar, or for dual-credit students, etc.

Grading and Assignments

I will total the number of points available for the course and the points you have earned to figure your final grade using the following scale, which also applies to all assignments:

A = 93 – 100%; A- = 90 – 92%; B+ = 87 – 89%; B = 83 – 86%; B- = 80 – 82%; C+ = 77 – 79%;

C = 73 – 76%; C- = 70 – 72%; D+ = 67 – 69%; D = 60 – 66%; F = 59.99% and below.

Course Goals (May vary depending on the unique needs of the student population)

1. Students will demonstrate a beginning ability to think critically and analytically.
2. Students will understand and apply goal setting skills.
3. Students will develop skills and techniques for improved academic performance.
4. Students will apply strategies for academic and life success.

Attendance and Make up Policy

Here are the guidelines for attendance in IDS 197:

- If you are not in class, you are still responsible for the information; you cannot make up class activities and points offered during classes you miss unless you make arrangements **prior** to the absence. If you will be absent from class for a university-sanctioned event, you need to present written documentation to me **prior** to the class you will miss in order to make up missed points.
- Students have the option of getting all information from a classmate or the instructor if an absence is required.
- Please show up to class on time to the absolute best of your ability.
- I will evaluate your ability to complete the course in the event of excessive undocumented absences.
- All assignments must be turned in at the beginning of the class period of the due date to receive full credit. If the assignment is turned in after class has begun, you will not receive full credit. If you submit it on the same day the assignment was due but after the due date/class period, you may receive up to 80% of the assignment's value. Students may receive up to 50% if the assignment is turned in within one week past a due date. Assignments turned in *after* one

week receive 0%. Exceptions will only be made with verifiable emergencies. I understand “life happens,” but school should be a top priority.

- Because “life happens” sometimes, every student will have one free pass where the above policy will not be enforced. If you forget to submit an assignment, you may tell me that class period that you are using your pass. One and only one pass will be offered per student, and the instructor will not remind you of this option. Use it if you wish.
- I do accept e-mailed assignments for nearly all assignments. There will be a few exceptions, and I will state those in class before an assignment is due.

Remember: This course is interactive; if you’re not here, you will miss participation points, in class assignments, valuable input from your classmates as well as the understanding provided through class discussions. I expect you to be here and to be ready to think and to participate.

University Policies

Academic Integrity Policy

Missouri State University is a community of scholars committed to developing educated persons who accept the responsibility to practice personal and academic integrity. You are responsible for knowing and following the university’s student honor code, Student Academic Integrity Policies and Procedures at the following website:

<<http://www.missouristate.edu/assets/policy/AcademicIntegrityPolicyRev-1-08.pdf>> .Any student participating in any form of academic dishonesty will be subject to sanctions as described in this policy.

Nondiscrimination Policy

Missouri State University is an equal opportunity/affirmative action institution and maintains a grievance procedure available to any person who believes he or she has been discriminated against. At all times, it is your right to address inquiries or concerns about possible discrimination to the Office for Institutional Equity and Compliance, Park Central Office Building, 111 Park Central Square, Suite 111, (417) 836-4252. Other types of concerns (i.e., concerns of an academic nature) should be discussed directly with your instructor and can also be brought to the attention of your instructor’s Department Head. Please visit the Office for Institutional Equity and Compliance website at <<http://www.missouristate.edu/equity>>.

Disability Accommodation

To request academic accommodations for a disability, contact the Director of the Disability Resource Center, Carrington Hall, Suite 302 (417) 836-4192 or (417) 836-6792 (TTY), <www.missouristate.edu/disability>. Students are required to provide documentation of disability to the Disability Resource Center prior to receiving accommodations. The Disability Resource Center refers some types of accommodation requests to the Learning Diagnostic Clinic, which also provides diagnostic testing for learning and psychological disabilities. For information about testing, contact the Director of the Learning Diagnostic Clinic at (417) 836-4787 or visit <<http://psychology.missouristate.edu/ldc>>.

Emergency Response Statement

Students who require assistance during an emergency evacuation must discuss their needs with their professors and the Disability Resource Center. If you have emergency medical information to share with me, or if you need special arrangements in case the building must be evacuated, please make an appointment with me as soon as possible. For additional information, students should contact the Disability Resource Center at 836-4192 (PSU 405) or Jay Huff, Assistant Director of Public Safety and Transportation at 836-8444. For further information on Missouri State University’s Emergency Response Plan, please refer to the following website: <<http://www.missouristate.edu/safetran/erp.htm>>.

Student Grievance Procedure

Please make every effort to resolve any problems/issues with your instructor. If you are unable to resolve the situation with your instructor, you may contact the Associate Provost for Student Development & Public Affairs, Dr. Rachele Darabi, at (417) 836-8346 or visit the Student Development & Public Affairs Office, located in University Hall 115.

Cell Phone Use Policy

As a member of the learning community, each student has a responsibility to other students who are members of the community. When cell phones or pagers ring and students respond in class or leave class to respond, it disrupts the class. Therefore, the Office of the Provost prohibits the use by students of cell phones, pagers, PDAs, or similar communication devices during scheduled classes. All such devices must be turned off or put in a silent (vibrate) mode and ordinarily should not be taken out during class. Given the fact that these same communication devices are an integral part of the University’s emergency notification system, an exception to this policy would occur when numerous devices activate simultaneously. When this occurs, students may consult

their devices to determine if a university emergency exists. If that is not the case, the devices should be immediately returned to silent mode and put away. Other exceptions to this policy may be granted at the discretion of the instructor.

Policy Regarding Dropping a Class

It is your responsibility to understand the University's procedure for dropping a class. If you stop attending this class but do not follow proper procedure for dropping the class, you will receive a failing grade and will also be financially obligated to pay for the class. For information about dropping a class or withdrawing from the university, contact the Office of the Registrar at 836-5520.

Drop dates/refund information:

- Last Day to Drop Full Semester Classes at 100% Credit/Refund: August 19, 2014
- Last Day to Drop Full Semester Classes at 75% Credit/Refund: August 22, 2014
- Last Day to Drop Full Semester Classes at 50% Credit/Refund: August 29, 2014
- Last Day to Drop Full Semester Classes at 25% Credit/Refund: September 15, 2014
- Last day to Drop or Withdraw, declare Pass/Not-Pass, and Change to or from Audit for Full Semester Classes: November 7, 2014

Other important dates and deadlines: Academic Calendar: <<http://calendar.missouristate.edu/academic.aspx>>.

Other important dates and deadlines: Academic Calendar: <<http://calendar.missouristate.edu/academic.aspx>>.

Classroom Policies

Student Responsibilities

The following policies explain the manner in which I expect students to conduct themselves in my classroom:

- **Come to class ready to learn.** This means you should have completed all your assignments and are prepared to discuss them with your peers. In order to make class the best experience it can be, you should be prepared each day.
- **Eliminate distractions.** Cell phones or other electronic devices should be put on silent/vibrate and **PUT AWAY** unless you have discussed special circumstances and obtained permission from me in advance. I prefer you leave the classroom in rare instances when you do need to communicate with someone outside of class and return as soon as you can. Repeated users may have their phones taken for the duration of the class period or be asked to leave. Other distractions will be treated in a similar manner.
- **Communicate with Respect and Civility.** In alignment with section 2.4 of the Missouri State Code of Students' Rights and Responsibilities, all class communication must follow those guidelines to remain productive. Do not be afraid of sharing true opinions, but I will immediately stop disrespectful conversations.
- **Respect the instructor's policies, as stated below:**
 1. **I DO NOT TOLERATE any kind of academic dishonesty.** Any academic integrity violation in my classroom will justify an automatic letter grade decrease (10% of final class grade) at minimum—with more severe sanctions being a possibility if I as the instructor find justification. The highest sanction is an XF (failing a class because of academic dishonesty), and I am completely comfortable giving an XF grade to a student who performs any act of academic dishonesty. Be smart. Don't do it.
 2. Unless otherwise stated, all assignments must be typed.
 3. If you e-mail an assignment, ensure it is a Word document in .doc or .docx format. Ensure you have a subject and body to any e-mail when you are sending something in any professional setting, which includes this class.
 4. Have proper e-mail etiquette when sending e-mails to each other or the instructor. These should be respectful, not have slang (e.g. "u" instead of "you"), and be well-written statements with good structure. Subjects and signatures are ideal. E-mails should come from the Windows Live account you have as a student. I as the instructor will strive to have at least a 24 hour response rate to any e-mails, but realize that weekends might take longer for me to respond.
 5. If you are in need of an immediate answer, I am OK if you call my cell phone; however, realize that I cannot respond to every request instantaneously. You may call me between 8am – 10pm. Please state your first and last name, especially if you are leaving a voicemail. Contact appropriate emergency staff if you have a situation occur after 10pm, such as campus public safety (836-5509).
 6. Realize that I will be more than willing to help you and encourage you to communicate with me if you ever need to talk to someone, but I will never sacrifice the integrity of my classroom to benefit one person unfairly.

Bottom line: You are adults and should conduct yourselves in the classroom in a mature manner. These policies allow me to ensure a positive learning environment for the entire class. Anyone who does not comply with the policies may be asked to leave the class or meet with me outside of class.

Succeeding in IDS 197

Don't hesitate to talk with me about anything, to make appointments with me, or to speak up in class. Here are a few things I expect you to understand that will help you do well this semester:

- Attend class and be punctual.
- Participate in class, and ask questions when you need to.
- Keep appointments.
- Complete your service hours throughout the semester.
- Complete homework assignments before class time.
- Be responsible for all information and assignments covered in class.
- Check your Missouri State Live e-mail account and Blackboard regularly to be up-to-date on information I send.
- Turn in assignments on time and according to assignment specifications.
- Respect all others in the classroom, even when their opinions differ.

Instructor Promise

I promise I will do my best to help you understand what it means to be a successful college student at Missouri State University, to foster skills you need to have as a student, to understand the Public Affairs Mission, to plan for your future academic and career successes, to understand information literacy, and to create an enjoyable class experience if you will attend all possible class sessions, monitor your progress, act in a civil manner, and commit to completing all assignments to the best of your ability. Know that I am more than willing to help you to the best of my ability, but it is ultimately your responsibility to seek resources to do your best.

COURSE REQUIREMENTS:

| ASSIGNMENT | POINTS POSSIBLE | POINTS EARNED |
|--|--|----------------------|
| Class Participation: (In-class discussion, various presentations, classroom etiquette which includes on time and no texting, and any other miscellaneous) 16 class periods @ 10 pts each Intro email to instructor by deadline (Aug. 25) | 160 10 <u>Total Points:</u> 170 | |
| Reflection Logs <ul style="list-style-type: none"> • Part 1 • Part 2 • Part 3 • Part 4 | Part 1: 20 Part 2: 20 Part 3: 20 Part 4: 20 <u>Total Points:</u> 80 | |
| Campus Assignment <ul style="list-style-type: none"> • Majors Fair or alternative assignment | 50 | |
| Strengths Quest <ul style="list-style-type: none"> • Part 1: Send email results to instructor • Part 2: Reflection #1 • Part 3: Reflection #2 • Part 4: Reflection #3 | Part 1: 20 Part 2: 20 Part 3: 20 Part 4: 20 <u>Total Points:</u> 80 | |
| Goal Setting List of five goals with action plan | 20 | |
| Final Exam Saturday, Dec. 6 at 8:00am-10:00am | 50 | |
| TOTAL | possible points: 450 | |
| Extra Credit Opportunities (up to 30 points) | | |

*The above course requirements are tentative and subject to change at the discretion of the instructor.

*Bear CLAW attendance is strongly encouraged but not required.

**Tuesday Syllabus for 197
Section #001, Fall 2014**

| Date | Topic or Event | Assignment |
|---------------------------|---|--|
| Aug 17 (SUN) | New Student Convocation 2pm JQH | |
| Aug 18 (M) | Welcome and Overview of IDS 197 | List of five goals with action plan—due Aug. 25 List five academic/university-related goals for fall 2014 with a paragraph action plan for each one for how it can be accomplished |
| Aug 22 (F) | Library Welcome Event Aug. 23 LIBR @ 6-7:30pm | Extra credit opportunity #1—attend Meyer Library welcome event and type a one page, 12 pt. Times New Roman reflection—due Mon. Aug. 25 |
| Aug 25 (M) | Professor Expectations: Dr. George Connor Preparation for Tests/Review Note- Taking Skills | Complete your Strengths Quest inventory and send top 5 strengths to instructor by Monday, Sept. 8 at 11:59:59 Check-In reflection log #1---due Sept. 8 |
| Sept 1 (M) | Labor Day Holiday—No classes | |
| Sept 8 (M) | Strengths Quest with Julie Hill Introduction to Strengths | Strengths Quest reflection #1—due Sept 15 |
| Sept 15 (M) | Check-In: Review time management skills Preparation for Majors Fair | Strengths Quest reflection #2—due Sept. 29 |
| Sept 17 (W) | Majors Fair Sept. 26 PSU @ 9 am – 3 pm. | Extra Credit opportunity #2—more information forthcoming |
| Sept. 22 (M) | Study skills advice with Diana Garland | Majors Fair or alternative assignment—due Sept. 29 Check-In reflection log #2—due Oct. 6 |
| Sept 29 (M) | Strengths Quest with Julie Hill Strengths-based leadership | Strengths Quest reflection #3—due Oct. 06 |
| Oct 6 (M) | Co-Curricular transcript | |
| Oct 10 (R-F) | Fall Break Oct 9-10 | |
| Oct 13 (M) | Student Panel (Strengths and Leadership) | Check-In reflection log #3—due Oct. 13 |
| Oct 20 (M) | Check-In: Mid-Semester Progress and Concerns | Strengths Quest Reflection #—Due Oct. 6 |
| Oct. 27 (M) | Review public affairs mission | |
| Nov 3 (M) | Career Exploration | |
| Nov 10 (M) | Communicating Clearly | |
| Nov 17 (M) | Million Meals Pack A Thon Nov 15 – 17 | Check-In reflection log #4—due Nov. 24 |
| Nov 24 (M) | Check-In: Last minute crunch | |
| Nov 27 (W-F) | Thanksgiving Holiday Nov 27 – 30 | |
| Dec 1 (M) | Preparation for Finals | Extra Credit opportunity #4—attend any campus-related event, and type a one page reflection paper on your experience, 12 point, Times New Roman—due Tues. Dec. 3 |
| Saturday Dec 6 | Final Exam Period | Final Exam is Saturday, Dec. 6 at 8:00am-10:00am |

Other extra credit opportunities will be announced in class—maximum extra credit possible is 30 points

Missouri State University
Curricular Proposal - New Program
(MAJOR, OPTION, MINOR, CERTIFICATE, OR CERTIFICATION)

MAR 06 2014

This form is to be used for internal Missouri State approval of any proposal for a new program involving two or more courses, including any new graduate program, new undergraduate major (whether comprehensive or non-comprehensive), new option within an existing program (whether graduate or undergraduate), new minor, new certificate, or new certification program.

New graduate programs, new undergraduate majors, and certificate programs involving more than 18 credit hours require approval by the CBHE as well as approval through the Missouri State curricular process. CBHE applications for such programs are processed through the Office of Institutional Research. All proposals for new programs requiring CBHE approval should progress through the Missouri State curricular process accompanied by a draft of the required CBHE documentation.

Department: Department of Computer Information Systems Date: January 28, 2014

Attach on separate sheets (1) statement of rationale and objectives, (2) estimated costs for first five years, and (3) complete catalog description (including new courses and course changes pending approval). [Note: For new programs requiring CBHE approval, CBHE forms NP, PS, and PG will satisfy #1 and CBHE form FP will satisfy #2.]

PROPOSED PROGRAM: Graduate Certificate in Cybersecurity

Major Comprehensive Major Option Minor Certificate Certification Academic Rules Other

Degree Applicability: Can be used as electives for core course requirements.

General Education Courses Required None Total Hours 0

General Education Courses Recommended None Total Hours 0

Requirements (including Admission) and Limitations for Specific Degree See attachment A

Courses Required in Department CIS 626, CIS 762, and CIS 764 or CIS 766 Total Hours 9

Courses Required in Other Departments: ACC 751 Total Hours 3

Prerequisites for Required Courses _____

Recommended Electives in Department _____ Total Hours _____

Recommended Electives in Other Departments _____ Total Hours _____

Limitations on Electives _____

DEPARTMENT Route according to ART VI, SEC 3B(1-4) of Bylaws of the Faculty Senate. Attach New Program Resource Information form (FS-302a/06) and forward three typed, originally signed forms to one of the following (please mark all that apply). If the program needs to go through more than one committee/council, forward one additional form for each additional council/committee marked.

College Council (Send all new undergraduate programs through College Council as first step before forwarding either to PEC, CGEIP, or directly to Faculty Senate)

Professional Education Committee (All proposals affecting BS and MS in Education and Educational Specialist degrees)

Committee on General Education and Intercollegiate Programs (All general education and multi-college programs)

Graduate Council (All graduate programs)

Signature [Signature] Department Head (Routing on Reverse Side)

Date 1-30-14

ROUTING

1. COLLEGE COUNCIL (ART VI, SEC 3B)

APPROVED

After dean review/comment, forward two signed copies of final action to the Secretary of the Faculty for disposition, or forward appropriate number of copies to next committee level for approval.

DISAPPROVED

Return one signed copy of final action to the appropriate Department Head.

Comment (s) _____

Signature _____ Date _____
Chairperson

2. DEAN OF THE COLLEGE (ART VI, SEC 5)

REVIEWED

Return to College Council Chair within ten days of receipt for disposition.

Comment (s) _____

Signature Stephanie Bryant Date 2/18/14
Dean of the College

3. PROFESSIONAL EDUCATION COMMITTEE (ART III, SEC 9)

APPROVED

Forward two signed copies of final action to the Secretary of the Faculty for disposition, or forward three signed copies to next committee level for approval.

DISAPPROVED

Return one signed copy of final action to the appropriate Department Head.

Comment (s) _____

Signature _____ Date _____
Chairperson

4. COMMITTEE ON GENERAL EDUCATION AND INTERCOLLEGIATE PROGRAMS (ART IV, SEC 2)

APPROVED

Forward two signed copies of final action to the Secretary of the Faculty for disposition, or forward three signed copies to next committee level for approval.

DISAPPROVED

Return one signed copy of final action to the appropriate Department Head.

Comment (s) _____

Signature _____ Date _____
Chairperson

5. GRADUATE COUNCIL (ART V, SEC 3, OR ART VI, SEC 3B)

APPROVED

Forward two signed copies of final action to the Secretary of the Faculty for disposition.

DISAPPROVED

Return one signed copy of final action to the appropriate Department Head.

Comment (s) _____

Signature [Signature] Date 3/5/14
Chairperson

6. FACULTY SENATE (ART VI, SEC 9)

APPROVED

DISAPPROVED

Comment (s) _____

Signature _____ Date _____
Chairperson

7. PROVOST (ART I, SEC 6; ART VI, SEC 9)

RECOMMENDED TO PRESIDENT

NOT RECOMMENDED TO PRESIDENT

Comment (s) _____

Signature _____ Date _____
Provost

8. PRESIDENT

APPROVED

DISAPPROVED

Comment (s) _____

Signature _____ Date _____
President

FS-2006

NEW PROGRAM RESOURCE INFORMATION

Program Title and Degree: Graduate Certificate Program in Cybersecurity
 Department: Computer Information Systems

Attach on separate sheets (1) statement of rationale and objectives, (2) estimated costs for first five years, and (3) complete catalog description (including new courses and course changes pending approval).
 [Note: For new programs requiring CBHE approval, CBHE forms NP, PS, and PG will satisfy #1 and CBHE form FP will satisfy #2.]

1. Is another program being deleted or altered? Yes No
2. If this program affects other departments or colleges, has a memo showing how it will affect them been attached to the proposal? Yes No
3. What justification is being provided to support this proposal? (Current research, accreditation, certification or licensing requirements, other.)

The Computer Information Systems department currently offers a Masters degree in Computer Information Systems and a Certificate in Computer Information Systems. This graduate certificate will allow students to officially document their expertise in the area of Cybersecurity.

4. If your response to #3 refers to existing or potential student demand, please indicate the activities undertaken to estimate or verify the potential or existing demand for this new program.
5. What are the present/future projected enrollments for this program?

1st year 10 3rd year 20

In five years, how many students must be:

- a) declared minors to justify this new minors continuation n/a
- b) declared majors to justify this new majors continuation n/a

6. Which of the following would be needed to implement the proposed program? (Check all that apply.) Individuals responsible for specific areas outside of your college must be consulted.

| | | |
|--|---|--|
| Additional library holdings? | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| Additional technology or other supplies? | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| Additional or remodeled facilities? | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| Additional travel funds? | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| Additional faculty? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| Additional support staff? | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| Other additional expenses? | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |

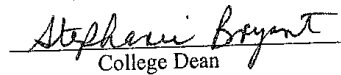
7. Have the individuals responsible for allocation of these resources been contacted to ensure the availability of these resources by the time the program is implemented?

Yes No Yes, but cannot ensure availability

8. Referring to question 6, if additional faculty are not required, please provide a statement as to how faculty will be made available to teach proposed new courses, if any, or to manage increased enrollments in existing courses which are to be included in the proposed new program.
9. If the responses to question 1 and any parts of question 6 other than additional faculty are "no," please provide a statement as to how the department/school (or center or college) will manage the enrollment figures provided in question 5.

The signature of the individuals listed below ensures that the items above have been addressed and the resources needed will be made available when the program is implemented.


Department Head


College Dean

**Attachment A
Curricular Proposal – New Program
Graduate Certificate in Cybersecurity**

Statement of Rationale

The purpose of this certificate is to provide the technical skills and knowledge needed for working professionals in graduate study interested in the field of Cybersecurity. The program will include labs and learning experiences that will provide marketable knowledge and skills that will allow them to secure and defend information systems.

Statement of Costs for First Five Years

There will be minimal incremental cost since two of the courses are currently being taught as part of the MBA program. Per-course faculty can be employed to teach undergraduate courses that will need to be covered as a result of faculty reassignments to teach the two new graduate courses.

Complete catalog description (including new courses and course changes pending approval). [Note: For new programs requiring CBHE approval CBHE forms, NP, PS, and PG will satisfy #1 and CBHE form FP will satisfy #2.]

CYBERSECURITY GRADUATE CERTIFICATE PROGRAM

PROGRAM DESCRIPTION

The Cybersecurity Certificate Program provides a 12 hour graduate-level experience in the field of Cybersecurity. The program provides hands on labs to teach Cybersecurity professionals how to secure and defend Information Systems from malicious attackers. Senior level security professionals working in retail, healthcare, military, and educational settings have curated the security curriculum to ensure immediate applicability.

ENTRANCE CRITERIA

Candidates for the Cybersecurity certificate program must be admitted to the University as a graduate student. The candidate should have a bachelor's degree and meet minimum admission criteria for the Master of Business Administration program. The Cybersecurity Program Director must approve all course work.

REQUIRED COURSES 12 hours

CIS 626: Principles of Information Security

Choose one of the following:

CIS 764: Hacker Techniques and Incident Response

CIS 766: Web Application Security

ACC 751 Computer Forensics and I.T. Auditing

CIS 762 I.T. Legal Issues in Cybersecurity

GPA Requirements. Students must have a B or better grade in each course

MAR 06 2014

**Missouri State University
Curricular Proposal – New Program
(MAJOR, OPTION, MINOR, CERTIFICATE, OR CERTIFICATION)**

This form is to be used for internal Missouri State approval of any proposal for a new program involving two or more courses, including any new graduate program, new undergraduate major (whether comprehensive or non-comprehensive), new option within an existing program (whether graduate or undergraduate), new minor, new certificate, or new certification program.

New graduate programs, new undergraduate majors, and certificate programs involving more than 18 credit hours require approval by the CBHE as well as approval through the Missouri State curricular process. CBHE applications for such programs are processed through the Office of Institutional Research. All proposals for new programs requiring CBHE approval should progress through the Missouri State curricular process accompanied by a draft of the required CBHE documentation.

Department Finance and General Business Department Date 01/17/14

Attach on separate sheets (1) statement of rationale and objectives, (2) estimated costs for first five years, and (3) complete catalog description (including new courses and course changes pending approval). [Note: For new programs requiring CBHE approval, CBHE forms NP, PS, and PG will satisfy #1 and CBHE form FP will satisfy #2.]

PROPOSED PROGRAM Graduate Certificate in Finance

Major Comprehensive Major Option Minor Certificate Certification Academic Rules Other

Degree Applicability All courses that may be used toward the certificate may also be used toward the MBA

General Education Courses Required: None Total Hours 0

General Education Courses Recommended: None Total Hours 0

Requirements (including Admission) and Limitations for Specific Degree: The Graduate Certificate in Finance will require the same admission requirements as the MBA program. No course with a grade below C- may be used toward the Graduate Certificate in Finance. A 3.0 GPA is required in all courses applied toward the Graduate Certificate in Finance.

Courses Required in Department: FIN 682 or 686; FIN 780; FIN 787 or 790

Plus Two Courses Not Used Above From: FIN 638, FIN 681, FIN 682, FIN 686, FIN 695, FIN 699, FIN 785, FIN 787, FIN 790
Total Hours 15

Courses Required in Other Departments: None
Total Hours _____

Prerequisites for Required Courses: B- or better in FIN 380 or 600 for all, FIN 780 for 787 and 790

Recommended Electives in Department: _____
Total Hours 0

Recommended Electives in Other Departments: None
Total Hours 15

Limitations on Electives: No more than six hours of 600-level courses may be used toward the Graduate Certificate in Finance.

DEPARTMENT Route according to ART VI, SEC 3B(1-4) of Bylaws of the Faculty Senate. Attach New Program Resource Information form (FS-302a/06) and forward three typed, originally signed forms to one of the following (please mark all that apply). If the program needs to go through more than one committee/council, forward one additional form for each additional council/committee marked.

- College Council (Send all new undergraduate programs through College Council as first step before forwarding either to PEC, CGEIP, or directly to Faculty Senate)
- Professional Education Committee (All proposals affecting BS and MS in Education and Educational Specialist degrees)
- Committee on General Education and Intercollegiate Programs (All general education and multi-college programs)
- Graduate Council (All graduate programs)

Signature *Wendy P. Rogan*
Department Head
(Routing on Reverse Side)

Date 1/17/14

ROUTING

1. COLLEGE COUNCIL (ART VI, SEC 3B)

APPROVED After dean review/comment, forward two signed copies of final action to the Secretary of the Faculty for disposition, or forward appropriate number of copies to next committee level for approval.

DISAPPROVED Return one signed copy of final action to the appropriate Department Head.

Comment(s) _____
Signature _____ Date _____
Chairperson

2. DEAN OF THE COLLEGE (ART VI, SEC 5)

REVIEWED Return to College Council Chair within ten days of receipt for disposition.

Comment(s) _____
Signature *Stephen Bryant* Date *1/24/14*
Dean of the College

3. PROFESSIONAL EDUCATION COMMITTEE (ART III, SEC 9)

APPROVED Forward two signed copies of final action to the Secretary of the Faculty for disposition, or forward three signed copies to next committee level for approval.

DISAPPROVED Return one signed copy of final action to the appropriate Department Head.

Comment(s) _____
Signature _____ Date _____
Chairperson

4. COMMITTEE ON GENERAL EDUCATION AND INTERCOLLEGIATE PROGRAMS (ART IV, SEC 2)

APPROVED Forward two signed copies of final action to the Secretary of the Faculty for disposition, or forward three signed copies to next committee level for approval.

DISAPPROVED Return one signed copy of final action to the appropriate Department Head.

Comment(s) _____
Signature _____ Date _____
Chairperson

5. GRADUATE COUNCIL (ART V, SEC 3, OR ART VI, SEC 3B)

APPROVED Forward two signed copies of final action to the Secretary of the Faculty for disposition.

DISAPPROVED Return one signed copy of final action to the appropriate Department Head.

Comment(s) _____
Signature *[Signature]* Date *3/5/14*
Chairperson

6. FACULTY SENATE (ART VI, SEC 9)

APPROVED
 DISAPPROVED

Comment(s) _____
Signature _____ Date _____
Chairperson

7. PROVOST (ART I, SEC 6; ART VI, SEC 9)

RECOMMENDED TO PRESIDENT
 NOT RECOMMENDED TO PRESIDENT

Comment(s) _____
Signature _____ Date _____
Provost

8. PRESIDENT

APPROVED
 DISAPPROVED

Comment(s) _____
Signature _____ Date _____
President

FS-2006

NEW PROGRAM RESOURCE INFORMATION

Program Title and Degree: Graduate Certificate in Finance

Department: Finance and General Business

Attach on separate sheets (1) statement of rationale and objectives, (2) estimated costs for first five years, and (3) complete catalog description (including new courses and course changes pending approval).

[Note: For new programs requiring CBHE approval, CBHE forms NP, PS, and PG will satisfy #1 and CBHE form FP will satisfy #2.]

1. Is another program being deleted or altered? Yes No
2. If this program affects other departments or colleges, has a memo showing how it will affect them been attached to the proposal? Yes No
3. What justification is being provided to support this proposal? (Current research, accreditation, certification or licensing requirements, other.)
The MSU MBA Program currently offers students an opportunity to "concentrate" in a certain area by completing 9 hours of electives (a seminar course and two other elective courses). The Graduate Certificate allows students to officially document their area of expertise if they decide to complete a specific area of concentration.
4. If your response to #3 refers to existing or potential student demand, please indicate the activities undertaken to estimate or verify the potential or existing demand for this new program. N/A
5. What are the present/future projected enrollments for this program?
1st year 10 3rd year 20
In five years, how many students must be:
a) declared minors to justify this new minors continuation N/A
b) declared majors to justify this new majors continuation N/A
6. Which of the following would be needed to implement the proposed program? (Check all that apply.) Individuals responsible for specific areas outside of your college must be consulted.

| | | |
|--|------------------------------|--|
| Additional library holdings? | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| Additional technology or other supplies? | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| Additional or remodeled facilities? | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| Additional travel funds? | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| Additional faculty? | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| Additional support staff? | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| Other additional expenses? | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |

7. Have the individuals responsible for allocation of these resources been contacted to ensure the availability of these resources by the time the program is implemented?

Yes No Yes, but cannot ensure availability


8. Referring to question 6, if additional faculty are not required, please provide a statement as to how faculty will be made available to teach proposed new courses, if any, or to manage increased enrollments in existing courses which are to be included in the proposed new program.

Faculty are currently teaching these courses as part of the MBA program. See Question 9.

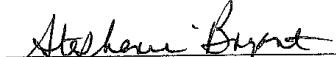
9. If the responses to question 1 and any parts of question 6 other than additional faculty are "no," please provide a statement as to how the department/school (or center or college) will manage the enrollment figures provided in question 5.

We will increase class size slightly, if necessary.

The signature of the individuals listed below ensures that the items above have been addressed and the resources needed will be made available when the program is implemented.



Department Head



College Dean

**Attachment A
Curricular Proposal – New Program
Graduate Certificate in Finance**

Statement of Rationale

The purpose of this certificate program is to provide skills to working professionals in graduate study. The program includes learning activities and experiences that will provide students with as much graduate finance knowledge as possible within four courses.

Statement of Costs for First Five Years

There will be no incremental cost since all of the courses are currently being taught as part of the MBA program.

Complete catalog description (including new courses and course changes pending approval). [Note: For new programs requiring CBHE approval, CBHE forms NP, PS, and PG will satisfy #1 and CBHE form FP will satisfy #2.]

PROGRAM DESCRIPTION

The Graduate Certificate in Finance provides a 15 hour graduate-level experience in the area of finance. The program involves in depth study of finance, including exposure to international issues. Contact the MBA Director or program coordinator for additional information.

ENTRANCE CRITERIA

Candidates for the certificate program must be admitted to the University as a graduate student. The candidate should have a bachelor's degree and meet minimum admission criteria for the Master of Business Administration program. All course work must be approved by the MBA Program Director.

REQUIRED COURSES 15 hours

FIN 780 Advanced Financial Management
FIN 787 Seminar in Derivatives OR FIN 790 Seminar in Finance
FIN 682 International Financial Management OR FIN 686 International Financial Statement Analysis¹

Complete two¹ additional courses from the following:

FIN 638 Introduction to Estate Planning
FIN 681 Professional Financial Planning
FIN 682 International Financial Management
FIN 686 International Financial Statement Analysis
FIN 686 Management of Financial Institutions
FIN 695 Financial Markets Study Tour
FIN 699 Directed Study for CFA Level I Exam
FIN 785 Investment Management
FIN 787 Seminar in Derivatives
FIN 790 Seminar in Finance

No more than six hours of 600-level coursework may be used toward the Graduate Certificate in Finance.

¹If a student has already completed FIN 582 and FIN 586, the student must take *three* courses from the "Complete two additional courses..." list (excluding FIN 682 and FIN 686) and satisfy the international requirement for the MBA program with a non-finance course.

GPA Requirements. Student must have a 3.0 GPA on all course work used toward the certificate. No course with a grade of C- or below can be used for the program.

Missouri State University
Curricular Proposal - New Program
(MAJOR, OPTION, MINOR, CERTIFICATE, OR CERTIFICATION)

MAR 06 2014

This form is to be used for Internal Missouri State approval of any proposal for a new program involving two or more courses, including any new graduate program, new undergraduate major (whether comprehensive or non-comprehensive), new option within an existing program (whether graduate or undergraduate), new minor, new certificate, or new certification program.

New graduate programs, new undergraduate majors, and certificate programs involving more than 18 credit hours require approval by the CBHE as well as approval through the Missouri State curricular process. CBHE applications for such programs are processed through the Office of the Graduate College, regardless of whether the program is graduate or undergraduate. Contact the Graduate College, CARR 306, for a copy of the CBHE policies and information concerning proposal development. All proposals for new programs requiring CBHE approval should progress through the Missouri State curricular process accompanied by a draft of the required CBHE documentation.

Department: Graduate College Date: February 5, 2014

Attach on separate sheets (1) statement of rationale and objectives, (2) estimated costs for first five years, and (3) complete catalog description (including new courses and course changes pending approval). [Note: For new programs requiring CBHE approval, CBHE forms NP, PS, and PG will satisfy #1 and CBHE form FP will satisfy #2.]

PROPOSED PROGRAM: Graduate Certificate in Administrative Studies

Major Comprehensive Major Option Minor Certificate Certification Academic Rules Other

Degree Applicability _____

General Education Courses Required _____ Total Hours _____

General Education Courses Recommended _____ Total Hours _____

Requirements (including Admission) and Limitations for Specific Degree _____

Courses Required in Department refer to program proposal Total Hours _____

Courses Required in Other Departments: A class related to financial matters and one for regulatory/ethical issues Total Hours 6

Prerequisites for Required Courses _____

Recommended Electives in Department _____ Total Hours _____

Recommended Electives in Other Departments _____ Total Hours 9

Limitations on Electives _____

DEPARTMENT Route according to ART VI, SEC 3B(1-4) of Bylaws of the Faculty Senate. Attach New Program Resource Information form (FS-302a/06) and forward three typed, originally signed forms to one of the following (please mark all that apply). If the program needs to go through more than one committee/council, forward one additional form for each additional council/committee marked.

- College Council (Send all new undergraduate programs through College Council as first step before forwarding either to PEC, CGEIP, or directly to Faculty Senate)
- Professional Education Committee (All proposals affecting BS and MS in Education and Educational Specialist degrees)
- Committee on General Education and Intercollegiate Programs (All general education and multi-college programs)
- Graduate Council (All graduate programs)

Signature Tom Tomasi
Department Head
(Routing on Reverse Side)

Date 2/12/14

ROUTING

1. COLLEGE COUNCIL (ART VI, SEC 3B)

APPROVED

After dean review/comment, forward two signed copies of final action to the Secretary of the Faculty for disposition, or forward appropriate number of copies to next committee level for approval.

DISAPPROVED

Return one signed copy of final action to the appropriate Department Head.

Comment (s) _____

Signature _____

Date _____

Chairperson

2. DEAN OF THE COLLEGE (ART VI, SEC 5)

REVIEWED

Return to College Council Chair within ten days of receipt for disposition.

Comment (s) _____

Signature _____

Date _____

Dean of the College

3. PROFESSIONAL EDUCATION COMMITTEE (ART III, SEC 9)

APPROVED

Forward two signed copies of final action to the Secretary of the Faculty for disposition, or forward three signed copies to next committee level for approval.

DISAPPROVED

Return one signed copy of final action to the appropriate Department Head.

Comment (s) _____

Signature _____

Date _____

Chairperson

4. COMMITTEE ON GENERAL EDUCATION AND INTERCOLLEGIATE PROGRAMS (ART IV, SEC 2)

APPROVED

Forward two signed copies of final action to the Secretary of the Faculty for disposition, or forward three signed copies to next committee level for approval.

DISAPPROVED

Return one signed copy of final action to the appropriate Department Head.

Comment (s) _____

Signature _____

Date _____

Chairperson

5. GRADUATE COUNCIL (ART V, SEC 3, OR ART VI, SEC 3B)

APPROVED

Forward two signed copies of final action to the Secretary of the Faculty for disposition.

DISAPPROVED

Return one signed copy of final action to the appropriate Department Head.

Comment (s) _____

Signature _____

Date 3/5/14

Chairperson

6. FACULTY SENATE (ART VI, SEC 9)

APPROVED

DISAPPROVED

Comment (s) _____

Signature _____

Date _____

Chairperson

7. PROVOST (ART I, SEC 6; ART VI, SEC 9)

RECOMMENDED TO PRESIDENT

NOT RECOMMENDED TO PRESIDENT

Comment (s) _____

Signature _____

Date _____

Provost

8. PRESIDENT

APPROVED

DISAPPROVED

Comment (s) _____

Signature _____

Date _____

President

FS-2006

NEW PROGRAM RESOURCE INFORMATION

Program Title and Degree: Graduate Certificate in Administrative Studies

Department: Graduate College

Attach on separate sheets (1) statement of rationale and objectives, (2) estimated costs for first five years, and (3) complete catalog description (including new courses and course changes pending approval).
[Note: For new programs requiring CBHE approval, CBHE forms NP, PS, and PG will satisfy #1 and CBHE form FP will satisfy #2.]

- 1. Is another program being deleted or altered? Yes X No
- 2. If this program affects other departments or colleges, has a memo showing how it will affect them been attached to the proposal? Yes X No

The courses listed in the Graduate Certificate in Administrative Studies proposal are those already approved by the departments/colleges.

- 3. What justification is being provided to support this proposal? (Current research, accreditation, certification or licensing requirements, other.)

The certificate program is designed to meet the needs of individuals who have started their careers and are seeking professional growth and advancement within their vocations. The certificate offers training in basic skills needed by an administrator to effectively lead an office, team, department, etc.

- 4. If your response to #3 refers to existing or potential student demand, please indicate the activities undertaken to estimate or verify the potential or existing demand for this new program.

The 15-hour certificate program builds upon past work experience, and allows participants to expand their knowledge base, abilities, and skills which can lead to new or enhanced administrative roles within organizations.

- 5. What are the present/future projected enrollments for this program?

1st year 1-3 students 3rd year 4-5 students

In five years, how many students must be:

- a) declared minors to justify this new minors continuation NA
- b) declared majors to justify this new majors continuation NA

6. Which of the following would be needed to implement the proposed program? (Check all that apply.) Individuals responsible for specific areas outside of your college must be consulted.

| | | |
|--|-----------|-----------------|
| Additional library holdings? | _____ Yes | <u> X </u> No |
| Additional technology or other supplies? | _____ Yes | <u> X </u> No |
| Additional or remodeled facilities? | _____ Yes | <u> X </u> No |
| Additional travel funds? | _____ Yes | <u> X </u> No |
| Additional faculty? | _____ Yes | <u> X </u> No |
| Additional support staff? | _____ Yes | <u> X </u> No |
| Other additional expenses? | _____ Yes | <u> X </u> No |

7. Have the individuals responsible for allocation of these resources been contacted to ensure the availability of these resources by the time the program is implemented?

 NA Yes No Yes, but cannot ensure availability

Courses for the Graduate Certificate in Administrative Studies are already offered as part of the MSAS degree program. Additional students in the certificate are not anticipated to necessitate more sections of these classes.

8. Referring to question 6, if additional faculty are not required, please provide a statement as to how faculty will be made available to teach proposed new courses, if any, or to manage increased enrollments in existing courses which are to be included in the proposed new program.

No new faculty will be needed. Existing courses will be able to support students in this certificate program. Additional students in the certificate are not anticipated to necessitate more sections of these classes.

9. If the responses to question 1 and any parts of question 6 other than additional faculty are "no," please provide a statement as to how the department/school (or center or college) will manage the enrollment figures provided in question 5.

Faculty in the cooperating departments do not see overcrowding of courses to be a problem because of the Graduate Certificate in Administrative Studies.

The signature of the individuals listed below ensures that the items above have been addressed and the resources needed will be made available when the program is implemented.

Department Head

Tom Tomasi
College Dean

1. Statement of Rationale and Objectives:

Rationale:

This 15 credit hour, cross-disciplinary certificate program provides a graduate-level experience for those who choose to not pursue a full Masters degree in Administrative Studies. This certificate program is designed to meet the needs of individuals who have started their careers and are seeking professional growth and advancement within their vocations, but do not have formal training in business skills necessary to assume an administrative role. The certificate offers a short, focused program of study giving students more opportunities for administrative roles within organizations (team leaders, department heads, etc.).

Objective:

The main objective for the Graduate Certificate in Administrative Studies is to meet the needs of individuals who have started their careers and are seeking professional growth and advancement within their vocations.

2. Estimated Costs for First Five Years

No additional faculty will be required. Students will enroll in existing courses where space is available. The MSAS Program Director will advise students who participate in the Graduate Certificate in Administrative Studies. If enrollment grows where additional course sections are needed, the Graduate College will pay for per course instructors.

3. Complete Catalog Description

Graduate Certificate in Administrative Studies

Contact Information

Gerald Masterson, Ph.D., Program Director (PH: 417-836-5251)

Graduate Assistant to the Program Director (PH: 417-836-5335)

Email: msas@missouristate.edu

Graduate College Information

Missouri State University
Carrington Hall, Room 306
901 South National
Springfield, MO. 65897

(417) 836-5335 or (866) 767-4723 (toll-free)
(417) 836-6888 (Fax)

Email: GraduateCollege@missouristate.edu

Graduate Admission Information

Graduate Admissions
Missouri State University
Carrington Hall, Room 308
901 South National
Springfield, MO. 65897

(417) 836-5331 or (866) 767-4723 (toll-free)
(417) 836-6200 (Fax)

Email: GraduateAdmissions@missouristate.edu

Certificate Program Description

The **Graduate Certificate in Administrative Studies** is a cross-disciplinary certificate program which provides enhancement of administrative abilities. This certificate program is designed to meet the needs of individuals who have started their careers and are seeking professional growth and advancement within their vocations, but do not have formal training in business skills

necessary to assume an administrative role. The certificate offers a short, focused program of study giving students more opportunities for administrative roles within organizations (team leaders, department heads, etc.). The 15-hour certificate program builds upon past work experience, and allows participants to expand their knowledge base, abilities, and skills which can lead to new or enhanced administrative roles within organizations.

The Graduate Certificate in Administrative Studies may be taken via the Internet.

Admission Requirements

In addition, students accepted into the program must have completed:

1. A bachelor's degree from a college or university accredited by agencies recognized by Missouri State University or equivalent education from a foreign university;
 2. A GPA of 2.75 on a 4.00 scale for the last 60 hours of course work (this is the minimum GPA for admission, but is not sufficient in itself). A GPA of 3.00 is considered evidence that an applicant can handle graduate work and is preferred. Applicants for the Graduate Certificate in Administrative Studies program with a GPA less than 3.00 are strongly encouraged to submit other indicators of their potential to succeed, such as GRE/GMAT scores, evidence of a strong work experience, portfolio, etc.;
 3. An up-to-date résumé submitted to the MSAS program director;
 4. All additional University and Graduate College requirements for admission to a certificate program.
- For additional information or help with the application process, contact Graduate Admissions, PH: (417) 836-5331.

Certificate Requirements

1. The student must complete the Certificate Plan of Study form located on the Graduate College website, and submit to the Program Director of the Graduate Certificate in Administrative Studies for final approval during the first semester of coursework.
2. The student must complete the certificate program with at least a 3.0 GPA.
3. All courses identified for this certificate must be at the 600-level or above.
4. There is an 8-year time limit for completing the certificate program.

Select one class from each of the top two (2) rows in the table below, and then select three (3) additional classes from three of the six other rows. Note that some classes may have prerequisites and/or require "permission" from the instructor, and not all are available in both online and seated formats, such that not every class in the table is available to all students. Only 3 classes in this certificate program can be from the College of Business.

| CERTIFICATE PROGRAM OBJECTIVES | SUGGESTED CLASSES | APPROVED ALTERNATIVE CLASSES (contact instructor for more information) |
|---|----------------------|---|
| Read, understand, and balance the budget for the organizations in which they are employed. REQUIRED | ACC 600* or PLS 756* | ACC 632, ACC 688*, ACC 711*, FIN 600, FIN 682, FIN 788 |
| Understand and practice appropriate legal/regulatory and ethical issues in the context of the work environment. REQUIRED | PLS 651* | LAW 600, LAW 632, LAW 637 (for Environ Mgt), PLS 778 |
| Select, train, evaluate and terminate employees under their supervision. | PSY 776* | PLS 752, MGT 704 |
| Design research projects to collect information to assess the effectiveness of current practices, and interpret the results of a statistical analysis of data, and use this to make informed decisions. | COM 718* | SFR 780*, HLH 700, PBH 730**, PBH 760*, PLS 676 |
| Identify and employ effective communication appropriate to the work environment. | COM 736* | BUS 650*, MGT 706 |
| Understand, utilize, and adapt to the technologies common in their work environments. | CIS 600* | CIS 761* |
| Understand the culture, behavior, diversity and structure of organizations. | | PLS 753, PLS 761*, COM 617* |
| Understand the basic processes of grant writing and grand administration. | | ENG 672*, MED 762*, COM 718* |

*Offered at least once/year in an online format

**Offered at least once every two years in online format

Application Form for Proposed Courses Revised General Education Program Curriculum

Approvals and Statements:

Department Head:[Elliott, W Anson](#)**Approval Status:**

Approved

Statement:

The course had a successful history in the previous Gen Ed and promises to meet all the expected new expectations and very appropriate in using the food and fiber system, an essential of life, as the central topic to practice the essential component of communication.

Date:

2014-01-14 06:16:27.0

Dean:[Elliott, W Anson](#)**Approval Status:**

Approved

Statement:**Date:**

2014-01-13 18:03:46.0

CGEIP Chair:[Swearingen, Rebecca](#)**Approval Status:**

Approved

Date:

2014-04-08 12:26:39.0

Course Information:**Submitting User:**[Walker, Elizabeth L](#)**Submitting Date:**

2014-01-13 14:30:58.0

Department Code:

AGR

Course Number:

320

Course Title:

Writing II: Applied Sciences

Credit Hours:

3

Prerequisites:

ENG 110 or 45 credit hours

Course Revision Dept and Code:

AGR 320

Course Revision Title:

Writing II: Applied Sciences

Course Revision Attachments:

[AGR 320 20111389645058424.pdf](#)

[agr320CGEIP Review 20111389645058572.docx](#)

[AGR 320 Pretest SV1389645058584.docx](#)

How the course aligns with the GLG's:

In order to write in applied sciences, one must have a basic understanding of the natural world. Students will have opportunities to demonstrate their understanding of technology related to the applied sciences for diverse audiences. Students in AGR 320 will have to write extensively on a variety of topics related to the agricultural sciences which is general education goal 3. To accomplish goal 3, they must become competent in oral and written presentations, persuasive essays, and technical memos and emails. Students will have the opportunity to find, synthesize, integrate and then disseminate information through presentations as well as research based essays

and projects. This clearly aligns with General Education Goal 15 that students synthesize and integrate information from a variety of sources.

Syllabus Attachment:

[AGR 320 Writing II syllabus Spring 14.11389645058599.docx](#)

Curricular Area, General Learning Goals, and Specific Learning Outcomes:

Course Area:

Foundations

Course Type:

Written Communication and Applied Learning

General Goal (3): Students will be able to develop and express themselves clearly and appropriately in writing for a range of social, academic, and professional contexts and use appropriate writing technologies.

SLO3.1 - Demonstrate consideration of context, audience, and purpose with a clear focus on

the assigned tasks (e.g., the writing aligns with audience, purpose, and context).

Tool(s) used to assess this specific learning outcome:

- Essay
- Presentation
- Product
- Project
- Research paper
- Other: Project: Brochure/Report

Assessment data instructors will track and report:

- Score on common rubric

SLO3.3 - Correctly use language that conveys meaning to readers.

Tool(s) used to assess this specific learning outcome:

- Essay
- Presentation
- Pre-test/post-test(internally developed)
- Product
- Project
- Research paper

- Other: Project: Brochure/Report

Assessment data instructors will track and report:

- Number of items correct
- Score on common rubric

SLO3.4 - Use writing for inquiry, learning, and thinking to find, evaluate, analyze, and synthesize appropriate primary and secondary sources and integrate their own ideas with those of others.

Tool(s) used to assess this specific learning outcome:

- Project
- Other: Project: Brochure/Report

Assessment data instructors will track and report:

- Pass/not pass status
- Score on common rubric

General goal (15): Students will be able to synthesize information and integrate material from a

variety of courses, as they apply their knowledge, abilities, and skills to specific situations.

SLO15.1 - Utilize academic knowledge to develop solutions to complex problems.

Tool(s) used to assess this specific learning outcome:

- Essay
- Presentation
- Project

Assessment data instructors will track and report:

- Pass/not pass status
- Score on common rubric

SLO15.2 - Integrate knowledge, abilities and skills across disciplines to understand real life experiences and/or social situations.

Tool(s) used to assess this specific learning outcome:

- Essay
- Presentation

Assessment data instructors will track and report:

- Pass/not pass status
- Score on common rubric

SLO15.4 - Adapt and apply knowledge gained in one situation to subsequent situations.

Tool(s) used to assess this specific learning outcome:

- Essay
- Presentation
- Research paper

Assessment data instructors will track and report:

- Pass/not pass status
- Score on common rubric

Enrollment:

Fall Spring Summer Intersessions

Number of Sections: 0 1 1 0

Enrollment Per Section: 0 25 10 0

Total Annual Enrollment:

35

Other Considerations:

Modalities

Traditional

Online

High Impact Education Experiences

Discussions

Other

Blackboard: Lectures/Online Quiz

Instruction:

Instructor type(s):

Full-time faculty and or instructor

Instructor Qualifying Criteria:

Minimum of masters in area of expertise

Instructional methods that support student success:

Power Point lectures, discussions, student presentations, peer reviews

Assessment:

Primary individual(s) that will review and analyze the assessment data across sections:

Team of faculty members

How results will be shared with those that teach the course:

Oral report

When results will be shared with those that teach the course:

Each year

Coordinator:

[Walker, Elizabeth L](#)

Completed GEA Training:

No

Comments

Swearingen,

Rebecca

CGEIP

Chair

2014-04-08

12:26:39.0

Course approved

Bowe,

Laura M

CGEIP 2014-01-23

15:05:44.0

In addition to being an excellent proposal and fitting well into the Foundations/Focus on Written communications part of the new Gened, the new AGR 320 syllabus also corrected some minor issues mentioned in the previous CGEIP review (e.g. that there were pre-tests but not post-tests). GE goals 3 and 15 are discussed in the syllabus with appropriate SLOs for each. Specific course goals are also described and aligned with the SLOs and general education assessments are also delineated in

the syllabus. I note two minor issues: 1) eight different assessment tools are mentioned in the syllabus, and this might be overly ambitious (and unwieldy), and 2) the online proposal indicates that a team will discuss outcomes and that an oral report will be shared, but it looks like only one person is actually teaching the course (does someone else teach the summer section?) I highly recommend approval, but think the instructor might reduce number of assessment tools (and remove "Writing II" from the title as mentioned in Dr. Llewellyn's comments).

Llewellyn,

John E

CGEIP 2014-01-20

14:18:44.0

I recommend approval of the course by CGEIP. Eventually course titles that have "Writing II" will have to be changed, as this language is not used in the new gen ed curriculum. I was unable to open the document labeled "AGR 320 20111389645058424.pdf." The online course proposal and syllabus list three SLOs under General goal 15. The department was only required to identify TWO SLOs, though of course they could choose more. This will increase the burden on the department to collect and evaluate data. It should be noted that the online proposal form indicates that SLO 3.1 will be assessed using five tools and SLO 3.3 will be assessed using seven tools. Again here, the department is setting itself up for having to collect and analyze a good deal of data.

Rimal,

Arbindra

Assessment

Committee

2014-01-13

21:59:10.0

This course has a long history of success as a vehicle in learning writing skills through many examples in the food and fiber industry that is essential for the survival of mankind.

MAR 06 2014

Page 1 of 2

MAR 06 2014

Missouri State University
Curricular Proposal Program Change or Deletion

Department English Date 02/26/2014

Title of Program Affected General Education Program (modified Fall 2013)

Type of Program: Major ___ Comprehensive Major ___ Option ___ Minor ___ Certificate ___ Certification ___
Academic Rules X Other ___

Revised Catalog Description (cut and paste present description from online catalog, strikethrough all deletions, and insert and bold new information)

General Education Program Requirements
(45-50 hours)

Every course in the program will promote a common set of General Education objectives. The major components are Basic Required Courses, Areas of Inquiry, and Public Affairs. All students are required to have a 2.00 cumulative grade point average (transfer and Missouri State combined) in their General Education Program in order to graduate from Missouri State. General Education courses may not be taken on a Pass/Not Pass basis. Note: Most students will complete the General Education Program with 47 credit hours.

Excluding the Foundations area, students may count no more than 3 classes with the same course code towards the general education requirement. Students are strongly encouraged to complete their Foundation before completing 75 credit hours.

Note: Many majors and degrees require specific General Education courses. Students should review specific major and/or degree requirements before enrolling in General Education courses.

Complete New Catalog Description

General Education Program Requirements
(45-50 hours)

Every course in the program will promote a common set of General Education objectives. The major components are Basic Required Courses, Areas of Inquiry, and Public Affairs. All students are required to have a 2.00 cumulative grade point average (transfer and Missouri State combined) in their General Education Program in order to graduate from Missouri State. General Education courses may not be taken on a Pass/Not Pass basis. Note: Most students will complete the General Education Program with 47 credit hours.

Excluding the Foundations area, students may count no more than 3 classes with the same course code towards the general education requirement. Students are strongly encouraged to complete their Foundation before completing 75 credit hours.

Many majors and degrees require specific General Education courses. Students should review specific major and/or degree requirements before enrolling in General Education courses.

Total Hours 45-50

What is changing? Check all boxes that apply.

- Title change
- Course changes of under 18 hours
- Course changes of 18 hours or more
- From option to program (major)
- From program (major) to option
- Program or option deletion
- Other Change of Requirements

Reason for Proposed Change

More fairly reflects the original aims and goals of the General Education program and gives students more options.

DEPARTMENT: Route according to ART VI, SEC 3B(1-4) of Bylaws of the Faculty Senate. Forward three typed, originally signed forms to one of the following (please check all that apply and send to first council/committee marked). If the program needs to go through more than one committee/council, forward one additional form for each additional council/ committee marked.

- College Council (Send all undergraduate program changes through College Council as first step before forwarding either to PEC, CGEIP, or directly to Faculty Senate)
- Professional Education Committee (Considers all program changes affecting BS and MS in Education and Educational Specialist degrees)
- Committee on General Education and Intercollegiate Programs (Considers all general education and multi-college program changes)
- Graduate Council (Considers all graduate-level program changes)

Signature N.D. Blackmon
Department Head

Date 2-26-14

(Routing on Reverse Side)

FS Program Change - 10/8/2013

ROUTING

1. COLLEGE COUNCIL (ART VI, SEC 3B)

APPROVED After dean review/comment, forward two signed copies of final action to the Secretary of the Faculty for disposition, or forward appropriate number of copies to next committee level for approval.
 DISAPPROVED Return one signed copy of final action to the appropriate Department Head.

Comment(s) _____
Signature _____ Date 26 FEB 14
Chairperson

2. DEAN OF THE COLLEGE (ART VI, SEC 5)

REVIEWED Return to College Council Chair within ten days of receipt for disposition.
Comment(s) _____

Signature _____ Date 2/26/14
Dean of the College

3. PROFESSIONAL EDUCATION COMMITTEE (ART III, SEC 9)

APPROVED Forward two signed copies of final action to the Secretary of the Faculty for disposition, or forward three signed copies to next committee level for approval.
 DISAPPROVED Return one signed copy of final action to the appropriate Department Head.

Comment(s) _____
Signature _____ Date _____
Chairperson

4. COMMITTEE ON GENERAL EDUCATION AND INTERCOLLEGIATE PROGRAMS (ART IV, SEC 2)

APPROVED Forward two signed copies of final action to the Secretary of the Faculty for disposition, or forward three signed copies to next committee level for approval.
 DISAPPROVED Return one signed copy of final action to the appropriate Department Head.

Comment(s) _____
Signature _____ Date 3-5-14
Chairperson

5. GRADUATE COUNCIL (ART V, SEC 3, OR ART VI, SEC 3B)

APPROVED Forward two signed copies of final action to the Secretary of the Faculty for disposition.
 DISAPPROVED Return one signed copy of final action to the appropriate Department Head.

Comment(s) _____
Signature _____ Date _____
Chairperson

6. FACULTY SENATE (ART VI, SEC 9)

APPROVED
 DISAPPROVED

Comment(s) _____
Signature _____ Date _____
Chairperson

7. PROVOST (ART I, SEC 6; ART VI, SEC 9)

RECOMMENDED TO PRESIDENT
 NOT RECOMMENDED TO PRESIDENT

Comment(s) _____
Signature _____ Date _____
Provost

8. PRESIDENT

APPROVED
 DISAPPROVED

Comment(s) _____
Signature _____ Date _____
President

NOV 14 2013

Missouri State University
Curricular Proposal Program Change or Deletion

Department Theatre and Dance Date September 25, 2013

Title of Program Affected Master of Arts, Theatre

Major Comprehensive Major Option Minor Certificate Certification Academic Rules Other

| Present Catalog Description (Cut and paste from web catalog or use most recent description.) | Revised Catalog Description (Cut and paste description again, strikethrough all deletions, and insert and bold new information.) |
|---|---|
| See Attachment A | See Attachment B |

What is changing? Check all boxes that apply.

- Title change
 Course changes of under 18 hours
 Course changes of 18 hours or more
 From option to program (major)
 From program (major) to option
 Program or option deletion
 Other _____

REASON FOR PROPOSED CHANGE

Increased numbers in the department's undergraduate programs has led to insufficient resources for this programs (number of faculty available to teach graduate level courses on a consistent basis)

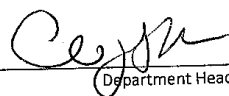
COMPLETE NEW CATALOG INFORMATION (Typed)

See Attachment C

Total Hours _____

DEPARTMENT: Route according to ART VI, SEC 3B(1-4) of Bylaws of the Faculty Senate. Forward three typed, originally signed forms to one of the following (please check all that apply and send to first council/committee marked). If the program needs to go through more than one committee/council, forward one additional form for each additional council/committee marked.

- College Council (Send all undergraduate program changes through College Council as first step before forwarding either to PEC, CGEIP, or directly to Faculty Senate)
 Professional Education Committee (Considers all program changes affecting BS and MS in Education and Educational Specialist degrees)
 Committee on General Education and Intercollegiate Programs (Considers all general education and multi-college program changes)
 Graduate Council (Considers all graduate-level program changes)

Signature  Date 9-25-13
 Department Head (Routing on Reverse Side) FS Program Change - 9/10/2010

ROUTING

1. COLLEGE COUNCIL (ART VI, SEC 3B)

APPROVED After dean review/comment, forward two signed copies of final action to the Secretary of the Faculty for disposition, or forward appropriate number of copies to next committee level for approval.

DISAPPROVED Return one signed copy of final action to the appropriate Department Head.

Comment(s) _____
Signature _____ Date _____
Chairperson

2. DEAN OF THE COLLEGE (ART VI, SEC 5)

REVIEWED Return to College Council Chair within ten days of receipt for disposition.

Comment(s) _____
Signature *[Signature]* Date 9/25/13
Dean of the College

3. PROFESSIONAL EDUCATION COMMITTEE (ART III, SEC 9)

APPROVED Forward two signed copies of final action to the Secretary of the Faculty for disposition, or forward three signed copies to next committee level for approval.

DISAPPROVED Return one signed copy of final action to the appropriate Department Head.

Comment(s) _____
Signature _____ Date _____
Chairperson

4. COMMITTEE ON GENERAL EDUCATION AND INTERCOLLEGIATE PROGRAMS (ART IV, SEC 2)

APPROVED Forward two signed copies of final action to the Secretary of the Faculty for disposition, or forward three signed copies to next committee level for approval.

DISAPPROVED Return one signed copy of final action to the appropriate Department Head.

Comment(s) _____
Signature _____ Date _____
Chairperson

5. GRADUATE COUNCIL (ART V, SEC 3, OR ART VI, SEC 3B)

APPROVED Forward two signed copies of final action to the Secretary of the Faculty for disposition.

DISAPPROVED Return one signed copy of final action to the appropriate Department Head.

Comment(s) _____
Signature *[Signature]* Date 11/13/13
Chairperson

6. FACULTY SENATE (ART VI, SEC 9)

APPROVED
 DISAPPROVED

Comment(s) _____
Signature *[Signature]* Date 1/9/14
Chairperson

7. PROVOST (ART I, SEC 6; ART VI, SEC 9)

RECOMMENDED TO PRESIDENT
 NOT RECOMMENDED TO PRESIDENT

Comment(s) _____
Signature *[Signature]* Date 1/21/14
Provost

8. PRESIDENT

APPROVED
 DISAPPROVED

Comment(s) _____
Signature *[Signature]* Date 2/4/14
President

Attachment A: Present Catalog Description

Master of Arts, Theatre

Christopher Herr, Graduate Director
 Craig Hall, Room 352; Phone 836-3212
CJHerr@missouristate.edu

The MA program in Theatre is designed to give students the skills they need to be successful as theatre scholars, teachers, or practitioners. It is broad enough to allow students to discover a more particular area for future study, but it is also rigorous enough to allow students to develop their practical and pedagogical skills. Interdisciplinary in focus, the program allows students to explore theatre not just as a blending of theory and practice, but also as it relates to other fields within the University. All of the requirements for the degree are designed to provide students with the tools, especially teaching, research, and writing skills that they will need whether they choose to be teachers, scholars, or artists.

Aside from the Theatre Practicum course (THE 794), all 700-level and many 600-level courses are offered online, so that it is possible to complete the entire degree program online, or with a combination of online and face-to-face instruction.

The Master of Arts in Theatre is accredited by the National Association of Schools of Theatre.

Entrance Requirements for the MA in Theatre

1. The MA in Theatre requires an undergraduate major in Theatre or a minimum of 24 hours in Theatre to demonstrate an adequate background for graduate work. A student may make up a deficiency with additional undergraduate courses, though such courses may not be counted toward the total requirements for the master's degree.
2. The student must have a GPA of at least 3.00 for the last 60 hours of undergraduate work.
3. The student must submit a writing sample.
4. The student must submit three (3) letters of recommendation.

Accelerated Master's Degree Option

Eligible Missouri State undergraduate theatre majors may apply for preliminary acceptance into the Master of Arts in Theatre program after admission requirements for the accelerated master's option are met. If a student is accepted, the undergraduate requirements of up to nine (9) hours of 600-level theatre courses may be counted towards both the undergraduate and graduate degrees. These courses will include, except in rare circumstances, THE 631 (3 hrs) and THE 632 (3 hrs). This option allows student with exceptional academic achievements to complete the coursework for both a bachelor's and a master's degree in ten semesters with additional time as needed for the completion of the research requirement (see information under MA, Theatre requirements).

Before enrolling in a course to be counted towards both programs and to count the course towards the MA degree, an undergraduate student must be accepted into the accelerated program and receive proper approval from the graduate program advisor, department head, and Dean of the Graduate College. Acceptance into the program and all approvals must be completed prior to the end of the Change of Schedule period for the semester the course is taken. See the Graduate College for further information.

Entrance Requirements for the Accelerated Master's Option in Theatre

1. Junior standing.

2. Successful completion of at least 12 hours of THE courses and a Writing II course with a GPA of 3.40 or above.
3. Overall GPA of 3.40 or above.
4. Submission of a statement of purpose, an academic writing sample, and two letters of recommendation from faculty.

Students may apply for admission to the Accelerated Master's Option anytime after the admission requirements have been met. They should submit application materials to the Graduate College and the department's Graduate Coordinator as early as possible to ensure timely consideration of their materials.

Graduate assistantships may be available to students in the Accelerated Master's option, but such support is not guaranteed.

Curriculum

Core: The academic program consists of a required core of the following seminars: **27 hrs**

| Course Code | Course Title | Credits |
|-------------|--|---------|
| THE 631 | Theatre History I* | 3 hrs |
| THE 632 | Theatre History II* | 3 hrs |
| THE 794 | Theatre Practicum** | 3-6 hrs |
| THE 700 | Introduction to Graduate Studies | 3 hrs |
| THE 707 | Seminar: Theatre Pedagogy | 3 hrs |
| THE 742 | Seminar: Dramatic Theory & Criticism | 3 hrs |
| | Electives in Theatre or Related Fields | 6-9 hrs |

The core curriculum also includes a Research Requirement: **6 hrs**

| Course Code | Course Title | Credits |
|-------------|--------------------------|---------|
| THE 798 | Thesis Research | 3 hrs |
| THE 799 | Thesis Writing | 3 hrs |
| | OR | |
| THE 793 | Degree Paper | 3 hrs |
| THE 795 | Applied Research Project | 3 hrs |
| | OR | |
| THE 793 | Degree Paper | 3 hrs |
| THE 793 | Degree Paper | 3 hrs |

Total **33 hrs**

* May be able to test out of course requirements. Please note that if this option is allowed, or if the student completed THE 541 and/or THE 542 as an undergraduate at Missouri State, the student will be required to take additional hours to meet degree requirements.

** Demonstration of proficiency in at least one area of theatre production (design, acting, directing, etc.) is required for graduation. Students may fulfill this requirement with successful completion of THE 794 (Practicum in Theatre), or they may demonstrate proficiency to the graduate faculty through independently adjudicated production work. Work completed for THE 795 (Applied Research Project) may fulfill this requirement as well.

Research Option

All master's work shall conclude with a research component. To satisfy the research requirement, students may choose one of two options: an academic research option which requires the submission of a thesis or an applied research option which requires the submission of one degree paper and a graduate project. Up to 6 hours of research credit hours (THE 798 and 799 or THE 793 and 795 or THE 793 and THE 793) may be counted toward the degree.

1. Academic Research Options

Students preparing for Ph.D. programs are encouraged to take the academic research option consisting of a thesis which may be a critical, historical, theoretical, ethnographic, or pedagogic study. After completing 18 graduate hours, students should enroll in THE 798 (Thesis Research). During that semester, students will complete a thesis prospectus. The following semester, students will enroll in THE 799 (Thesis Writing), during which time, they will complete the thesis.

Alternatively, students have the option of completing two degree papers, a path designed primarily for students working in secondary schools. Students should enroll in THE 793 twice for their research credit hours. The degree papers must be produced from work begun in theatre 700-level courses, but will entail substantial revision and development of that work. Arrangements must be made with both the instructor and the candidate's research advisor during the semester(s) in which the degree papers are to be produced.

2. Applied Research Option

Students preparing to work in theatre companies, community colleges, agencies, or secondary schools are encouraged to take the applied research option consisting of one degree paper and a research project. Students should enroll in THE 793 and THE 795 for their research credit hours. The degree paper must be produced from work begun in theatre 700-level courses. Arrangements must be made with both the instructor and the candidate's research advisor during the semester in which the degree paper is to be produced. The degree paper may or may not relate to the applied research project. The applied research project may consist of: (1) creative project (directing, designing, scripting, performing), or (2) an internship with a host company or agency. Usually creative projects are done in cooperation with an already-scheduled production or activity. Occasionally, students may apply to direct, design, or present a show expressly selected to address their research objectives. Internships are done in cooperation with a theatrical company, a community agency, corporation, or other appropriate institution.

Arrangements must be made with the candidate's research advisor and, if appropriate, the host institution during the semester before the project shall be conducted. For the applied research project, students must design specific educational, as well as artistic, objectives and appropriate assessment measures in consultation with an advisor. Students who choose the applied research option will present to the graduate faculty and interested students a research report based upon either the degree paper or the project before they will be allowed to graduate.

Research Advisor

Each candidate is required to arrange for a research advisor from the graduate faculty. The candidate will work with the advisor to develop a curriculum and a schedule for the completion of the research requirement. If the candidate chooses the academic research option, the research advisor should serve as the chair of the thesis committee. If the candidate chooses the applied research option, the research advisor should serve as the applied research project mentor.

Degree Requirements. (Minimum of 33 hours)

Research Requirement. A research requirement must be satisfied. (See below for explanation).

Comprehensive Examination. A comprehensive examination must be passed by the candidate before a degree will be granted.

Production Proficiency. As Explained above, students must demonstrate practical proficiency in at least one area of theatrical production. Such proficiency may be demonstrated through the successful completion of coursework (e.g., THE 794), a final project (e.g., THE 795), or through independent adjudication by department graduate faculty.

Master of Science in Education, Secondary Education: Speech and Theatre Area of Emphasis

(Contact Dr. Christopher Herr and see program requirements for the M.S.Ed., Secondary Education under Interdisciplinary Graduate Programs.

Prerequisite Speech and Theatre Requirements

The prerequisites for a speech and theatre emphasis require an undergraduate major in speech and theatre, or a minimum of 15 hours in speech and theatre to demonstrate an adequate background for graduate work.

Speech and Theatre Requirements

Speech and theatre courses from both the theatre- interpretation and communication areas to total 15 hours. A minimum of 3 hours of course work must be in speech and theatre courses numbered 700 or above.

Attachment B: Revised Catalog Description

Master of Arts, Theatre

Christopher Herr, Graduate Director
 Craig Hall, Room 352; Phone 836 3212
CHerr@missouristate.edu

The MA program in Theatre is designed to give students the skills they need to be successful as theatre scholars, teachers, or practitioners. It is broad enough to allow students to discover a more particular area for future study, but it is also rigorous enough to allow students to develop their practical and pedagogical skills. Interdisciplinary in focus, the program allows students to explore theatre not just as a blending of theory and practice, but also as it relates to other fields within the University. All of the requirements for the degree are designed to provide students with the tools, especially teaching, research, and writing skills that they will need whether they choose to be teachers, scholars, or artists.

Aside from the Theatre Practicum course (THE 794), all 700-level and many 600-level courses are offered online, so that it is possible to complete the entire degree program online, or with a combination of online and face-to-face instruction.

The Master of Arts in Theatre is accredited by the National Association of Schools of Theatre.

Entrance Requirements for the MA in Theatre

- 5.—The MA in Theatre requires an undergraduate major in Theatre or a minimum of 24 hours in Theatre to demonstrate an adequate background for graduate work. A student may make up a deficiency with additional undergraduate courses, though such courses may not be counted toward the total requirements for the master's degree.
- 6.—The student must have a GPA of at least 3.00 for the last 60 hours of undergraduate work.
- 7.—The student must submit a writing sample.
- 8.—The student must submit three (3) letters of recommendation.

Accelerated Master's Degree Option

Eligible Missouri State undergraduate theatre majors may apply for preliminary acceptance into the Master of Arts in Theatre program after admission requirements for the accelerated master's option are met. If a student is accepted, the undergraduate requirements of up to nine (9) hours of 600-level theatre courses may be counted towards both the undergraduate and graduate degrees. These courses will include, except in rare circumstances, THE 631 (3 hrs) and THE 632 (3 hrs). This option allows student with exceptional academic achievements to complete the coursework for both a bachelor's and a master's degree in ten semesters with additional time as needed for the completion of the research requirement (see information under MA, Theatre requirements).

Before enrolling in a course to be counted towards both programs and to count the course towards the MA degree, an undergraduate student must be accepted into the accelerated program and receive proper approval from the graduate program advisor, department head, and Dean of the Graduate College. Acceptance into the program and all approvals must be completed prior to the end of the Change of Schedule period for the semester the course is taken. See the Graduate College for further information.

Entrance Requirements for the Accelerated Master's Option in Theatre

- 5.—Junior standing.

- 6. Successful completion of at least 12 hours of THE courses and a Writing II course with a GPA of 3.40 or above.
- 7. Overall GPA of 3.40 or above.
- 8. Submission of a statement of purpose, an academic writing sample, and two letters of recommendation from faculty.

Students may apply for admission to the Accelerated Master's Option anytime after the admission requirements have been met. They should submit application materials to the Graduate College and the department's Graduate Coordinator as early as possible to ensure timely consideration of their materials.

Graduate assistantships may be available to students in the Accelerated Master's option, but such support is not guaranteed.

Curriculum

Core: The academic program consists of a required core of the following seminars: **27 hrs**

| Course Code | Course Title | Credits |
|-------------|--|---------|
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| THE 707 | Seminar: Theatre Pedagogy | 3 hrs |
| THE 742 | Seminar: Dramatic Theory & Criticism | 3 hrs |
| | Electives in Theatre or Related Fields | 6-9 hrs |

The core curriculum also includes a Research Requirement: **6 hrs**

| Course Code | Course Title | Credits |
|--------------|--------------------------|---------------|
| THE 798 | Thesis Research | 3 hrs |
| THE 799 | Thesis Writing | 3 hrs |
| | OR | |
| THE 793 | Degree Paper | 3 hrs |
| THE 795 | Applied Research Project | 3 hrs |
| | OR | |
| THE 793 | Degree Paper | 3 hrs |
| THE 793 | Degree Paper | 3 hrs |
| Total | | 33 hrs |

* May be able to test out of course requirements. Please note that if this option is allowed, or if the student completed THE 541 and/or THE 542 as an undergraduate at Missouri State, the student will be required to take additional hours to meet degree requirements.

** Demonstration of proficiency in at least one area of theatre production (design, acting, directing, etc.) is required for graduation. Students may fulfill this requirement with successful completion of THE 794 (Practicum in Theatre), or they may demonstrate proficiency to the graduate faculty through independently adjudicated production work. Work completed for THE 795 (Applied Research Project) may fulfill this requirement as well.

Research Option

All master's work shall conclude with a research component. To satisfy the research requirement, students may choose one of two options: an academic research option which requires the submission of a thesis or an applied research option which requires the submission of one degree paper and a graduate project. Up to 6 hours of research credit hours (THE 798 and 799 or THE 793 and 795 or THE 793 and THE 793) may be counted toward the degree.

3. Academic Research Options

Students preparing for Ph.D. programs are encouraged to take the academic research option consisting of a thesis which may be a critical, historical, theoretical, ethnographic, or pedagogic study. After completing 18 graduate hours, students should enroll in THE 798 (Thesis Research). During that semester, students will complete a thesis prospectus. The following semester, students will enroll in THE 799 (Thesis Writing), during which time, they will complete the thesis.

Alternatively, students have the option of completing two degree papers, a path designed primarily for students working in secondary schools. Students should enroll in THE 793 twice for their research credit hours. The degree papers must be produced from work begun in theatre 700 level courses, but will entail substantial revision and development of that work. Arrangements must be made with both the instructor and the candidate's research advisor during the semester(s) in which the degree papers are to be produced.

4. Applied Research Option

Students preparing to work in theatre companies, community colleges, agencies, or secondary schools are encouraged to take the applied research option consisting of one degree paper and a research project. Students should enroll in THE 793 and THE 795 for their research credit hours. The degree paper must be produced from work begun in theatre 700 level courses. Arrangements must be made with both the instructor and the candidate's research advisor during the semester in which the degree paper is to be produced. The degree paper may or may not relate to the applied research project. The applied research project may consist of: (1) creative project (directing, designing, scripting, performing), or (2) an internship with a host company or agency. Usually creative projects are done in cooperation with an already-scheduled production or activity. Occasionally, students may apply to direct, design, or present a show expressly selected to address their research objectives. Internships are done in cooperation with a theatrical company, a community agency, corporation, or other appropriate institution.

Arrangements must be made with the candidate's research advisor and, if appropriate, the host institution during the semester before the project shall be conducted. For the applied research project, students must design specific educational, as well as artistic, objectives and appropriate assessment measures in consultation with an advisor. Students who choose the applied research option will present to the graduate faculty and interested students a research report based upon either the degree paper or the project before they will be allowed to graduate.

Research Advisor

Each candidate is required to arrange for a research advisor from the graduate faculty. The candidate will work with the advisor to develop a curriculum and a schedule for the completion of the research requirement. If the candidate chooses the academic research option, the research advisor should serve as the chair of the thesis committee. If the candidate chooses the applied research option, the research advisor should serve as the applied research project mentor.

Degree Requirements. (Minimum of 33 hours)

Research Requirement. A research requirement must be satisfied. (See below for explanation).

Comprehensive Examination. A comprehensive examination must be passed by the candidate before a degree will be granted.

Production Proficiency. As Explained above, students must demonstrate practical proficiency in at least one area of theatrical production. Such proficiency may be demonstrated through the successful completion of coursework (e.g., THE 794), a final project (e.g., THE 795), or through independent adjudication by department graduate faculty.

Master of Science in Education, Secondary Education: Speech and Theatre Area of Emphasis

(Contact Dr. Christopher Herr and see program requirements for the M.S.Ed., Secondary Education under Interdisciplinary Graduate Programs.

Prerequisite Speech and Theatre Requirements

The prerequisites for a speech and theatre emphasis require an undergraduate major in speech and theatre, or a minimum of 15 hours in speech and theatre to demonstrate an adequate background for graduate work.

Speech and Theatre Requirements

Speech and theatre courses from both the theatre- interpretation and communication areas to total 15 hours. A minimum of 3 hours of course work must be in speech and theatre courses numbered 700 or above.

Attachment C: Complete New Catalog Information

Master of Science in Education, Secondary Education: Speech and Theatre Area of Emphasis

(Contact Dr. Christopher Herr and see program requirements for the M.S.Ed., Secondary Education under Interdisciplinary Graduate Programs.

Prerequisite Speech and Theatre Requirements

The prerequisites for a speech and theatre emphasis require an undergraduate major in speech and theatre, or a minimum of 15 hours in speech and theatre to demonstrate an adequate background for graduate work.

Speech and Theatre Requirements

Speech and theatre courses from both the theatre- interpretation and communication areas to total 15 hours. A minimum of 3 hours of course work must be in speech and theatre courses numbered 700 or above.