

2-28-2008

Council on Academic Affairs Minutes, Feb 28, 2008

Eastern Kentucky University

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College of Arts & Sciences – (Continued)

Department of Art & Design**APPROVED**

Course Revision DES 250 Design I (Intro to Graphic Design) Fall 2008
Change course title; add course availability of II; revise course description.

Course Revision DES 350 Design II (Typography I) Fall 2008
Change course title; add corequisite of DES 351; revise course description.

Course Revision DES 351 Design III (Sophomore Studio) Fall 2008
Change course title; add corequisite of DES 350; revise course description.

Course Revision DES 352 Software for Graphic Design II (Image Making) Fall 2008
Change course title; remove prerequisites of DES 250 and 251; add prerequisites of DES 350 and 351; remove corequisite of DES 354; add corequisite of DES 353; revise course description.

Course Revision DES 353 Production for Graphic Design Fall 2008
Remove prerequisites of DES 252, 254, and “admission to BFA program;” add prerequisites of DES 350 and 351; add corequisite of DES 353; revise course description.

Course Revision DES 354 Typography (II) Fall 2008
Revise course title; remove prerequisites of DES 250 and 251; add prerequisites of DES 352 and 353; remove corequisite of DES 352; add corequisite of DES 451; revise course description.

Course Revision DES 451 Graphic Design & the Web (New Media) Fall 2008
Change course title; remove prerequisites of DES 252 and “admission to BFA program;” add prerequisites of DES 352 and 353; add corequisite of DES 354; revise course description.

Course Revision DES 453 Design IV (Senior Workshop in Design) Fall 2008
Change course title; remove prerequisite of DES 353; add prerequisite of DES 354 and 451; add corequisite of DES 450; revise course description.

Course Revision DES 454 BFA Graphic Design Fall 2008
Add prerequisite of “departmental approval;” revise course description.

APPROVED

Drop Course DES 251 Software I for Graphic Design Fall 2008

POSTPONED

New Course DES 450 Professional Practices **POSTPONED**

POSTPONED

Program Revision Art (BFA) **POSTPONED**
The Council postponed these items to allow collaboration between the Department of Design and the College of Business and Technology to review the possible duplication of content.

College of Arts & Sciences – (Continued)

Department of Chemistry**APPROVED**

Course Revision FOR 411 Analytical Methods in Forensic Science I Fall 2008
(Forensic Analytical Methods I)

Revise course title; add prerequisites of CHE 325, PHY 201, PHY 202, and “cumulative GPA of 2.75/4.0;” remove prerequisite of MAT 261; remove prerequisite and/or corequisite of CHE 325.

Course Revision FOR 412 Analytical Methods in Forensic Science II Fall 2008
(Forensic Analytical Methods II)

Revise course title; add prerequisite of FOR 451; revise course description; change lecture/lab component to 3 Lec/3 Lab.

Course Revision FOR 430 Analytical Toxicology (Drugs and Toxicology) Fall 2008
Revise course title; revise prerequisite to include “with at least a ‘C’ (2.0) or better” and “departmental approval;” revise course description.

Course Revision FOR 465 Expert Witness Testimony Fall 2008
Revise lecture/lab to 4 Lab.

Course Revision FOR 495 Internship Fall 2008
Revise prerequisite to include “6 hours of 400-level FOR courses from within the student’s option;” revise course description.

APPROVED

Program Revision Forensic Science (B.S.) Fall 2008

Revise program requirements to include a Pre-Forensic Science Curriculum with 20-21 major requirement hours and 18 supporting course requirement hours.

Department of Computer Science**APPROVED**

Course Revision CSC 730 Concepts of Programming Systems Fall 2008

Revise prerequisite to include “three hours of a programming language or equivalent;” revise course description. Dr. Vice encouraged the Colleges to bring 500/700 level course proposals and cross-listed course proposals through the Council together.

Department of English & Theatre**APPROVED**

Course Revision ENG 364 Women’s Literature Fall 2008
Cross list the course with WMS 364.

APPROVED

Drop Course ENG 535 Women Writers Fall 2008

Drop Course ENG 735 Women Writers Fall 2008

College of Arts & Sciences – (Continued)

APPROVED

New Course ENG 363 Latin American/Latino Literature Fall 2008
Create new course dedicated to Latina/o And Latin American literature.

APPROVED

Program Revision English (B.A.) – Theatre Emphasis Fall 2008
Revise Theatre Option requirements to include ENG 300 (Stage Management).

Department of Geography & Geology**APPROVED**

Course Revision GLY 703 Earth Materials Fall 2008
Course Revision GLY 704 Earth Processes Fall 2008
Course Revision GLY 712 Geology of Soils Fall 2008
Course Revision GLY 735 Hydrogeology Fall 2008
Revise prerequisite from GLY 108 to any general education geology course.

Department of History**APPROVED**

Course Revision HIS 305 African-American History Fall 2008
Cross list with AFA 305.

Department of Mathematics & Statistics

Editorial Change STA 520 Mathematical Statistics I Fall 2008
Cross list with MAT 520.

Editorial Change STA 720 Mathematical Statistics I Fall 2008
Cross list with MAT 720.

Department of Music

Editorial Change Bachelor of Music Fall 2008
Revise catalog text for clarification and corrections.

APPROVED

Program Revision Music (B.M.) Fall 2008
Change program title to Bachelor of Music: Emphasis in Music Industry; revise program requirements to include MUS 482.

Department of Psychology**APPROVED**

Course Revision PSY 843 Practicum Fall 2008
Change credit hours from 1-3 to 4.

College of Business & Technology – (Continued)

APPROVED

<i>Course Revision</i>	ACC 349 Applied Learning in Accounting	Fall 2008
<i>Course Revision</i>	ACC 349 A-N Co-Op Study: Accounting	Fall 2008
<i>Course Revision</i>	CIS 349 Applied Learning in Computer Info Systems	Fall 2008
<i>Course Revision</i>	CIS 349 A-N Co-Op Study: Computer Info Systems	Fall 2008
<i>Course Revision</i>	FIN 349 Applied Learning in Finance	Fall 2008
<i>Course Revision</i>	FIN 349 A-N Co-Op Study: Finance	Fall 2008
<i>Course Revision</i>	INS 349 Applied Learning in Insurance Studies	Fall 2008
<i>Course Revision</i>	INS 349 A-N Co-Op Study: Insurance	Fall 2008
<i>Course Revision</i>	RST 349 Applied Learning in Real Estate	Fall 2008
<i>Course Revision</i>	RST 349 A-N Co-Op Study: Real Estate	Fall 2008

Revise credit hours to 1-8; revise course description.

Department of Agriculture**APPROVED**

<i>Course Revision</i>	AGR 330 Meat Identification & Consumer Evaluation (Animal Products)	Fall 2008
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Change course title.

<i>Course Revision</i>	AGR 376 Anatomy & Physiology of Domestic Animals	Fall 2008
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Remove prerequisite of “six hours of animal science;” add prerequisite of AGR 125; change lecture/lab component to 2 Lec/2 Lab.

Department of Management, Marketing, & Administrative Communication**APPROVED**

<i>Course Revision</i>	CCT 101 Introduction to Business (Entrepreneurship)	Fall 2008
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Change course title; revise course description.

<i>Course Revision</i>	CCT 349 Applied Learning in Corporate Communication & Technology	Fall 2008
<i>Course Revision</i>	CCT 349 A-N Co-Op Study: Corporate Communication & Technology	Fall 2008
<i>Course Revision</i>	GBU 349 Applied Learning in General Business	Fall 2008
<i>Course Revision</i>	GBU 349 A-N Co-Op Study: General Business	Fall 2008
<i>Course Revision</i>	MGT 349 Applied Learning in Management	Fall 2008
<i>Course Revision</i>	MGT 349 A-N Co-Op Study: Management	Fall 2008
<i>Course Revision</i>	MKT 349 Applied Learning in Marketing	Fall 2008
<i>Course Revision</i>	MKT 349 A-N Co-Op Study: Marketing	Fall 2008

Change credit hours to 1-8; revise course description.

Department of Technology**APPROVED**

<i>Course Revision</i>	INT 406 Manufacturing Planning Systems	Fall 2008
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Remove prerequisite of INT 308; add prerequisites of STA 215 or 270 or QMB 200; revise course description.

College of Education

Department of Curriculum & Instruction

Editorial Change EGC 820 Professional Studies I Fall 2008
Add corequisite of EGC 830.

Editorial Change EGC 836 Middle Grades Practicum in Middle Grade Ed. Fall 2008
Add corequisite of EGC 837.

Editorial Change EGC 846 Graduate Practicum in Secondary/P-12 Fall 2008
Add corequisite of EGC 847.

Editorial Change ESE 490 Secondary Curriculum, Classroom Organization, & Management Fall 2008
Add corequisite of EMS 499.

Office of Teacher Admission & Certification & Office of Laboratory Experiences

Informational Item Merge Two Offices

Enrollment Management

Office of the Registrar

Editorial Change Examination Credit Fall 2008
Revise catalog text to clarify operational practice.

Editorial Change Transfer Credit Practices Fall 2008
Revise catalog text to include addition of non-collegiate instruction opportunities for credit.

Editorial Change Commencement & Degree Conferral Information Fall 2008
Revise catalog text to collapse all graduation eligibility requirements and commencement into one section and include clarification.

College of Health Sciences

Department of Environmental Health Science & Clinical Laboratory Science

APPROVED

Course Revision EHS 380 Food Hygiene Fall 2008
Remove prerequisites of BIO 320, CLT 209, and 211; revise course description.

Course Revision EHS 425 Environmental Health Program Planning Fall 2008
Remove prerequisite of EHS 300.

APPROVED

Program Revision Minor in Environmental Health Science Fall 2008
Revise minor requirements to remove EHS 300 and 370; add EHS 330 and 380.

College of Health Sciences – (Continued)

Editorial Change CLT 201 Urinalysis Summer 2008
Remove corequisites.

APPROVED

Program Revision Master of Public Health Fall 2008
Remove POL 847 from MPH core course requirements.

Department of Exercise & Sport Science

Editorial Change ATR 211 Evaluation of Lower Extremity Injuries Summer 2008
Add corequisite of ATR 201.

Editorial Change PHE 800 Research Methods in Health/Physical Ed. Summer 2008
Cross list with EHS 800.

Editorial Change Sport Management (B.S.) Summer 2008
Revise General Education requirements and free elective hours to reflect approved change.

Department of Family & Consumer Science**APPROVED**

Course Revision FCS 320 Family Housing & Design Fall 2008
Remove prerequisites.

Course Revision FRM 352 The Family as Consumers Fall 2008
Revise course description.

Course Revision NFA 802 Advanced Diet Therapy Fall 2008
(Advanced Applications of the Nutrition Care Process)
Revise course title; remove prerequisite of NFA 302; add prerequisite of NFA 317; revise course description.

APPROVED

Program Revision Family & Consumer Sciences Education (B.S.) Fall 2008
Revise program requirements to add ESE 574 and remove DES 121.

Department of Health Promotion & Administration**APPROVED**

Drop Course HEA 596 Approaches to Alcohol & Drug Treatment I Summer 2008

Drop Course HEA 796 Approaches to Alcohol & Drug Treatment I Summer 2008

Drop Course HEA 597 Approaches to Alcohol & Drug Treatment II Summer 2008

Drop Course HEA 797 Approaches to Alcohol & Drug Treatment II Summer 2008

APPROVED

Program Revision Master of Public Health Summer 2008
Remove POL 847 from MPH core course requirements.

College of Justice & Safety – (Continued)

APPROVED

<i>New Course</i>	FSE 355 Fire Dynamics	Fall 2008
<i>New Course</i>	FSE 379 Construction Safety	Fall 2008
<i>New Course</i>	FSE 380 Fire & Explosion Scene Analysis	Fall 2008
<i>New Course</i>	FSE 390 Workers Compensation I	Fall 2008
<i>New Course</i>	FSE 492 Workers Compensation II	Fall 2008

Create new courses for use in the Fire and Safety Engineering Technology options.

APPROVED

<i>Program Revision</i>	Fire & Safety Engineering Technology (B.S.)	Fall 2008
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Remove Safety and Industrial Relations option; revise Industrial Safety and Risk Management option.

APPROVED

<i>Course Revision</i>	FSE 230 Fire Prevention Organization & Management	Fall 2008
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Add prerequisite of FSE 101.

<i>Course Revision</i>	FSE 360 Fire Protection Hydraulics & Water Supply	Fall 2008
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Add prerequisite of FSE 120.

<i>Course Revision</i>	FSE 367 Human Factors in Occupational Safety	Fall 2008
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Add prerequisites of BIO 171 and PHE 320.

<i>Course Revision</i>	FSE 370 Electrical & Mechanical Principles Related To Fire Investigations	Fall 2008
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Add prerequisite of FSE 355.

<i>Course Revision</i>	FSE 400 Advanced Emergency Services	Fall 2008
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Add prerequisites of FSE 300 and 320.

<i>Course Revision</i>	FSE 410 System Safety Analysis	Summer 2008
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Add prerequisite of FSE 361; remove prerequisite of FSE 200; remove corequisite.

<i>Course Revision</i>	FSE 412 Safety & Health Program Management	Fall 2008
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Add prerequisites of FSE 200, 362, and 366.

<i>Course Revision</i>	FSE 425 Disaster & Community Fire Defense Planning	Fall 2008
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Add prerequisite of FSE 300.

<i>Course Revision</i>	FSE 450 Fire Arson & Explosion Investigation II (Advanced Explosion & Bombing Investigation)	Fall 2008
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Revise course title; remove prerequisite of FSE 370; add prerequisite of FSE 380.

College of Justice & Safety – (Continued)

Course Revision FSE 495 Fire Arson & Explosion Case Preparation Fall 2008
Remove prerequisite of FSE 350.

Correctional & Juvenile Justice Studies

Editorial Change COR 808 Analysis of Correctional & Juvenile Justice Data Fall 2008
Remove cross listing of CRJ 808 to reflect approved changes.

University ProgramsAfrican/African-American Studies

Editorial Change African/African-American Studies Minor Fall 2008
Remove ENG 342 from minor requirements as the course was recently dropped.

General Education**APPROVED**

New Course PSY 280W Lifespan Developmental Psychology: Writing Intensive Fall 2008
Create course with writing intensive element.

APPROVED

Course Revision HPR 190 Wellness Experience: _____. Fall 2008
Add course to the old General Education Category 18.

Course Revision HPR 390 Lifetime Activity Series: _____. Fall 2008
Add course to the old General Education Category 18.

Women & Gender Studies**APPROVED**

New Course WGS 364 Women's Literature Fall 2008
Cross list course with ENG 364.

Discussion / Informational Items

1. The Board of Regents approved the following items on January 18, 2008:
 - a. Social Institutions and Change Minor – New Minor
 - b. Computer Science (B.S.) – New Options:
 - i. Bioinformatics
 - ii. Interactive Multimedia
 - c. Interactive Media Minor – New Minor
 - d. Comparative Humanities (B.A.) – New Program
 - e. Master of Music in General Music – Program Revision
(title revised to Master of Music in Music Education)
 - f. Sport Management (B.S.) – New Program
 - g. Correctional and Juvenile Justice Studies (M.S.) – Program Revision

Board of Regents Items – (Continued)

- h. Youth Work Certification Program – Program Revision
 - i. Medical Administrative Certificate Program – Program Suspension
 - j. Physical Education (B.S.) – Sport Management Option Suspension
 - k. Correctional and Juvenile Justice Studies (A.A.) – Program Suspension
 - l. Fire and Safety Engineering Technology (A.A.) – Program Suspension
2. Faculty Senate approved the following items on February 4, 2008:
- a. Community and Regional Planning Minor – Program Suspension
 - b. Geographic Information Systems Minor – Program Revision
 - c. Geology Minor – Program Revision
 - d. Natural Resource Geography Minor – Program Suspension
 - e. Certified Alcohol and Drug Counselor Certificate – Program Suspension
 - f. Correctional and Intervention Strategies Certificate – New Program
 - g. Women and Gender Studies – Department Name Change
 - h. Women and Gender Studies Minor/Certificate – Program Revision
 - i. Master of Arts in Teaching – **WITHDRAWN**

Good of the Order

- 1. Registrar's Office: 2006-2007 Survey – Major/Minor/Concentration Definitions
- 2. The deadlines for the March CAA meeting have been moved. Electronic proposals are due for review by Wednesday, March 5, and the hard copies are due in the Registrar's Office by noon on Friday, March 7.

Dr. Vice adjourned the Council on Academic Affairs at 4:00 p.m.



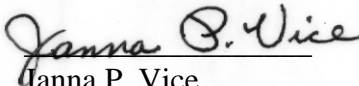
EASTERN KENTUCKY UNIVERSITY

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Provost's Office
Associate Provost
Academic and Faculty Affairs

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Richmond, Kentucky 40475-3163
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TO: Members of the Council on Academic Affairs

FROM: 
Janna P. Vice
Interim Associate Provost

DATE: February 14, 2008

RE: Meeting—Council on Academic Affairs

The Council on Academic Affairs will meet on **Thursday, February 21, at 1:30 p.m.** in Student Services Building, 549. The agenda and attachments are available through the Council on Academic Affairs Web site at: www.academicaffairs.eku.edu/committee/academic_council/. To track curriculum changes, refer to the Proposal Summary available at: www.academicaffairs.eku.edu/committee/academic_council/reference/Proposal%20Summary.pdf.

If you cannot attend the meeting, please contact Sarah McCartt either by phone at 622-1247 or e-mail sarah.mccartt@eku.edu.

COUNCIL ON ACADEMIC AFFAIRS AGENDA

February 21, 2008

1. Call to Order
 2. Approval of the Minutes – January 17, 2007
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College of Arts & Sciences

Department of Anthropology, Sociology, & Social Work

<i>Course Revision</i>	SOC 395	Research Methods in Sociology	Fall 2008
<i>Course Revision</i>	SOC 399	Gender & Cross Cultural Perspectives	Fall 2008
<i>Course Revision</i>	SOC 415	Social Gerontology	Fall 2008
<i>Course Revision</i>	SOC 463	Social Stratification	Fall 2008

Department of Art & Design

<i>Course Revision</i>	DES 250	Design I (Intro to Graphic Design)	Fall 2008
<i>Course Revision</i>	DES 350	Design II (Typography I)	Fall 2008
<i>Course Revision</i>	DES 351	Design III (Sophomore Studio)	Fall 2008
<i>Course Revision</i>	DES 352	Software for Graphic Design II (Image Making)	Fall 2008
<i>Course Revision</i>	DES 353	Production for Graphic Design	Fall 2008
<i>Course Revision</i>	DES 354	Typography (II)	Fall 2008
<i>Course Revision</i>	DES 451	Graphic Design & the Web (New Media)	Fall 2008
<i>Course Revision</i>	DES 453	Design IV (Senior Workshop in Design)	Fall 2008
<i>Course Revision</i>	DES 454	BFA Graphic Design	Fall 2008

Drop Course DES 251 Software I for Graphic Design Fall 2008

New Course DES 450 Professional Practices Fall 2008

Program Revision Art (BFA) Fall 2008

Department of Chemistry

<i>Course Revision</i>	FOR 411	Analytical Methods in Forensic Science I (Forensic Analytical Methods I)	Fall 2008
<i>Course Revision</i>	FOR 412	Analytical Methods in Forensic Science II (Forensic Analytical Methods II)	Fall 2008
<i>Course Revision</i>	FOR 430	Analytical Toxicology	Fall 2008
<i>Course Revision</i>	FOR 465	Expert Witness Testimony	Fall 2008
<i>Course Revision</i>	FOR 495	Internship	Fall 2008

Program Revision Forensic Science (B.S.) Fall 2008

Department of Computer Science

<i>Course Revision</i>	CSC 730	Concepts of Programming Systems	Fall 2008
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College of Arts & Sciences – (Continued)

Department of English & Theatre

<i>Course Revision</i>	ENG 364 Women's Literature	Fall 2008
<i>Drop Course</i>	ENG 535 Women Writers	Fall 2008
<i>Drop Course</i>	ENG 735 Women Writers	Fall 2008
<i>New Course</i>	ENG 363 Latin American/Latino Literature	Fall 2008
<i>Program Revision</i>	English (B.A.) – Theatre Emphasis	Fall 2008

Department of Geography & Geology

<i>Course Revision</i>	GLY 703 Earth Materials	Fall 2008
<i>Course Revision</i>	GLY 704 Earth Processes	Fall 2008
<i>Course Revision</i>	GLY 712 Geology of Soils	Fall 2008
<i>Course Revision</i>	GLY 735 Hydrogeology	Fall 2008

Department of History

<i>Course Revision</i>	HIS 305 African-American History	Fall 2008
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Department of Mathematics & Statistics

<i>Editorial Change</i>	STA 520 Mathematical Statistics I	Fall 2008
<i>Editorial Change</i>	STA 720 Mathematical Statistics I	Fall 2008

Department of Music

<i>Catalog Text Revision</i>	Bachelor of Music	Fall 2008
<i>Program Revision</i>	Music (B.M.)	Fall 2008

Department of Psychology

<i>Course Revision</i>	PSY 843 Practicum	Fall 2008
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College of Business & Technology

Department of Accounting, Finance, & Information Systems

<i>Course Revision</i>	FIN 301 Business Finance II (Corporate Finance)	Fall 2008
<i>Course Revision</i>	FIN 324 (Principles of) Investments	Fall 2008
<i>Course Revision</i>	FIN 330 (Principles of) International Finance	Fall 2008
<i>Course Revision</i>	FIN 401 Advanced Managerial Finance	Fall 2008
<i>Course Revision</i>	FIN 405 Advanced Financial Institutions	Fall 2008
<i>New Course</i>	FIN 410 Financial Analysis & Valuation	Fall 2008
<i>Course Revision</i>	FIN 420 Investment & Portfolio Theory	Fall 2008
<i>New Course</i>	FIN 424 Derivatives Valuation & Accounting	Fall 2008
<i>Course Revision</i>	FIN 450 Seminar (Project) in Finance	Fall 2008
<i>Course Revision</i>	FIN 455 Global Financial Management	Fall 2008

College of Business & Technology – (Continued)

<i>Program Revision</i>	Finance (B.B.A.)	Fall 2008
<i>Course Revision</i>	ACC 349 Applied Learning in Accounting	Fall 2008
<i>Course Revision</i>	ACC 349 A-N Co-Op Study: Accounting	Fall 2008
<i>Course Revision</i>	CIS 349 Applied Learning in Computer Info Systems	Fall 2008
<i>Course Revision</i>	CIS 349 A-N Co-Op Study: Computer Info Systems	Fall 2008
<i>Course Revision</i>	FIN 349 Applied Learning in Finance	Fall 2008
<i>Course Revision</i>	FIN 349 A-N Co-Op Study: Finance	Fall 2008
<i>Course Revision</i>	INS 349 Applied Learning in Insurance Studies	Fall 2008
<i>Course Revision</i>	INS 349 A-N Co-Op Study: Insurance	Fall 2008
<i>Course Revision</i>	RST 349 Applied Learning in Real Estate	Fall 2008
<i>Course Revision</i>	RST 349 A-N Co-Op Study: Real Estate	Fall 2008
<u>Department of Agriculture</u>		
<i>Course Revision</i>	AGR 330 Meat Identification & Consumer Evaluation (Animal Products)	Fall 2008
<i>Course Revision</i>	AGR 376 Anatomy & Physiology of Domestic Animals	Fall 2008
<u>Department of Management, Marketing, & Administrative Communication</u>		
<i>Course Revision</i>	CCT 101 Introduction to Business (Entrepreneurship)	Fall 2008
<i>Course Revision</i>	CCT 349 Applied Learning in Corporate Communication & Technology	Fall 2008
<i>Course Revision</i>	CCT 349 A-N Co-Op Study: Corporate Communication & Technology	Fall 2008
<i>Course Revision</i>	GBU 349 Applied Learning in General Business	Fall 2008
<i>Course Revision</i>	GBU 349 A-N Co-Op Study: General Business	Fall 2008
<i>Course Revision</i>	MGT 349 Applied Learning in Management	Fall 2008
<i>Course Revision</i>	MGT 349 A-N Co-Op Study: Management	Fall 2008
<i>Course Revision</i>	MKT 349 Applied Learning in Marketing	Fall 2008
<i>Course Revision</i>	MKT 349 A-N Co-Op Study: Marketing	Fall 2008
<u>Department of Technology</u>		
<i>Course Revision</i>	INT 406 Manufacturing Planning Systems	Fall 2008

College of Education

Department of Curriculum & Instruction

<i>Editorial Change</i>	EGC 820 Professional Studies I	Fall 2008
<i>Editorial Change</i>	EGC 836 Middle Grades Practicum in Middle Grade Ed.	Fall 2008
<i>Editorial Change</i>	EGC 846 Graduate Practicum in Secondary/P-12	Fall 2008
<i>Editorial Change</i>	ESE 490 Secondary Curriculum, Classroom Organization, & Management	Fall 2008

Office of Teacher Admission & Certification & Office of Laboratory Experiences

<i>Informational Item</i>	Merge Two Offices
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Enrollment Management

Office of the Registrar

<i>Catalog Text Revision</i>	Examination Credit	Fall 2008
<i>Catalog Text Revision</i>	Transfer Credit Practices	Fall 2008
<i>Catalog Text Revision</i>	Commencement & Degree Conferral Information	Fall 2008

College of Health Sciences

Department of Environmental Health Science & Clinical Laboratory Science

<i>Course Revision</i>	EHS 380 Food Hygiene	Fall 2008
<i>Course Revision</i>	EHS 425 Environmental Health Program Planning	Fall 2008
<i>Program Revision</i>	Minor in Environmental Health Science	Fall 2008
<i>Editorial Change</i>	CLT 201 Urinalysis	Summer 2008
<i>Program Revision</i>	Master of Public Health	Fall 2008

Department of Exercise & Sport Science

<i>Editorial Change</i>	ATR 211 Evaluation of Lower Extremity Injuries	Summer 2008
<i>Editorial Change</i>	PHE 800 Research Methods in Health/Physical Ed.	Summer 2008
<i>Editorial Change</i>	Sport Management (B.S.)	Summer 2008

Department of Family & Consumer Science

<i>Course Revision</i>	FCS 320 Family Housing & Design	Fall 2008
<i>Course Revision</i>	FRM 352 The Family as Consumers	Fall 2008
<i>Course Revision</i>	NFA 802 Advanced Diet Therapy (Advanced Applications of the Nutrition Care Process)	Fall 2008
<i>Program Revision</i>	Family & Consumer Sciences Education (B.S.)	Fall 2008

Department of Health Promotion & Administration

<i>Drop Course</i>	HEA 596 Approaches to Alcohol & Drug Treatment I	Summer 2008
<i>Drop Course</i>	HEA 796 Approaches to Alcohol & Drug Treatment I	Summer 2008
<i>Drop Course</i>	HEA 597 Approaches to Alcohol & Drug Treatment II	Summer 2008
<i>Drop Course</i>	HEA 797 Approaches to Alcohol & Drug Treatment II	Summer 2008
<i>Program Revision</i>	Master of Public Health	Summer 2008

Department of Occupational Therapy

<i>Editorial Change</i>	OTS 311 Self as Occupational Being	Summer 2008
<i>Editorial Change</i>	OTS 822 Health Systems (Care Practice)	Summer 2008
<i>Editorial Change</i>	OTS 830 Educational Systems (Education Communities)	Summer 2008
<i>Editorial Change</i>	OTS 832 Social Systems (Community-Based Practice)	Summer 2008
<i>New Course</i>	OTS 836 OBP VI: Optimizing Occupation	Summer 2008

College of Health Sciences – (Continued)

<i>Drop Course</i>	OTS 802 Constructs of Occupation	Summer 2008
<i>Program Revision</i>	Occupational Therapy	Summer 2008
<u>Department of Recreation & Park Administration</u>		
<i>Program Revision</i>	Minor in Recreation & Park Administration	Fall 2008

College of Justice & Safety

Department of Safety, Security, & Emergency Management

<i>New Course</i>	EMC 420 Emergency Services Design & Finance	Fall 2008
<i>New Course</i>	EMC 430 Legal & Ethical Aspects of EMS	Fall 2008
<i>New Course</i>	EMC 440 EMS Instruction	Fall 2008
<i>New Course</i>	EMC 489 Introduction to Research Methods	Fall 2008
<i>Program Revision</i>	Emergency Medical Care (B.S.)	Fall 2008
<i>Course Revision</i>	EMC 115 Basic Clinical/Field Experience	Fall 2008
<i>New Course</i>	FSE 355 Fire Dynamics	Fall 2008
<i>New Course</i>	FSE 379 Construction Safety	Fall 2008
<i>New Course</i>	FSE 380 Fire & Explosion Scene Analysis	Fall 2008
<i>New Course</i>	FSE 390 Workers Compensation I	Fall 2008
<i>New Course</i>	FSE 492 Workers Compensation II	Fall 2008
<i>Program Revision</i>	Fire & Safety Engineering Technology (B.S.)	Fall 2008
<i>Course Revision</i>	FSE 230 Fire Prevention Organization & Management	Fall 2008
<i>Course Revision</i>	FSE 360 Fire Protection Hydraulics & Water Supply	Fall 2008
<i>Course Revision</i>	FSE 367 Human Factors in Occupational Safety	Fall 2008
<i>Course Revision</i>	FSE 370 Electrical & Mechanical Principles Related To Fire Investigations	Fall 2008
<i>Course Revision</i>	FSE 400 Advanced Emergency Services	Fall 2008
<i>Course Revision</i>	FSE 410 System Safety Analysis	Summer 2008
<i>Course Revision</i>	FSE 412 Safety & Health Program Management	Fall 2008
<i>Course Revision</i>	FSE 425 Disaster & Community Fire Defense Planning	Fall 2008
<i>Course Revision</i>	FSE 450 Fire Arson & Explosion Investigation II (Advanced Explosion & Bombing Investigation)	Fall 2008
<i>Course Revision</i>	FSE 495 Fire Arson & Explosion Case Preparation	Fall 2008
<u>Correctional & Juvenile Justice Studies</u>		
<i>Editorial Change</i>	COR 808 Analysis of Correctional & Juvenile Justice Data	Fall 2008

University Programs

African/African-American Studies

<i>Editorial Change</i>	African/African-American Studies Minor	Fall 2008
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University Programs – (Continued)

General Education

<i>New Course</i>	PSY 280W Lifespan Developmental Psychology: Writing Intensive	Fall 2008
<i>Course Revision</i>	HPR 190 Wellness Experience: _____.	Fall 2008
<i>Course Revision</i>	HPR 390 Lifetime Activity Series: _____.	Fall 2008

Women & Gender Studies

<i>New Course</i>	WGS 364 Women's Literature	Fall 2008
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Discussion / Informational Items

1. The Board of Regents approved the following items on January 18, 2008:
 - a. Social Institutions and Change Minor – New Minor
 - b. Computer Science (B.S.) – New Options:
 - i. Bioinformatics
 - ii. Interactive Multimedia
 - c. Interactive Media Minor – New Minor
 - d. Comparative Humanities (B.A.) – New Program
 - e. Master of Music in General Music – Program Revision
(title revised to Master of Music in Music Education)
 - f. Sport Management (B.S.) – New Program
 - g. Correctional and Juvenile Justice Studies (M.S.) – Program Revision
 - h. Youth Work Certification Program – Program Revision
 - i. Medical Administrative Certificate Program – Program Suspension
 - j. Physical Education (B.S.) – Sport Management Option Suspension
 - k. Correctional and Juvenile Justice Studies (A.A.) – Program Suspension
 - l. Fire and Safety Engineering Technology (A.A.) – Program Suspension

2. Faculty Senate approved the following items on February 4, 2008:
 - a. Community and Regional Planning Minor – Program Suspension
 - b. Geographic Information Systems Minor – Program Revision
 - c. Geology Minor – Program Revision
 - d. Natural Resource Geography Minor – Program Suspension
 - e. Certified Alcohol and Drug Counselor Certificate – Program Suspension
 - f. Correctional and Intervention Strategies Certificate – New Program
 - g. Women and Gender Studies – Department Name Change
 - h. Women and Gender Studies Minor/Certificate – Program Revision
 - i. Master of Arts in Teaching – **Withdrawn**

Good of the Order

1. Registrar's Office: 2006-2007 Survey – Major/Minor/Concentration Definitions



EASTERN KENTUCKY UNIVERSITY
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College of Arts and Sciences
Office of the Associate Dean
Academic and Student Affairs

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(859) 622-8140 § Fax (859) 622-1451
Michael.Foster@eku.edu

MEMORANDUM

TO: Council on Academic Affairs

FROM: 
Dr. Michael Foster, Interim Assistant Dean
College of Arts and Sciences

DATE: February 21, 2008

SUBJECT: Agenda items for 02-21-08 Council on Academic Affairs Meeting

The College of Arts and Sciences submits the following agenda items for consideration at the February 21, 2008 meeting of the Council on Academic Affairs.

AGENDA

Department of Anthropology, Sociology and Social Work

Course Revision

SOC 395- Revise catalog text
SOC 399- Revise catalog text
SOC 415- Revise catalog text
SOC 463- Revise catalog text

Program Revision

SWK (BA) - Revise program requirements

Department of Art & Design

Course Revision

DES 250-Revise course description
DES 350-Revise course description
DES 351-Revise course description
DES 352-Revise course description
DES 353-Revise course description
DES 354-Revise course description
DES 451-Revise course description
DES 453-Revise course description
DES 454-Revise course description

Dropped Course

DES 251-Drop course



New Course

DES 450- To add a new course to curriculum

Program Revision

Art (BFA)-Revise list of courses available.

Department of Chemistry

Course Revision

FOR 411- Revise pre-requisites

FOR 412- Revise pre-requisites and course description

FOR 430- Rename course

FOR 465- Change from "lecture" to "lab"

FOR 495- Modify pre-requisites

Program Revision

Forensic Science B.S. - Change program hours and requirements

Department of Computer Science

Course Revision

CSC 730- Revise catalog description

Department of English and Theatre

Course Revision

ENG 364- Add a cross-listing

Dropped Courses

ENG 535/735- Drop course from curriculum

New Course

ENG 362-To add a new course to curriculum

ENG 363-To add a new course to curriculum

Program Revision

English BA (Theatre Emphasis) - Revise the Theatre option

Department of Geography and Geology

Course Revisions

GLY 703- Revise pre-requisites

GLY 704- Revise pre-requisites

GLY 712- Revise pre-requisites

GLY 735- Revise pre-requisites

Department of History

Course Revision

HIS 305- Revise cross-listing

Department of Mathematics and Statistics

Editorial Change

STA 520-Revise cross-listing

STA 720-Revise cross-listing



Department of Music

Editorial Change

Bachelor of Music- Change text

Program Revision

Bachelor of Music- Change title of program

Department of Psychology

Course Revision

PSY 843- Change catalog text



Curriculum Change Form
(Present only one proposed curriculum change per form)
(Complete only the section(s) applicable.)

Part I

<input type="checkbox"/> (Check one) New Course (Parts II, IV)	Department Name	ANSW
<input type="checkbox"/> Course Revision (Parts II, IV)	College	AAS
<input checked="" type="checkbox"/> Course Dropped (Part II)	*Course Prefix & Number	SOC 395
<input type="checkbox"/> New Program (Part III)	*Course Title (30 characters)	Research Methods in Sociology
<input type="checkbox"/> Program Revision (Part III)	*Program Title	
<input type="checkbox"/> Program Suspended (Part III)	(Major __, Option __; Minor __; or Certificate __)	
*Provide only the information relevant to the proposal.		

Proposal Approved by:	<u>Date</u>	<u>Date</u>
Departmental Committee	10/25/07	Graduate Council* NA
<i>Is this a SACS Substantive Change? Yes**** <input type="checkbox"/> No <input checked="" type="checkbox"/></i>		
College Curriculum Committee	1/14/08	Council on Academic Affairs Approved <input checked="" type="checkbox"/> Disapproved _____ 02/28/08
General Education Committee*	NA	Faculty Senate** NA
Teacher Education Committee*	NA	Board of Regents** NA
		Council on Postsecondary Edu.*** NA

*If Applicable (Type NA if not applicable.)
**Approval needed for new, revised, or suspended programs
***Approval/Posting needed for new degree program or certificate program
****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.

Completion of A, B, and C is required: (Please be specific, but concise.)

A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)
Change "advised" classes of SOC 131 and 232 to SOC 232 being "required"

A. 2. Effective date: (Example: Fall 2001)
Fall 2008

A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)

B. The justification for this action:
SOC 232 is traditionally the class taught prior to 395 and students in 395 need the skills acquired in 232.

C. The projected cost (or savings) of this proposal is as follows:

Personnel Impact:
None

Operating Expenses Impact:
None

Equipment/Physical Facility Needs:
Normal

Library Resources:
Normal

Part II. Recording Data for New, Revised, or Dropped Course

(For a **new required course**, complete a separate request for the appropriate program revisions.)

1. For a new course, provide the catalog text.
2. For a revised course, provide the current catalog text with the proposed text using ~~striethrough~~ for deletions and underlines for additions.
3. For a dropped course, provide the current catalog text.

New or Revised* Catalog Text

(*Use ~~striethrough~~ for deletions and underlines for additions. Also include Crs. Prefix, No., and description, limited to 35 words.)

SOC 395 Research Methods in Sociology. (3) II. Prerequisite: SOC 232. ~~Completion of SOC 131 and 232 is advised before taking SOC 395.~~ Methods and techniques of sociological research, ~~includes~~ including collecting, measuring, analyzing, processing, and presenting social data.

Part IV. Recording Data for New or Revised Course (Record only **new** or **changed** course information.)

Course prefix (3 letters)	Course Number (3 Digits)	Effective Term (Example: Fall 2001)	College/Division:	Dept. (4 letters)*
SOC	395	Fall 2008	AS <u> </u> JS <u> </u> BT <u> </u> EM <u> </u> ED <u> </u> PC <u> </u> HS <u> </u>	ANSW
Credit Hrs.	Weekly Contact Hrs.		Repeatable Maximum No. of Hrs. <u> </u>	
3	Lecture <u> </u>	Laboratory <u> </u>	Other <u> </u>	
Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Cip Code (first two digits only)	
1	Normal	N	Class Restriction, if any: (undergraduate only)	
			FR <u> </u> JR <u> </u>	
			SO <u> </u> SR <u> </u>	
		Grading Information: Course is eligible for IP (in-progress grading) for: <u> </u> Check all applicable	FOR BANNER USE ONLY Date of data entry <u> </u> Data entry person <u> </u>	
		Thesis <u> </u>		
		Internship <u> </u>		
		Independent Study <u> </u>		
		Practicum <u> </u>		

Co-Requisites and Prerequisites **See definitions on following page**

Co-Requisite(s): (List only co-requisites. See below for prerequisites and combinations.)

Course Prefix and No.	
Course Prefix and No.	

Prerequisite(s): (List prerequisites only. List combinations below. Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)

Course Prefix and No.	<u>SOC 232</u>
Course Prefix and No.	
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	

Co-Requisite(s) and/or Prerequisite(s) Combination (Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)

Course Prefix and No.	
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	

Equivalent Course(s): (credit not allowed with; or formerly:)

Course Prefix and No.	
Course Prefix and No.	
Course Prefix and No.	

Proposed General Education Block: Please mark (X) in the appropriate Block or Blocks (e.g. – IVB(3) X).

Block I (9)	Block II (3)	Block III (6)	Block IV (6)	Block V (9)	Block VI (3)	Block VII (6)	Block VIII (6)
IA (3)	II (3)	IIIA (3)	IVA (3)	VA (3)	VI (3)	VII (3)	VIII (3)
IB (3)		IIIB (3)	IVB (3)	VB (3)		VII (3)	VIII (3)
IC (3)				VC (3)			

Curriculum Change Form
(Present only one proposed curriculum change per form)
(Complete only the section(s) applicable.)

Part I

(Check one)	Department Name	ANSW
<input type="checkbox"/> New Course (Parts II, IV)	College	AAS
<input checked="" type="checkbox"/> Course Revision (Parts II, IV)	*Course Prefix & Number	SOC 399
<input type="checkbox"/> Course Dropped (Part II)	*Course Title (30 characters)	Gender & Cross-cultural Perspective & Society
<input type="checkbox"/> New Program (Part III)	*Program Title	
<input type="checkbox"/> Program Revision (Part III)		(Major ____, Option ____, Minor ____, or Certificate ____)
<input type="checkbox"/> Program Suspended (Part III)	*Provide only the information relevant to the proposal.	

Proposal Approved by:	<u>Date</u>	<u>Date</u>
Departmental Committee	10/25/07	Graduate Council* NA
<i>Is this a SACS Substantive Change?</i> Yes**** <input type="checkbox"/> No <input checked="" type="checkbox"/>		Council on Academic Affairs
College Curriculum Committee	1/14/08	Approved <input checked="" type="checkbox"/> Disapproved <input type="checkbox"/>
General Education Committee*	1/28/08	02/28/08
Teacher Education Committee*	NA	Faculty Senate** NA
		Board of Regents** NA
		Council on Postsecondary Edu.*** NA

*If Applicable (Type NA if not applicable.)
 **Approval needed for new, revised, or suspended programs
 ***Approval/Posting needed for new degree program or certificate program
 ****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.

Completion of A, B, and C is required: (Please be specific, but concise.)

A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)
 Change title of course; re-word course description; omit ANT courses listed; add WGS cross-listing.

A. 2. Effective date: (Example: Fall 2001)
 Fall 2008

A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)

B. The justification for this action:
 Current title is unnecessarily complex and the use of the ampersands is inelegant. Further, "Gender and Society" is the standard in the discipline of sociology. ANT classes listed no longer exist; newly cross-listed with WGS. Finally, new wording for course description better reflects title change.

C. The projected cost (or savings) of this proposal is as follows:

Personnel Impact:
 None

Operating Expenses Impact:
 None

Equipment/Physical Facility Needs:
 Normal

Library Resources:
 Normal

Part II. Recording Data for New, Revised, or Dropped Course

(For a **new required course**, complete a separate request for the appropriate program revisions.)

1. For a new course, provide the catalog text.
2. For a revised course, provide the current catalog text with the proposed text using ~~striethrough~~ for deletions and underlines for additions.
3. For a dropped course, provide the current catalog text.

New or Revised* Catalog Text

(*Use ~~striethrough~~ for deletions and underlines for additions. Also include Crs. Prefix, No., and description, limited to 35 words.)

SOC 399 Gender & ~~Cross-Cultural Perspective &~~ and Society. (3) A. Cross listed as ~~ANT 399~~ WGS 399. Completion of ~~ANT 120, 210, 211, or~~ SOC 131 is advised before taking SOC 399. Emphasis on the relationship between the social construction of gender and the experiences of women and men in societies. Consideration of cultural diversity in defining gender roles. ~~Emphasis on the relationship between the social construction of gender and the experiences of women and men in traditional and contemporary societies.~~ Credit will not be awarded to students who have credit for WGS 399. Gen. Ed. VIII.

Part IV. Recording Data for New or Revised Course (Record only **new** or **changed** course information.)

Course prefix (3 letters) SOC	Course Number (3 Digits) 399	Effective Term (Example: Fall 2001) Fall 2008	College/Division: AS <input checked="" type="checkbox"/> JS _____ BT _____ EM _____ ED _____ PC _____ HS _____	Dept. (4 letters)* ANSW
Credit Hrs. 3	Weekly Contact Hrs. Lecture <u>3</u> Laboratory _____ Other _____		Repeatable Maximum No. of Hrs. <u>6</u>	
Schedule Type* (List all applicable) 1	Work Load (for each schedule type) 3	Grading Mode* N	Cip Code (first two digits only)	
			Class Restriction, if any: (undergraduate only) FR _____ JR _____ SO _____ SR _____	
		Grading Information: Course is eligible for IP (in-progress grading) for: <u>Check all applicable</u>	FOR BANNER USE ONLY Date of data entry _____ Data entry person _____	
		Thesis _____		
		Internship _____		
		Independent Study _____		
		Practicum _____		

Co-Requisites and Prerequisites **See definitions on following page**

Co-Requisite(s): (List only co-requisites. See below for prerequisites and combinations.)

Course Prefix and No.	
Course Prefix and No.	

Prerequisite(s): (List prerequisites only. List combinations below. Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)

Course Prefix and No.	
Course Prefix and No.	
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	

Co-Requisite(s) and/or Prerequisite(s) Combination (Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)

Course Prefix and No.	
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	

Equivalent Course(s): (credit not allowed with; or formerly:)

Course Prefix and No.	<u>WGS 399</u>
Course Prefix and No.	
Course Prefix and No.	

Proposed General Education Block: Please mark (X) in the appropriate Block or Blocks (e.g. – IVB(3) X).

Block I (9)	Block II (3)	Block III (6)	Block IV (6)	Block V (9)	Block VI (3)	Block VII (6)	Block VIII (6)
IA (3)	II (3)	IIIA (3)	IVA (3)	VA (3)	VI (3)	VII (3)	VIII (3)
IB (3)		IIIB (3)	IVB (3)	VB (3)		VII (3)	VIII (3) X
IC (3)				VC (3)			

Curriculum Change Form
(Present only one proposed curriculum change per form)
(Complete only the section(s) applicable.)

Part I

(Check one) <input type="checkbox"/> New Course (Parts II, IV) <input checked="" type="checkbox"/> Course Revision (Parts II, IV) <input type="checkbox"/> Course Dropped (Part II) <input type="checkbox"/> New Program (Part III) <input type="checkbox"/> Program Revision (Part III) <input type="checkbox"/> Program Suspended (Part III)	Department Name <u>ANSW</u> College <u>AAS</u> *Course Prefix & Number <u>SOC 415</u> *Course Title <u>(30 characters)</u> <u>Social Gerontology</u> *Program Title _____ (Major ____, Option ____, Minor ____, or Certificate ____) *Provide only the information relevant to the proposal.	
Proposal Approved by:		
	<u>Date</u> 10/25/07	<u>Date</u> NA
		Graduate Council*
		Council on Academic Affairs
		Approved <input checked="" type="checkbox"/> Disapproved _____
		02/28/08
College Curriculum Committee	1/14/08	
General Education Committee*	NA	Faculty Senate**
Teacher Education Committee*	NA	Board of Regents**
		Council on Postsecondary Edu.***
		NA

*If Applicable (Type NA if not applicable.)
 **Approval needed for new, revised, or suspended programs
 ***Approval/Posting needed for new degree program or certificate program
******If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.**

Completion of A, B, and C is required: (Please be specific, but concise.)

<p>A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.) Re-word course description to better match current course content.</p> <p>A. 2. Effective date: (Example: Fall 2001) Fall 2008</p> <p>A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)</p>
<p>B. The justification for this action: ANT 415, 210, 211 no longer exist. New wording better reflects course content</p>
<p>C. The projected cost (or savings) of this proposal is as follows:</p> <p>Personnel Impact: None</p> <p>Operating Expenses Impact: None</p> <p>Equipment/Physical Facility Needs: Normal</p> <p>Library Resources: Normal</p>

Part II. Recording Data for New, Revised, or Dropped Course

(For a **new required course**, complete a separate request for the appropriate program revisions.)

1. For a new course, provide the catalog text.
2. For a revised course, provide the current catalog text with the proposed text using ~~striethrough~~ for deletions and underlines for additions.
3. For a dropped course, provide the current catalog text.

New or Revised* Catalog Text

(*Use ~~striethrough~~ for deletions and underlines for additions. Also include Crs. Prefix, No., and description, limited to 35 words.)

SOC 415 Social Gerontology. (3) A. ~~Cross listed as ANT 415.~~ Completion of ~~ANT 120, 210, 211, or~~ SOC 131 is advised before taking SOC 415. A comparative and historical study of the ~~physical and sociocultural aspects~~ social construction of human aging from a societal and global perspective. Credit will not be awarded to students who have credit for ANT 415.

Part IV. Recording Data for New or Revised Course (Record only **new** or **changed** course information.)

Course prefix (3 letters)	Course Number (3 Digits)	Effective Term (Example: Fall 2001)	College/Division:	Dept. (4 letters)*
SOC	415	Fall 2008	AS <u> </u> JS <u> </u> BT <u> </u> EM <u> </u> ED <u> </u> PC <u> </u> HS <u> </u>	ANSW
Credit Hrs.	Weekly Contact Hrs.		Repeatable Maximum No. of Hrs. <u> </u>	
3	Lecture <u> 3 </u> Laboratory <u> </u> Other <u> </u>		Cip Code (first two digits only)	
Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)	
1	3	N	FR <u> </u> JR <u> </u> SO <u> </u> SR <u> </u>	
		Grading Information: Course is eligible for IP (in-progress grading) for: <u> </u> Check all applicable	FOR BANNER USE ONLY Date of data entry <u> </u> Data entry person <u> </u>	
		Thesis <u> </u>		
		Internship <u> </u>		
		Independent Study <u> </u>		
		Practicum <u> </u>		

Co-Requisites and Prerequisites **See definitions on following page**

Co-Requisite(s): (List only co-requisites. See below for prerequisites and combinations.)

Course Prefix and No.	
Course Prefix and No.	

Prerequisite(s): (List prerequisites only. List combinations below. Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D .)

Course Prefix and No.	
Course Prefix and No.	
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	

Co-Requisite(s) and/or Prerequisite(s) Combination (Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)

Course Prefix and No.	
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	

Equivalent Course(s): (credit not allowed with; or formerly:)

Course Prefix and No.	ANT 415
Course Prefix and No.	
Course Prefix and No.	

Proposed General Education Block: Please mark (X) in the appropriate Block or Blocks (e.g. – IVB(3) X).

Block I (9)	Block II (3)	Block III (6)	Block IV (6)	Block V (9)	Block VI (3)	Block VII (6)	Block VIII (6)
IA (3)	II (3)	IIIA (3)	IVA (3)	VA (3)	VI (3)	VII (3)	VIII (3)
IB (3)		IIIB (3)	IVB (3)	VB (3)		VII (3)	VIII (3)
IC (3)				VC (3)			

Curriculum Change Form
(Present only one proposed curriculum change per form)
(Complete only the section(s) applicable.)

Part I

<u>(Check one)</u>	Department Name	ANSW
<input type="checkbox"/> New Course (Parts II, IV)	College	AAS
<input checked="" type="checkbox"/> Course Revision (Parts II, IV)	*Course Prefix & Number	SOC 463
<input type="checkbox"/> Course Dropped (Part II)	*Course Title <small>(30 characters)</small>	Social Stratification
<input type="checkbox"/> New Program (Part III)	*Program Title	
<input type="checkbox"/> Program Revision (Part III)	(Major ____, Option ____, Minor ____, or Certificate __)	
<input type="checkbox"/> Program Suspended (Part III)	*Provide only the information relevant to the proposal.	

Proposal Approved by:	<u>Date</u>	
Departmental Committee	10/25/07	Graduate Council*
		Date NA
	Is this a SACS Substantive Change? Yes**** <input type="checkbox"/> No <input checked="" type="checkbox"/>	Council on Academic Affairs
College Curriculum Committee	1/14/08	Approved <input checked="" type="checkbox"/> Disapproved <input type="checkbox"/>
General Education Committee*	NA	Date 02/28/08
Teacher Education Committee*	NA	Faculty Senate**
		Date NA
		Board of Regents**
		Date NA
		Council on Postsecondary Edu.***
		Date NA

*If Applicable (Type NA if not applicable.)
 **Approval needed for new, revised, or suspended programs
 ***Approval/Posting needed for new degree program or certificate program
 ****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.

Completion of A, B, and C is required: (Please be specific, but concise.)

A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)
 Reduce prerequisite credit hours in sociology from 6 to 3. Change the wording of the course description.

A. 2. Effective date: (Example: Fall 2001)
 Fall 2008

A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)

B. The justification for this action:
 Faculty deemed 6 prerequisite hours excessive and unnecessary for this course. The wording for SOC 463 (Social Stratification) is both inelegant and less than informative.

C. The projected cost (or savings) of this proposal is as follows:

Personnel Impact:
 None

Operating Expenses Impact:
 None

Equipment/Physical Facility Needs:
 Normal

Library Resources:
 Normal

Part II. Recording Data for New, Revised, or Dropped Course

(For a **new required course**, complete a separate request for the appropriate program revisions.)

1. For a new course, provide the catalog text.
2. For a revised course, provide the current catalog text with the proposed text using ~~striethrough~~ for deletions and underlines for additions.
3. For a dropped course, provide the current catalog text.

New or Revised* Catalog Text

(*Use ~~striethrough~~ for deletions and underlines for additions. Also include Crs. Prefix, No., and description, limited to 35 words.)

SOC 463 Social Stratification. (3) A. Prerequisite: ~~six~~ three hours in SOC. Classical and contemporary approaches to understanding the causes and consequences of social stratification and inequality. Primary focus is on social class inequalities with consideration of race/ethnicity, gender, and other relations of inequality. recent studies of social classes and strata; critical analysis of recent research methods; social class, mobility aspirations.

Part IV. Recording Data for New or Revised Course (Record only **new** or **changed** course information.)

Course prefix (3 letters)	Course Number (3 Digits)	Effective Term (Example: Fall 2001)	College/Division:	Dept. (4 letters)*
SOC	463	Fall 2008	AS <input type="checkbox"/> JS <input type="checkbox"/> BT <input type="checkbox"/> EM <input type="checkbox"/> ED <input type="checkbox"/> PC <input type="checkbox"/> HS <input type="checkbox"/>	ANSW
Credit Hrs.	Weekly Contact Hrs.		Repeatable Maximum No. of Hrs. _____	
3	Lecture _____	Laboratory _____	Other _____	
Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Cip Code (first two digits only)	
			Class Restriction, if any: (undergraduate only)	
			FR _____	JR _____
			SO _____	SR _____
		Grading Information: Course is eligible for IP (in-progress grading) for: <u>Check all applicable</u>	FOR BANNER USE ONLY Date of data entry _____ Data entry person _____	
		Thesis _____		
		Internship _____		
		Independent Study _____		
		Practicum _____		

Co-Requisites and Prerequisites **See definitions on following page**

Co-Requisite(s): (List only co-requisites. See below for prerequisites and combinations.)

Course Prefix and No.	
Course Prefix and No.	

Prerequisite(s): (List prerequisites only. List combinations below. Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)

Course Prefix and No.	Three hours of SOC coursework.
Course Prefix and No.	
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	

Co-Requisite(s) and/or Prerequisite(s) Combination (Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)

Course Prefix and No.	
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	

Equivalent Course(s): (credit not allowed with; or formerly:)

Course Prefix and No.	
Course Prefix and No.	
Course Prefix and No.	

Proposed General Education Block: Please mark (X) in the appropriate Block or Blocks (e.g. – IVB(3) X).

Block I (9)	Block II (3)	Block III (6)	Block IV (6)	Block V (9)	Block VI (3)	Block VII (6)	Block VIII (6)
IA (3)	II (3)	IIIA (3)	IVA (3)	VA (3)	VI (3)	VII (3)	VIII (3)
IB (3)		IIIB (3)	IVB (3)	VB (3)		VII (3)	VIII (3)
IC (3)				VC (3)			

Curriculum Change Form
(Present only one proposed curriculum change per form)
(Complete only the section(s) applicable.)

Part I

<input type="checkbox"/> (Check one) New Course (Parts II, IV)	Department Name	Art and Design
<input checked="" type="checkbox"/> Course Revision (Parts II, IV)	College	Art & Sciences
<input type="checkbox"/> Course Dropped (Part II)	*Course Prefix & Number	DES 250
<input type="checkbox"/> New Program (Part III)	*Course Title (30 characters)	Design I: Intro to Graphic Design
<input type="checkbox"/> Program Revision (Part III)	*Program Title	
<input type="checkbox"/> Program Suspended (Part III)	(Major ____, Option ____, Minor ____, or Certificate ____)	
*Provide only the information relevant to the proposal.		

Proposal Approved by:	<u>Date</u>		<u>Date</u>
Departmental Committee	12/ 7/ 2007	Graduate Council*	NA
<i>Is this a SACS Substantive Change? Yes**** <input type="checkbox"/> No <input checked="" type="checkbox"/></i>		Council on Academic Affairs	
College Curriculum Committee	1/ 14/ 2008	Approved <input checked="" type="checkbox"/> Disapproved <input type="checkbox"/>	02/28/08
General Education Committee*	NA	Faculty Senate**	NA
Teacher Education Committee*	NA	Board of Regents**	NA
		Council on Postsecondary Edu.***	NA

*If Applicable (Type NA if not applicable.)

**Approval needed for new, revised, or suspended programs

***Approval/Posting needed for new degree program or certificate program

****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.

Completion of A, B, and C is required: (Please be specific, but concise.)

A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)

To revise the course description, objective and content of DES 250

A. 2. Effective date: (Example: Fall 2001)

Fall 2008

A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)

NA

B. The justification for this action:

DES 250 did not address the new developments in the industry of graphic design. Graphic Design has become a global profession, as advanced technology and industry have spread throughout the world. The revised course will address new and changing issues as they happen.

C. The projected cost (or savings) of this proposal is as follows:

Personnel Impact: No Change

Operating Expenses Impact: No Change

Equipment/Physical Facility Needs: No Change

Library Resources: No Change

Part II. Recording Data for New, Revised, or Dropped Course

(For a **new required course**, complete a separate request for the appropriate program revisions.)

1. For a new course, provide the catalog text.
2. For a revised course, provide the current catalog text with the proposed text using ~~striethrough~~ for deletions and underlines for additions.
3. For a dropped course, provide the current catalog text.

New or Revised* Catalog Text

(*Use ~~striethrough~~ for deletions and underlines for additions. Also include Crs. Prefix, No., and description, limited to 35 words.)

DES 250 ~~Design I: Intro to Graphic Design. (3) I, II.~~ Prerequisites: ART 100 and 152. Introduction to the field of professional graphic design, and its conceptual and technical makeup. ~~Discussion of varied approaches to graphic design and problem solving in several areas of specialization.~~

Part IV. Recording Data for New or Revised Course (Record only **new** or **changed** course information.)

Course prefix (3 letters)	Course Number (3 Digits)	Effective Term (Example: Fall 2001)	College/Division:	Dept. (4 letters)*
DES	250	Fall 2008	AS <input checked="" type="checkbox"/> JS _____ BT _____ EM _____ ED _____ PC _____ HS _____	ARTD
Credit Hrs.	Weekly Contact Hrs.		Repeatable Maximum No. of Hrs. _____	
3	Lecture _____	Laboratory _____	Other <input checked="" type="checkbox"/>	
Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Cip Code (first two digits only)	
5	4.5	N	Class Restriction, if any: (undergraduate only)	
			FR _____	JR _____
			SO _____	SR _____
		Grading Information: Course is eligible for IP (in-progress grading) for: <u>Check all applicable</u>	FOR BANNER USE ONLY Date of data entry _____ Data entry person _____	
		Thesis _____		
		Internship _____		
		Independent Study _____		
		Practicum _____		

Co-Requisites and Prerequisites **See definitions on following page**

Co-Requisite(s): (List only co-requisites. See below for prerequisites and combinations.)

Course Prefix and No. _____

Course Prefix and No. _____

Prerequisite(s): (List prerequisites only. List combinations below. Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)

Course Prefix and No. _____ ART 152 and 100

Course Prefix and No. _____

Test Scores _____

Minimum GPA (when a course grouping or student cumulative GPA is required) _____

Co-Requisite(s) and/or Prerequisite(s) Combination (Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)

Course Prefix and No. _____

Test Scores _____

Minimum GPA (when a course grouping or student cumulative GPA is required) _____

Equivalent Course(s): (credit not allowed with; or formerly:)

Course Prefix and No. _____

Course Prefix and No. _____

Course Prefix and No. _____

Proposed General Education Block: Please mark (X) in the appropriate Block or Blocks (e.g. – IVB(3) X).

Block I (9)	Block II (3)	Block III (6)	Block IV (6)	Block V (9)	Block VI (3)	Block VII (6)	Block VIII (6)
IA (3)	II (3)	IIIA (3)	IVA (3)	VA (3)	VI (3)	VII (3)	VIII (3)
IB (3)		IIIB (3)	IVB (3)	VB (3)		VII (3)	VIII (3)
IC (3)				VC (3)			

DES 250: Introduction to Graphic Design

Instructor: Ida Kumoji

Office: Campbell 405

Office Hours: T & TH; 8:00am - 10:00 am or by appointment

Email: ida.kumoji@eku.edu

Website: <http://people.eku.edu/kumojii/>

Phone: 859 622 1640

Prerequisites: Art 101 (Drawing II), Art 152 (2-D Design)

Course Description

Introduction to the field of professional graphic design, its conceptual and technical makeup.

Textbooks

- Thinking with Type: A Critical Guide for Designers, Writers, Editors, & Students by Ellen Lupton
- History of Graphic Design by Philip Meggs
- LOOKING CLOSER, CRITICAL WRITINGS ON GRAPHIC DESIGN by Michael and, William Drenntel, Steven Heller

Materials/Supplies

- Bienfang Parchment 100 Fine Tracing Paper 14x17 - 100 sheets Pad: <http://www.dickblick.com/zz106/02/>
- Strathmore 300 Series Paper Pads (Sketch Pad, 100 Sheets 9" x 12") <http://www.dickblick.com/zz103/12/>
- 1.5 inch black three ring binder and clear sheet protectors (100): staples, office max, etc.
- Pastel Ivory Paper - 1 ream
- Prism color Four-In-One Markers: Studio Stacker Set of 24 Colors <http://www.dickblick.com/zz213/42/>
- Prism color Turquoise Pencil Sets - Design Set of 12: <http://www.dickblick.com/zz204/69/>
- 24" steel metal ruler
- X-acto knife and its blades
- Scissors
- Kneaded eraser
- 10 CD-R with sleeves or cases
- Portable external hard drive (At least 60 Gigs) or a flash drive (at least 2 gigs)
- Portfolio (13 x 19 Itoya)
- Paper for printing work: matte, semi- gloss or glossy paper, depending on your preference and project. Please check these websites to order paper: www.epson.com, www.hp.com, office max, staples etc.

Course Objectives:

- To introduce basic concepts and ideas as they relate to graphic design.
- To foster a professional attitude and work ethic as they relate to graphic design as a career.
- To provide a broad exposure to the many phases and stages of the design process.
- To acquaint the student with formal and individual possibilities and solutions.

Learning Objectives and Course Outcomes

- To develop the students abilities to recognize and evaluate good design.
- To further develop the students' skills in craftsmanship, computer applications, good work habits, composition, artistic talents, efficiency, and professionalism.
- To explore the expressive possibilities of graphic design and help the student progress toward personal approaches to concept and problem solving as they relate to specific/individual assignments and problems.
- To increase the students knowledge of technical skills as they relate to the use of materials, supplies, and equipment as they relate to the graphic design profession.

Projects

Note: All readings, unless stated otherwise are expected to be completed by the first class period after which they are assigned. All projects are due at the beginning of class on the specified due dates unless otherwise stated.

- 1. Projects (40 PTS)**
- 2. Class Assignments (25pts)**
- 3. Exams (10pts)**
- 4. Final Project (15 PTS)**
- 5. Critiques, quizzes, enthusiasm (10 PTS)**
- 6. Final Exams**

Evaluation

Grades are based on:

The quality of finished assignment that is the technique, formal considerations, idea development, thoughtfulness of effort and fulfillment of goals of the assignment.

- Preparedness: Do you have your work-up stages, supplies and use class time wisely.
- Design solutions: Quality of the design solution
- Technical: Use of Photoshop and or Illustrator to create work
- Deadlines: Projects turned in by the due date
- Group and individual critiques of assignments, participation in critiques with verbal. Commentary over one's own work as well as classmate's
- Out-of-class assignments
- Consideration of the student's attitude, involvement, improvement.
- Adherence to departmental attendance
- Craftsmanship/ Presentation: Is it sloppy? Thrown together? Lack of pride in your work?
- Attitude: Enthusiastic about the material, respect for the discipline, whiner/ complainer.
- Self Evaluation: How has this material influenced your design work?
- Final semester Grade: Culmination of the above.

Grading Scale: 90-100%=A, 80-89%=B, 70-79%=C, 60-69%=D, <60%=F

- A excellent work that serves as a benchmark for what can be achieved
- B Good work that exceeds the requirements of the assignment
- C Work that is acceptable and fulfills the assignment
- D Work that is of poor quality and/ or does not address the assignment but still deserves a credit.
- F A failing grade: also given for work not handed in by the deadline.

Attendance Policy:

The Art Department's attendance policy is in effect. Its major provision; 15% absences automatically results in an "F". You are required to attend all classes and to be on time. Late arrivals/early departures will count towards absences. Two lates equal one absence. Three absences may result in the dropping of half a letter grade; four absences may result in the dropping of one full letter grade; six or more absences (greater than 15% of the semester) are grounds for failure. *Please contact the instructor in case of extenuating circumstances for absences.* **Calling and/or e-mailing** - the instructor regarding tardiness and absences are professional and polite, but do not excuse the student from their obligations in the classroom.

Lab: NO FOOD OR BEVERAGES ARE ALLOWED IN THE COMPUTER LAB

Please clean up your space after each class time. Printers, Scanners, computers must be treated with respect. Put magazines, catalogs etc away after scanning. Thank you

Cell Phones and Pagers - are not to be used for personal matters. Incoming calls may not be accepted nor pages answered during class time. Thank you for your understanding.

Academic Honesty Policy

" Eastern Kentucky University faculty and students are bonded by principles of truth and honesty which are recognized as fundamental for a community of scholars. The University expects that students will honor and enforce these principles, which contribute to a foundation upon which a quality education can be built. With this premise the University affirms that it will not tolerate academic dishonesty. "

Plagiarism is the act of presenting, ideas, words, or organization of a source (published or not) as if they were one's own, without acknowledgement of the source. Plagiarism also includes presenting material, which was composed or revised by any person other than the student who submits it as well as deliberate falsification of footnotes. The use of the term 'material' refers to work in any form including written, oral or electronic (as in the case of computer files)

Cheating includes buying, stealing or otherwise fraudulently obtaining copies of examinations or assignments for the purpose of improving one's academic standing.

Please refer to the University Handbook for Students, page 13 for further explanation and details of the Academic Honesty Policy, including repercussions for offenders.

Academic Integrity Policy

"Students are advised that EKU's Academic Integrity Policy will strictly be enforced in this course. The Academic Integrity policy is available

at www.academicintegrity.eku.edu. Questions regarding the policy may be directed to the Office of Academic Integrity."

Disability Statement

If you are registered with the Office of Services for Individuals with Disabilities, please make an appointment with the course instructor to discuss any academic accommodations you need. If you need academic accommodations and are not registered with the Office of Services for Individuals with Disabilities, please contact the office on the third floor of the Student Services Building, by email at disserv@eku.edu or by telephone at (859) 622-2933 V/TDD. Upon individual request, this syllabus can be made available in an alternate format.

Curriculum Change Form
(Present only one proposed curriculum change per form)
(Complete only the section(s) applicable.)

Part I

(Check one)	Department Name	Art and Design
<input type="checkbox"/> New Course (Parts II, IV)	College	Art & Sciences
<input checked="" type="checkbox"/> Course Revision (Parts II, IV)	*Course Prefix & Number	DES 350
<input type="checkbox"/> Course Dropped (Part II)	*Course Title (30 characters)	Design II
<input type="checkbox"/> New Program (Part III)	*Program Title	
<input type="checkbox"/> Program Revision (Part III)	(Major __, Option __; Minor __; or Certificate __)	
<input type="checkbox"/> Program Suspended (Part III)	*Provide only the information relevant to the proposal.	

Proposal Approved by:	<u>Date</u>	
Departmental Committee	12/ 7/ 2007	Graduate Council*
<i>Is this a SACS Substantive Change? Yes**** <input type="checkbox"/> No <input checked="" type="checkbox"/></i>		Council on Academic Affairs
College Curriculum Committee	1/ 14/ 2008	Approved <input checked="" type="checkbox"/> Disapproved <input type="checkbox"/>
General Education Committee*	NA	Faculty Senate**
Teacher Education Committee*	NA	Board of Regents**
		Council on Postsecondary Edu.***
		02/28/08
		NA
		NA
		NA

*If Applicable (Type NA if not applicable.)
 **Approval needed for new, revised, or suspended programs
 ***Approval/Posting needed for new degree program or certificate program
 ****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.

Completion of A, B, and C is required: (Please be specific, but concise.)

A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)
 To revise the course description, change the title, course objective and content of DES 350.

A. 2. Effective date: (Example: Fall 2001)
 Fall 2008

A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)
 NA

B. The justification for this action:
 DES 350 is currently titled Design II and the new title will be Typography 1. The current course listings lacked clear sequence and content in Typographical Studies in the field of Graphic Design. Typography 1 will be the corner stone of typographic study.

C. The projected cost (or savings) of this proposal is as follows:

Personnel Impact: No Change

Operating Expenses Impact: No Change

Equipment/Physical Facility Needs: No Change

Library Resources: No Change

Part II. Recording Data for New, Revised, or Dropped Course

(For a **new required course**, complete a separate request for the appropriate program revisions.)

1. For a new course, provide the catalog text.
2. For a revised course, provide the current catalog text with the proposed text using ~~striethrough~~ for deletions and underlines for additions.
3. For a dropped course, provide the current catalog text.

New or Revised* Catalog Text

(*Use ~~striethrough~~ for deletions and underlines for additions. Also include Crs. Prefix, No., and description, limited to 35 words.)

DES 350 ~~Design II. Typography I~~ (3) II. Prerequisite: DES 250. Corequisite: DES 351. ~~Problem solving in the areas of packaging design, corporate design, advertising design, and illustration.~~ Introduction to the use of letterforms in graphic design and visual culture. Students will research typographic terms and history, and will develop an understanding of visual hierarchy in graphic design. Credit will not be awarded to students who have credit for DES 354.

Part IV. Recording Data for New or Revised Course (Record only **new** or **changed** course information.)

Course prefix (3 letters)	Course Number (3 Digits)	Effective Term (Example: Fall 2001)	College/Division:	Dept. (4 letters)*
DES	350	Fall 2008	AS <input checked="" type="checkbox"/> JS _____ BT _____ EM _____ ED _____ PC _____ HS _____	ARTD
Credit Hrs.	Weekly Contact Hrs.		Repeatable Maximum No. of Hrs. _____	
3	Lecture _____	Laboratory _____	Other <input checked="" type="checkbox"/>	
Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Cip Code (first two digits only)	
5	4.5	N	Class Restriction, if any: (undergraduate only)	
			FR _____	JR _____
			SO _____	SR _____
		Grading Information: Course is eligible for IP (in-progress grading) for: <u>Check all applicable</u>	FOR BANNER USE ONLY Date of data entry _____ Data entry person _____	
		Thesis _____		
		Internship _____		
		Independent Study _____		
		Practicum _____		

Co-Requisites and Prerequisites **See definitions on following page**

Co-Requisite(s): (List only co-requisites. See below for prerequisites and combinations.)

Course Prefix and No.	DES 351
Course Prefix and No.	

Prerequisite(s): (List prerequisites only. List combinations below. Use **“and”** and **“or”** literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)

Course Prefix and No.	DES 250
Course Prefix and No.	
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	

Co-Requisite(s) and/or Prerequisite(s) Combination (Use **“and”** and **“or”** literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)

Course Prefix and No.	
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	

Equivalent Course(s): (credit not allowed with; or formerly:)

Course Prefix and No.	DES 354 (Credit will not be awarded to DES 354 taken prior to Fall 2008.)
Course Prefix and No.	
Course Prefix and No.	

Proposed General Education Block: Please mark (X) in the appropriate Block or Blocks (e.g. – IVB(3) X).

Block I (9)	Block II (3)	Block III (6)	Block IV (6)	Block V (9)	Block VI (3)	Block VII (6)	Block VIII (6)
IA (3)	II (3)	IIIA (3)	IVA (3)	VA (3)	VI (3)	VII (3)	VIII (3)
IB (3)		IIIB (3)	IVB (3)	VB (3)		VII (3)	VIII (3)
IC (3)				VC (3)			

des350

Course Description

This course is an introduction to the use and of letter forms in graphic design and visual culture. Students will research typographic terms and history, and will develop an understanding of visual hierarchy in graphic design. *3 credits*

Course Objectives

- An understanding of the history of typography
- Typeface recognition
- Page layout and visual hierarchy
- Typographic interpretation
- Respect for classic typefaces as well as contemporary designs

Acquired Skills & Assessment

- Team work
- Research, analysis and organization
- Design development
- Innovative representation of content
- Clear articulation of ideas
- Critique dialogue mastery
- Time management

Materials

- #11 X-acto knife, blades
- pencils (2B, 4B, 6B)
- Sharpie(s)
- metal ruler, at least 18"
- tape, glue stick
- storage devices (portable hard drive)
- sketchbook
- various printing, presentation materials as required

Textbooks

- *The Elements of Typographic Style* by Robert Bringhurst
- *Thinking with Type* by Ellen Lupton (Required)

Suggested URLs

- designobserver.com
- typophile.com
- typographica.org
- aiga.org
- underconsideration.com/speakup/
- nytimes.com
- villagevoice.com
- boston.com
- pitchforkmedia.com

Course Expectations

This course will be conducted as a design studio with the instructor acting as both client and art director. The student designers' responsibility will be to listen to the client's needs, interact with the art director, to produce professional creative solutions and meet all deadlines.

Critique

- Pin-up critiques are informal group discussions which use student exercises, projects, and research as touchstones for exploring issues in design. All students must participate. The point of the informal critique is to look for common themes and problems; examples of successful and unsuccessful solutions will be freely selected from the pin-up wall for discussion. The goal is to generate dialogue rather than to provide evaluations of individual projects.
- Final critiques are more formal discussions that take place in group and individual discussion.

Typography I, TTh 1:00p-3:20p, Spring 2008

Prerequisites: DES 250 (Intro GD)

Christopher Jackson, christopher.jackson@eku.edu

Office: Campbell 324, Tel: 859 622 8899

Hours: MW 1p-3p or by appointment

Attendance

The Art Department's attendance policy is in effect. Its major provision; 15% absences (excused or not) automatically results in an "F". You are required to attend all classes and to be on time. Late arrivals/early departures will count towards absences and more than 2 absences will lower your grade at 1/3-grade increments for each instance. Please make an effort to contact me about circumstances that will affect attendance policy.

Excused absences still count for an absence, however the instructor is required to allow the student to turn in assigned material and/or take any necessary exams. This type of excuse comes with notification from the Provost's office to the individual instructors that the student has taken part in for example, a field trip or extra-curricular activity as authorized by the University.

Unexcused absences are taken at the discretion of the individual student and count towards the overall permissible allotment. It is the student's sole responsibility to make serious decisions about missing class for appointments, vacations, weddings and the like, not associated with classroom activities.

Academic Integrity Policy

"Students are advised that EKU's Academic Integrity Policy will strictly be enforced in this course. The Academic Integrity policy is available at www.academicintegrity.eku.edu. Questions regarding the policy may be directed to the Office of Academic Integrity."

Academic Honesty Policy

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Plagiarism is the act of presenting, ideas, words, or organization of a source (published or not) as if they were one's own, without acknowledgement of the source. Plagiarism also includes presenting material, which was composed or revised by any person other than the student who submits it as well as deliberate falsification of footnotes. The use of the term 'material' refers to work in any form including written, oral or electronic (as in the case of computer files)

Cheating includes buying, stealing or otherwise fraudulently obtaining copies of examinations or assignments for the purpose of improving one's academic standing.

des350

Typography I, TTh 1:00p-3:20p, Spring 2008

Prerequisites: DES 250 (Intro GD)

Christopher Jackson, christopher.jackson@eku.edu

Office: Campbell 324, Tel: 859 622 8899

Hours: MW 1p-3p or by appointment

Please refer to the University Handbook for Students, page 13 for further explanation and details of the Academic Honesty Policy, including repercussions for offenders.

Grading Criteria

Grades will include the following criteria: evaluation of work, both classwork and homework, critique presentations, individual progress and commitment to ones idea as well as the class. A lack of individual commitment will thus reflect negatively in the student's grade. All problems must be completed and presented in the specified formats on the due dates given as indicated on the specification sheet. Unless you are told otherwise, assignments are due at the beginning of class and must be cleanly comped and ready for presentation. All stages of each assignment are expected to be completed on time. Failure to complete and meet periodic deadlines will result in an absence for that day and points deducted from your final grade. Be prompt and prepared. Failure to produce for pin-up discussion equals an absence, thus affecting your final grade. This is your job.

A: an excellent piece of work, beyond a clear understanding of the formal requirements, the student has involved his/her own personal vision. Craft & presentation are flawless.

B: much like an "A", demonstrating an understanding of formal elements, the assignment and a degree of facility. Compositionally however, the piece will not be as sound as expected. Though there are moments of success, the piece lacks precision.

C: is average, a good start, but clearly needs more involvement and commitment. The piece may not show a clear understanding of formal concerns. Presentation is average and needs significant improvement.

Projects count for 70% of your grade. Each project is an equal portion of your final grade. Projects not presented during periodic deadlines will be subject to point deductions in 5 point increments. *In other words, if you have a project that is ultimately graded at 93/100 but did not take part in 2 critiques for that project, your grade will be 83/100.*

A limit of two projects are available for resubmission per class, per semester. However, work that is not available at critique time will not be available for resubmission. Projects will not be accepted after 24 hours.

Quizzes will be given periodically during the semester. All quizzes will be averaged together to complete 10% of the course grade. *Ultimately, you averaged quiz grade will count as one problem grade, giving it great weight in the final equation.*

Exams and/or papers are often given in this course. Typically papers are given in substitute of mid-tern and final exams. As designers you must take pride in the written word and your ability to put forth your ideas efficiently and with individual creativity. *Ultimately, multiple exams and/or papers will be averaged together.* Exams and/or papers (10pts)

Critiques, attendance, participation, and enthusiasm are a natural portion of this course and are given considerable consideration at 10% of your final grade. As a developing designer it is imperative that you receive the honest critique and attention of your peers and professor. Understandably you may not be aware of the benefits of critical discussion at this point in your artistic development but a major goal of this course is for you each to develop and thicken skin and learn that critique is about work and business not about personal feelings.

Projects	70%
Quizzes	10%
Exams/Papers	10%
Crits/Attend/Etc	10%
Total	100%

Disability Statement

If you are registered with the Office of Services for Individuals with Disabilities, please make an appointment with the course instructor to discuss any academic accommodations you need. If you need academic accommodations and are not registered with the Office of Services for Individuals with Disabilities, please contact the Office directly either in person on the first floor of the Turley House or by telephone at (859) 622 1500 V/TTY. Upon individual request this syllabus can be made available in alternative forms.

The "3 Rs"

respect, responsibility, rigor

Curriculum Change Form
(Present only one proposed curriculum change per form)
(Complete only the section(s) applicable.)

Part I

<input type="checkbox"/> (Check one) New Course (Parts II, IV)	Department Name	Art and Design
<input type="checkbox"/> Course Revision (Parts II, IV)	College	Art & Sciences
<input checked="" type="checkbox"/> Course Dropped (Part II)	*Course Prefix & Number	DES 351
<input type="checkbox"/> New Program (Part III)	*Course Title (30 characters)	Design III
<input type="checkbox"/> Program Revision (Part III)	*Program Title	
<input type="checkbox"/> Program Suspended (Part III)	(Major ____, Option ____, Minor ____, or Certificate ____)	
*Provide only the information relevant to the proposal.		

Proposal Approved by:	<u>Date</u>	
Departmental Committee	12/ 7/ 07	Graduate Council*
<i>Is this a SACS Substantive Change? Yes**** <input type="checkbox"/> No <input checked="" type="checkbox"/></i>		Council on Academic Affairs
College Curriculum Committee	1/ 14/ 2008	Approved <input checked="" type="checkbox"/> Disapproved <input type="checkbox"/>
General Education Committee*	NA	Faculty Senate**
Teacher Education Committee*	NA	Board of Regents**
		Council on Postsecondary Edu.***
		Date
		NA
		02/28/08
		NA
		NA
		NA

*If Applicable (Type NA if not applicable.)
 **Approval needed for new, revised, or suspended programs
 ***Approval/Posting needed for new degree program or certificate program
 ****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.

Completion of A, B, and C is required: (Please be specific, but concise.)

A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)
 To revise the course description, change the title, course objective and content of DES 351.

A. 2. Effective date: (Example: Fall 2001)
 Fall 2008

A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)
 NA

B. The justification for this action:
 The current graphic design course listings lack clear sequence and content. DES 351 is currently titled Design III and the new title will be Sophomore Studio. Sophomore Studio will incorporate both technical and conceptual development of print production in graphic design.

C. The projected cost (or savings) of this proposal is as follows:

Personnel Impact: No Change

Operating Expenses Impact: No Change

Equipment/Physical Facility Needs: No Change

Library Resources: No Change

Part II. Recording Data for New, Revised, or Dropped Course

(For a **new required course**, complete a separate request for the appropriate program revisions.)

1. For a new course, provide the catalog text.
2. For a revised course, provide the current catalog text with the proposed text using ~~striethrough~~ for deletions and underlines for additions.
3. For a dropped course, provide the current catalog text.

New or Revised* Catalog Text

(*Use ~~striethrough~~ for deletions and underlines for additions. Also include Crs. Prefix, No., and description, limited to 35 words.)

DES 351 ~~Design III. Sophomore Studio (3) I, II.~~ Prerequisite: DES 250. Corequisite: DES 350. ~~An in-depth study of visual imagery as a communicative and narrative medium using a wide range of both traditional and digital media in black and white and color. An exploration of visual communication issues and applications in graphic design. The relationship of visual form to meaning, type and image relationships will be examined. Credit will not be awarded to DES 251 taken prior to Fall 2008.~~

Part IV. Recording Data for New or Revised Course (Record only **new** or **changed** course information.)

Course prefix (3 letters)	Course Number (3 Digits)	Effective Term (Example: Fall 2001)	College/Division:	Dept. (4 letters)*
DES	351	Fall 2008	AS <input checked="" type="checkbox"/> JS _____ BT _____ EM _____ ED _____ PC _____ HS _____	ARTD
Credit Hrs.	Weekly Contact Hrs.		Repeatable Maximum No. of Hrs. _____	
3	Lecture _____ Laboratory _____ Other <input checked="" type="checkbox"/>		Cip Code (first two digits only)	
Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)	
5	4.5	N	FR _____ JR _____ SO _____ SR _____	
		Grading Information: Course is eligible for IP (in-progress grading) for: <u>Check all applicable</u>	FOR BANNER USE ONLY Date of data entry _____ Data entry person _____	
		Thesis _____		
		Internship _____		
		Independent Study _____		
		Practicum _____		

Co-Requisites and Prerequisites **See definitions on following page**

Co-Requisite(s): (List only co-requisites. See below for prerequisites and combinations.)	
Course Prefix and No.	DES 350
Course Prefix and No.	
Prerequisite(s): (List prerequisites only. List combinations below. Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)	
Course Prefix and No.	DES 250
Course Prefix and No.	
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	
Co-Requisite(s) and/or Prerequisite(s) Combination (Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)	
Course Prefix and No.	
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	
Equivalent Course(s): (credit not allowed with; or formerly:)	
Course Prefix and No.	DES 251 (Credit will not be awarded to DES 251 taken prior to Fall 2008.)
Course Prefix and No.	
Course Prefix and No.	

Proposed General Education Block: Please mark (X) in the appropriate Block or Blocks (e.g. – IVB(3) X).

Block I (9)	Block II (3)	Block III (6)	Block IV (6)	Block V (9)	Block VI (3)	Block VII (6)	Block VIII (6)
IA (3)	II (3)	IIIA (3)	IVA (3)	VA (3)	VI (3)	VII (3)	VIII (3)
IB (3)		IIIB (3)	IVB (3)	VB (3)		VII (3)	VIII (3)
IC (3)				VC (3)			

DESIGN 351 – Sophomore Studio

Instructor: Ida Kumoji

Office: Campbell 405

Office Hours: T & TH; 8:00am – 10:00 am or by appointment

Email: ida.kumoji@eku.edu

Website: <http://people.eku.edu/kumojii/>

Phone: 859 622 1640

Prerequisite: DES 250; Co-requisite: DES 350

Course Description

An exploration of visual communication issues and applications in graphic design. The relationship of visual form to meaning, type and image relationships will be examined.

Texts

- Stop Stealing Sheep & Find Out How Type Works by Erik Spiekermann and E.M Ginger
- Grids: Creative Solutions for Graphic Design by Lucienne Roberts
- The Grid: A Modular System for the Design and Production of Newspapers, Magazines, and Books by Allen Hurlburt

Materials

- Sketchbooks, pencils, color markers etc for design process
- Storage media = portable hard drive (At least 60 gigs: www.buy.com) and 25 CD-R with cases or Sleeves
- 13 X 19 Itoya = <http://www.dickblick.com/zz150/19/>
- Paper for printing work: matte, semi- gloss or glossy paper, depending on your preference and project. Please check these websites to order paper: www.epson.com, www.hp.com, office max, staples etc.

Note: You are responsible for backing up your work. No deadline will be extended due to loss of work.

Course Objectives

- To integrate computer technology with traditional methods of creative problem solving
- To develop conceptual skills necessary for preparing graphic visual communication.
- To introduce fundamental skills using a Macintosh computer, scanners, printers and networks.
- To develop skills in the use of Adobe Photoshop, Adobe Illustrator, Indesign software, with emphasis on efficient technique, strong design and attention to typography.
- To help students determine how to choose the best combination of software applications to efficiently create graphic design solutions for print and electronic presentation
- To provide design assignments which prepare students for professional graphic design situations.

Learning Objectives and Course Outcomes

- To prepare students for professional graphic design situations.
- To prepare students to choose the best combination of software applications to efficiently create graphic design solutions for print and electronic presentation

Class Schedule/ Projects

1. Design Projects - 75 points
2. Final Project - (15 PTS)
3. Paper - (5PTS)
4. Critiques and Enthusiasm (5 PTS)

Evaluation

Grades are based on:

The quality of finished assignment that is the technique, formal considerations, idea development, thoughtfulness of effort and fulfillment of goals of the assignment.

- Preparedness: Do you have your work-up stages, supplies and use class time wisely.
- Design solutions: Quality of the design solution
- Technical: Use of Photoshop and or Illustrator to create work
- Deadlines: Projects turned in by the due date
- Group and individual critiques of assignments, participation in critiques with verbal Commentary over one's own work as well as classmate's
- Out-of-class assignments
- Consideration of the student's attitude, involvement, improvement.
- Adherence to departmental attendance
- Craftsmanship/ Presentation: Is it sloppy? Thrown together? Lack of pride in your work?
- Attitude: Enthusiastic about the material, respect for the discipline, whiner/ complainer.
- Self Evaluation: How has this material influenced your design work?
- Final semester Grade: Culmination of the above.

Grading Scale: 90-100%=A, 80-89%=B, 70-79%=C, 60-69%=D, <60%=F

A excellent work that serves as a benchmark for what can be achieved
B Good work that exceeds the requirements of the assignment
C Work that is acceptable and fulfills the assignment
D Work that is of poor quality and/ or does not address the assignment but still deserves a credit.
F A failing grade: also given for work not handed in by the deadline.

Attendance Policy:

The Art Department's attendance policy is in effect. Its major provision; 15% absences automatically results in an "F". You are *required* to attend all classes and to be on time. Late arrivals/early departures will count towards absences. Two lates equal one absence. Three absences may result in the dropping of half a letter grade; four absences may result in the dropping of one full letter grade; six or more absences (greater than 15% of the semester) are grounds for

failure. *Please contact the instructor in case of extenuating circumstances for absences.*

Calling and/or e-mailing the instructor regarding tardiness and absences are professional and polite, but do not excuse the student from their obligations in the classroom.

Lab: NO FOOD OR BEVERAGES ARE ALLOWED IN THE COMPUTER LAB

Please clean up your space after each class time. Printers, Scanners, computers must be treated with respect. Put magazines, catalogs etc away after scanning. Thank you

Cell Phones and Pagers are not to be used for personal matters. Incoming calls may not be accepted nor pages answered during class time. Thank you for your understanding.

Academic Honesty Policy

" Eastern Kentucky University faculty and students are bonded by principles of truth and honesty which are recognized as fundamental for a community of scholars. The University expects that students will honor and enforce these principles, which contribute to a foundation upon which a quality education can be built. With this premise the University affirms that it will not tolerate academic dishonesty. "

Plagiarism is the act of presenting, ideas, words, or organization of a source (published or not) as if they were one's own, without acknowledgement of the source. Plagiarism also includes presenting material, which was composed or revised by any person other than the student who submits it as well as deliberate falsification of footnotes. The use of the term 'material' refers to work in any form including written, oral or electronic (as in the case of computer files)

Cheating includes buying, stealing or otherwise fraudulently obtaining copies of examinations or assignments for the purpose of improving one's academic standing.

Please refer to the University Handbook for Students, page 13 for further explanation and details of the Academic Honesty Policy, including repercussions for offenders.

Academic Integrity Policy

"Students are advised that EKU's Academic Integrity Policy will strictly be enforced in this course. The Academic Integrity policy is available at www.academicintegrity.eku Questions regarding the policy may be directed to the Office of Academic Integrity."

Disability Statement

If you are registered with the Office of Services for Individuals with Disabilities, please make an appointment with the course instructor to discuss any academic accommodations you need. If you need academic accommodations and are not registered with the Office of Services for Individuals with Disabilities, please contact the office on the third floor of the Student Services Building, by email at disserv@eku.edu or by telephone at (859) 622-2933 V/TDD. Upon individual request, this syllabus can be made available in an alternate format.

Curriculum Change Form
(Present only one proposed curriculum change per form)
(Complete only the section(s) applicable.)

Part I

<input type="checkbox"/> (Check one) New Course (Parts II, IV)	Department Name	Art and Design
<input checked="" type="checkbox"/> Course Revision (Parts II, IV)	College	Art & Sciences
<input type="checkbox"/> Course Dropped (Part II)	*Course Prefix & Number	DES 352
<input type="checkbox"/> New Program (Part III)	*Course Title (30 characters)	Software for Graphic Design II
<input type="checkbox"/> Program Revision (Part III)	*Program Title	
<input type="checkbox"/> Program Suspended (Part III)	(Major ____, Option ____, Minor ____, or Certificate ____)	
*Provide only the information relevant to the proposal.		

Proposal Approved by:	<u>Date</u>	
Departmental Committee	12/ 7 /07	Graduate Council*
<i>Is this a SACS Substantive Change?</i> Yes**** <input type="checkbox"/> No <input checked="" type="checkbox"/>		Council on Academic Affairs
College Curriculum Committee	1/ 14/ 2008	Approved <input checked="" type="checkbox"/> Disapproved <input type="checkbox"/>
General Education Committee*	NA	Faculty Senate**
Teacher Education Committee*	NA	Board of Regents**
		Council on Postsecondary Edu.***

*If Applicable (Type NA if not applicable.)
**Approval needed for new, revised, or suspended programs
***Approval/Posting needed for new degree program or certificate program
****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.

Completion of A, B, and C is required: (Please be specific, but concise.)

A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)
| To revise the course description, change the title, course objective and content of DES 352.

A. 2. Effective date: (Example: Fall 2001)
Fall 2008

A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)
NA

B. The justification for this action:
DES 352 is currently Software for Graphic Design II and the new title will be Image Making. The current course listings lack clear sequence and content as it relates to the curriculum in graphic design. Image Making will integrate traditional materials and processes as well as developing technology.

C. The projected cost (or savings) of this proposal is as follows:

Personnel Impact: No Change

Operating Expenses Impact: No Change

Equipment/Physical Facility Needs: No Change

Library Resources: No Change

Part II. Recording Data for New, Revised, or Dropped Course

(For a **new required course**, complete a separate request for the appropriate program revisions.)

1. For a new course, provide the catalog text.
2. For a revised course, provide the current catalog text with the proposed text using ~~striethrough~~ for deletions and underlines for additions.
3. For a dropped course, provide the current catalog text.

New or Revised* Catalog Text

(*Use ~~striethrough~~ for deletions and underlines for additions. Also include Crs. Prefix, No., and description, limited to 35 words.)

~~DES 352 Software for Graphic Design II. Image Making (3) II. Formerly DES 252. Prerequisites: DES 250 and 251. DES 350 and DES 351. Co requisite: DES 354. DES 353. The integration of image editing, drawing, and page layout software to produce complex graphic design solutions. An advanced integration of various techniques and materials, both traditional and contemporary, to promote understanding of the importance of imagery within the field of graphic design. Credit will not be awarded to DES 351 taken prior to Fall 2008.~~

Part IV. Recording Data for New or Revised Course (Record only **new** or **changed** course information.)

Course prefix (3 letters)	Course Number (3 Digits)	Effective Term (Example: Fall 2001)	College/Division:	Dept. (4 letters)*
DES	352	Fall 2008	AS <input checked="" type="checkbox"/> JS _____ BT _____ EM _____ ED _____ PC _____ HS _____	ARTD
Credit Hrs.	Weekly Contact Hrs.		Repeatable Maximum No. of Hrs. _____	
3	Lecture _____ Laboratory _____ Other <input checked="" type="checkbox"/>		Cip Code (first two digits only)	
Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)	
5	4.5	N	FR _____ JR _____ SO _____ SR _____	
		Grading Information: Course is eligible for IP (in-progress grading) for: <u>Check all applicable</u>	FOR BANNER USE ONLY Date of data entry _____ Data entry person _____	
		Thesis _____		
		Internship _____		
		Independent Study _____		
		Practicum _____		

Co-Requisites and Prerequisites **See definitions on following page**

Co-Requisite(s): (List only co-requisites. See below for prerequisites and combinations.)	
Course Prefix and No.	DES 353
Course Prefix and No.	
Prerequisite(s): (List prerequisites only. List combinations below. Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)	
Course Prefix and No.	DES 350 and 351
Course Prefix and No.	
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	
Co-Requisite(s) and/or Prerequisite(s) Combination (Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)	
Course Prefix and No.	
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	
Equivalent Course(s): (credit not allowed with; or formerly:)	
Course Prefix and No.	DES 351 (Credit will not be awarded to DES 351 taken prior to Fall 2008.)
Course Prefix and No.	
Course Prefix and No.	

Proposed General Education Block: Please mark (X) in the appropriate Block or Blocks (e.g. – IVB(3) X).

Block I (9)	Block II (3)	Block III (6)	Block IV (6)	Block V (9)	Block VI (3)	Block VII (6)	Block VIII (6)
IA (3)	II (3)	IIIA (3)	IVA (3)	VA (3)	VI (3)	VII (3)	VIII (3)
IB (3)		IIIB (3)	IVB (3)	VB (3)		VII (3)	VIII (3)
IC (3)				VC (3)			

des352

Course Description

Students will incorporate various techniques and materials, both traditional and contemporary, to advance their understanding of the importance of imagery within the field of graphic design. **3 credits**

Course Objectives

- Material and media usage
- Knowledge of vendor
- Develop illustration skills
- Importance of drawing and design
- Alternative techniques and process for creating images

Acquired Skills & Assessment

- Team work
- Research, analysis and organization
- Design development
- Innovative representation of content
- Clear articulation of ideas
- Critique dialogue mastery
- Time management

Materials

- #11 X-acto knife, blades
- pencils (2B, 4B, 6B)
- Sharpie(s)
- metal ruler, at least 18"
- tape, glue stick
- storage devices (portable hard drive)
- sketchbook
- various printing, presentation materials as required

Textbooks

- *Inside the Business of Illustration* by Steven Heller, Marshall Arisman
- others TBD

Suggested URLs

- designobserver.com
- typophile.com
- typographica.org
- aiga.org
- underconsideration.com/speakup/
- nytimes.com
- villagevoice.com
- boston.com
- pitchforkmedia.com

Course Expectations

This course will be conducted as a design studio with the instructor acting as both client and art director. The student designers' responsibility will be to listen to the client's needs, interact with the art director, to produce professional creative solutions and meet all deadlines.

Critique

- Pin-up critiques are informal group discussions which use student exercises, projects, and research as touchstones for exploring issues in design. All students must participate. The point of the informal critique is to look for common themes and problems; examples of successful and unsuccessful solutions will be freely selected from the pin-up wall for discussion. The goal is to generate dialogue rather than to provide evaluations of individual projects.
- Final critiques are more formal discussions that take place in group and individual discussion.

Image Making, TTh 1:00p-3:20p, Fall 2008

Prerequisites: DES 350 (Typ 1), DES 352 (Soph Studio)

Christopher Jackson, christopher.jackson@eku.edu

Office: Campbell 324, Tel: 859 622 8899

Hours: MW 1p-3p or by appointment

Attendance

The Art Department's attendance policy is in effect. Its major provision; 15% absences (excused or not) automatically results in an "F". You are required to attend all classes and to be on time. Late arrivals/early departures will count towards absences and more than 2 absences will lower your grade at 1/3-grade increments for each instance. Please make an effort to contact me about circumstances that will affect attendance policy.

Excused absences still count for an absence, however the instructor is required to allow the student to turn in assigned material and/or take any necessary exams. This type of excuse comes with notification from the Provost's office to the individual instructors that the student has taken part in for example, a field trip or extra-curricular activity as authorized by the University.

Unexcused absences are taken at the discretion of the individual student and count towards the overall permissible allotment. It is the student's sole responsibility to make serious decisions about missing class for appointments, vacations, weddings and the like, not associated with classroom activities.

Academic Integrity Policy

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Academic Honesty Policy

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Plagiarism is the act of presenting, ideas, words, or organization of a source (published or not) as if they were one's own, without acknowledgement of the source. Plagiarism also includes presenting material, which was composed or revised by any person other than the student who submits it as well as deliberate falsification of footnotes. The use of the term 'material' refers to work in any form including written, oral or electronic (as in the case of computer files)

Cheating includes buying, stealing or otherwise fraudulently obtaining copies of examinations or assignments for the purpose of improving one's academic standing.

des352

Please refer to the University Handbook for Students, page 13 for further explanation and details of the Academic Honesty Policy, including repercussions for offenders.

Grading Criteria

Grades will include the following criteria: evaluation of work, both classwork and homework, critique presentations, individual progress and commitment to ones idea as well as the class. A lack of individual commitment will thus reflect negatively in the student's grade. All problems must be completed and presented in the specified formats on the due dates given as indicated on the specification sheet. Unless you are told otherwise, assignments are due at the beginning of class and must be cleanly comped and ready for presentation. All stages of each assignment are expected to be completed on time. Failure to complete and meet periodic deadlines will result in an absence for that day and points deducted from your final grade. Be prompt and prepared. Failure to produce for pin-up discussion equals an absence, thus affecting your final grade. This is your job.

A: an excellent piece of work, beyond a clear understanding of the formal requirements, the student has involved his/her own personal vision. Craft & presentation are flawless.

B: much like an "A", demonstrating an understanding of formal elements, the assignment and a degree of facility. Compositionally however, the piece will not be as sound as expected. Though there are moments of success, the piece lacks precision.

C: is average, a good start, but clearly needs more involvement and commitment. The piece may not show a clear understanding of formal concerns. Presentation is average and needs significant improvement.

Projects count for 70% of your grade. Each project is an equal portion of your final grade. Projects not presented during periodic deadlines will be subject to point deductions in 5 point increments. *In other words, if you have a project that is ultimately graded at 93/100 but did not take part in 2 critiques for that project, your grade will be 83/100.*

A limit of two projects are available for resubmission per class, per semester. However, work that is not available at critique time will not be available for resubmission. Projects will not be accepted after 24 hours.

Quizzes will be given periodically during the semester. All quizzes will be averaged together to complete 10% of the course grade. *Ultimately, you averaged quiz grade will count as one problem grade, giving it great weight in the final equation.*

Image Making, TTh 1:00p-3:20p, Fall 2008

Prerequisites: DES 350 (Typ 1), DES 352 (Soph Studio)

Christopher Jackson, christopher.jackson@eku.edu

Office: Campbell 324, Tel: 859 622 8899

Hours: MW 1p-3p or by appointment

Exams and/or papers are often given in this course. Typically papers are given in substitute of mid-term and final exams. As designers you must take pride in the written word and your ability to put forth your ideas efficiently and with individual creativity. *Ultimately, multiple exams and/or papers will be averaged together.* Exams and/or papers (10pts)

Critiques, attendance, participation, and enthusiasm are a natural portion of this course and are given considerable consideration at 10% of your final grade. As a developing designer it is imperative that you receive the honest critique and attention of your peers and professor. Understandably you may not be aware of the benefits of critical discussion at this point in your artistic development but a major goal of this course is for you each to develop and thicken skin and learn that critique is about work and business not about personal feelings.

Projects	70%
Quizzes	10%
Exams/Papers	10%
Crits/Attend/Etc	10%
Total	100%

Disability Statement

If you are registered with the Office of Services for Individuals with Disabilities, please make an appointment with the course instructor to discuss any academic accommodations you need. If you need academic accommodations and are not registered with the Office of Services for Individuals with Disabilities, please contact the Office directly either in person on the first floor of the Turley House or by telephone at (859) 622 1500 V/TTY. Upon individual request this syllabus can be made available in alternative forms.

The "3 Rs"

respect, responsibility, rigor

Curriculum Change Form
(Present only one proposed curriculum change per form)
(Complete only the section(s) applicable.)

Part I

<input type="checkbox"/> (Check one) New Course (Parts II, IV)	Department Name	Art and Design
<input type="checkbox"/> Course Revision (Parts II, IV)	College	Art & Sciences
<input checked="" type="checkbox"/> Course Dropped (Part II)	*Course Prefix & Number	DES 353
<input type="checkbox"/> New Program (Part III)	*Course Title (30 characters)	Production for Graphic Design
<input type="checkbox"/> Program Revision (Part III)	*Program Title	
<input type="checkbox"/> Program Suspended (Part III)	(Major ____, Option ____, Minor ____, or Certificate ____)	
*Provide only the information relevant to the proposal.		

Proposal Approved by:	<u>Date</u>	
Departmental Committee	12/ 7/ 07	Graduate Council*
<i>Is this a SACS Substantive Change? Yes**** <input type="checkbox"/> No <input checked="" type="checkbox"/></i>		Council on Academic Affairs
College Curriculum Committee	1/ 14/ 2008	Approved <input checked="" type="checkbox"/> Disapproved <input type="checkbox"/>
General Education Committee*	NA	Faculty Senate**
Teacher Education Committee*	NA	Board of Regents**
		Council on Postsecondary Edu.***

*If Applicable (Type NA if not applicable.)
 **Approval needed for new, revised, or suspended programs
 ***Approval/Posting needed for new degree program or certificate program
 ****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.

Completion of A, B, and C is required: (Please be specific, but concise.)

A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)
 To revise the course description, objective and content of DES 353.

A. 2. Effective date: (Example: Fall 2001)
 Fall 2008

A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)

B. The justification for this action:
 DES 353 must be revised so as to remain current with the production and packaging techniques used in the graphic design field. The current course catalog description references the instruction of outmoded processes and technology.

C. The projected cost (or savings) of this proposal is as follows:

Personnel Impact: No Change

Operating Expenses Impact: No Change

Equipment/Physical Facility Needs: No Change

Library Resources: No Change

Part II. Recording Data for New, Revised, or Dropped Course

(For a **new required course**, complete a separate request for the appropriate program revisions.)

1. For a new course, provide the catalog text.
2. For a revised course, provide the current catalog text with the proposed text using ~~striethrough~~ for deletions and underlines for additions.
3. For a dropped course, provide the current catalog text.

New or Revised* Catalog Text

(*Use ~~striethrough~~ for deletions and underlines for additions. Also include Crs. Prefix, No., and description, limited to 35 words.)

DES 353 Production for Graphic Design. (3) II. Prerequisites: ~~DES 252, 254,~~ DES 350 and DES 351 and admission to BFA program. Corequisite: DES 352 ~~Preparation of electronic files with regard to the reproduction of printed matter in both spot and four-color processes. Students will consider alternatives in the preparation of camera-ready art. The reproduction of typography, illustration, photography, and graphics will be discussed. The students will work on real life projects when applicable to bring an appreciation to the craft of the printed matter~~ Exploration of materials, surface graphics, marketing, and production problems as the refinement and integration of many design principles.

Part IV. Recording Data for New or Revised Course (Record only **new** or **changed** course information.)

Course prefix (3 letters)	Course Number (3 Digits)	Effective Term (Example: Fall 2001)	College/Division:	Dept. (4 letters)*
DES	353	Fall 2008	AS <input checked="" type="checkbox"/> JS _____ BT _____ EM _____ ED _____ PC _____ HS _____	ARTD
Credit Hrs.	Weekly Contact Hrs.		Repeatable Maximum No. of Hrs. _____	
3	Lecture _____ Laboratory _____ Other <input checked="" type="checkbox"/>		Cip Code (first two digits only)	
Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)	
5	4.5	N	FR _____ JR _____ SO _____ SR _____	
		Grading Information: Course is eligible for IP (in-progress grading) for: <u>Check all applicable</u>	FOR BANNER USE ONLY Date of data entry _____ Data entry person _____	
		Thesis _____		
		Internship _____		
		Independent Study _____		
		Practicum _____		

Co-Requisites and Prerequisites **See definitions on following page**

Co-Requisite(s): (List only co-requisites. See below for prerequisites and combinations.)	
Course Prefix and No.	<u>DES 352</u> DES 350 and 351
Course Prefix and No.	
Prerequisite(s): (List prerequisites only. List combinations below. Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)	
Course Prefix and No.	<u>DES 252, 254, DES 350 and DES 351</u> and admission to BFA program.
Course Prefix and No.	
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	
Co-Requisite(s) and/or Prerequisite(s) Combination (Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)	
Course Prefix and No.	
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	
Equivalent Course(s): (credit not allowed with; or formerly:)	
Course Prefix and No.	
Course Prefix and No.	
Course Prefix and No.	

Proposed General Education Block: Please mark (X) in the appropriate Block or Blocks (e.g. – IVB(3) X).

Block I (9)	Block II (3)	Block III (6)	Block IV (6)	Block V (9)	Block VI (3)	Block VII (6)	Block VIII (6)
IA (3)	II (3)	IIIA (3)	IVA (3)	VA (3)	VI (3)	VII (3)	VIII (3)
IB (3)		IIIB (3)	IVB (3)	VB (3)		VII (3)	VIII (3)
IC (3)				VC (3)			

DES 353 - Production for Graphic Design

Instructor: Ida Kumoji

Office: Campbell 405

Office Hours: T & TH; 8:00am - 10:00 am or by appointment

Email: ida.kumoji@eku.edu

Website: <http://people.eku.edu/kumojii/>

Phone: 859 622 1640

Prerequisites: Design 351 Co requisite: Design 352

Course Description

Exploration of materials, surface graphics, marketing, and production problems as the refinement and integration of many design principles.

Texts

- Production for Graphic Designers by Alan Pipes
- Pocket Pal: A Graphic Arts Production Handbook (Paperback) by Michael H. Bruno (Required)
- Graphics Master, 8th edition by Dean Phillip Lem [ISBN: 0-914218-16-6].
Check <http://www.graphics-master.com>.
- Packaging Design: Successful Product Branding from Concept to Shelf by Marianne R. Klimchuk, Sandra A. Krasovec
- The Packaging Designer's Book of Patterns by László Roth, George L. Wybenga

Materials

- Sketchbooks, pencils, color markers etc for roughs and thumbnails
- Storage media = portable hard drive (At least 60 gigs: www.buy.com) and 25 CD-R with cases or Sleeves
- Quality Folders for presentation
- Paper for printing work: matte, semi- gloss or glossy paper, depending on your preference and project. Please check these websites to order paper: www.epson.com, www.hp.com, office max, staples etc.

Note: You are responsible for backing up your work. No deadline will be extended due to loss of work.

Course Objectives

- To integrate computer-based graphic design skills with traditional methods of creative problem solving.
- To provide assignments which reflect "real world" pre-press commercial applications
- To give students opportunities to produce portfolio-quality examples of their work.
- To demonstrate the use of Photoshop and Illustrator as a tool for preparing and integrating images into a page layout program.
- To strengthen skills with vector-based drawing programs (Adobe Illustrator).
- To help students prepare electronic files for use in commercial printing applications.
- Three-dimensional development of packaging using flat planer material to establish the form through folding, creasing, and die cutting.

- Course will look into the mass production issues as well as specialty types of packaging.

Learning Objectives and Course Outcomes

- Students develop skills to prepare electronic files for use in commercial printing applications.
- Students will develop all aspects including a fully functioning prototype for a variety of different client contexts.
- Students will strengthen their skills in vector and raster based programs
- Develop the skills needed for packaging design

Class Schedule

Projects

- **Seven Projects (70 PTS)**
- **Final Project (15 PTS)**
- **Critiques, field trip (Print service), enthusiasm (5 PTS)**
- **Exams (10pts)**

Field Trip

- EKU Printing Services
- Host Communications

Evaluation

Grades are based on:

The quality of finished assignment that is the technique, formal considerations, idea development, thoughtfulness of effort and fulfillment of goals of the assignment.

- Preparedness: Do you have your work-up stages, supplies and use class time wisely.
- Design solutions: Quality of the design solution
- Technical: Use of Photoshop and or Illustrator to create work
- Deadlines: Projects turned in by the due date
- Group and individual critiques of assignments, participation in critiques with verbal. Commentary over one's own work as well as classmate's
- Out-of-class assignments
- Consideration of the student's attitude, involvement, improvement.
- Adherence to departmental attendance
- Craftsmanship/ Presentation: Is it sloppy? Thrown together? Lack of pride in your work?
- Attitude: Enthusiastic about the material, respect for the discipline, whiner/ complainer.
- Self Evaluation: How has this material influenced your design work?
- Final semester Grade: Culmination of the above.

Grading Scale: 90-100%=A, 80-89%=B, 70-79%=C, 60-69%=D, <60%=F

- A excellent work that serves as a benchmark for what can be achieved
- B Good work that exceeds the requirements of the assignment
- C Work that is acceptable and fulfills the assignment
- D Work that is of poor quality and/ or does not address the assignment but still deserves a credit.

F A failing grade: also given for work not handed in by the deadline.

Attendance Policy:

The Art Department's attendance policy is in effect. Its major provision; 15% absences automatically results in an "F". You are *required* to attend all classes and to be on time. Late arrivals/early departures will count towards absences. Two lates equal one absence. Three absences may result in the dropping of half a letter grade; four absences may result in the dropping of one full letter grade; six or more absences (greater than 15% of the semester) are grounds for failure. *Please contact the instructor in case of extenuating circumstances for absences.*

Calling and/or e-mailing the instructor regarding tardiness and absences are professional and polite, but do not excuse the student from their obligations in the classroom.

Lab: NO FOOD OR BEVERAGES ARE ALLOWED IN THE COMPUTER LAB

Please clean up your space after each class time. Printers, Scanners, computers must be treated with respect. Put magazines, catalogs etc away after scanning. Thank you

Cell Phones and Pagers are not to be used for personal matters. Incoming calls may not be accepted nor pages answered during class time. Thank you for your understanding.

Academic Honesty Policy

" Eastern Kentucky University faculty and students are bonded by principles of truth and honesty which are recognized as fundamental for a community of scholars. The University expects that students will honor and enforce these principles, which contribute to a foundation upon which a quality education can be built. With this premise the University affirms that it will not tolerate academic dishonesty. "

Plagiarism is the act of presenting, ideas, words, or organization of a source (published or not) as if they were one's own, without acknowledgement of the source. Plagiarism also includes presenting material, which was composed or revised by any person other than the student who submits it as well as deliberate falsification of footnotes. The use of the term 'material' refers to work in any form including written, oral or electronic (as in the case of computer files)

Cheating includes buying, stealing or otherwise fraudulently obtaining copies of examinations or assignments for the purpose of improving one's academic standing.

Please refer to the University Handbook for Students, page 13 for further explanation and details of the Academic Honesty Policy, including repercussions for offenders.

Academic Integrity Policy

"Students are advised that EKU's Academic Integrity Policy will strictly be enforced in this course. The Academic Integrity policy is available at www.academicintegrity.eku. Questions regarding the policy may be directed to the Office of Academic Integrity."

Disability Statement

If you are registered with the Office of Services for Individuals with

Disabilities, please make an appointment with the course instructor to discuss any academic accommodations you need. If you need academic accommodations and are not registered with the Office of Services for Individuals with Disabilities, please contact the office on the third floor of the Student Services Building, by email at disserv@eku.edu or by telephone at (859) 622-2933 V/TDD. Upon individual request, this syllabus can be made available in an alternate format.

Curriculum Change Form
(Present only one proposed curriculum change per form)
(Complete only the section(s) applicable.)

Part I

<input type="checkbox"/> (Check one) New Course (Parts II, IV)	Department Name	Art and Design
<input checked="" type="checkbox"/> Course Revision (Parts II, IV)	College	Art & Sciences
<input type="checkbox"/> Course Dropped (Part II)	*Course Prefix & Number	DES 354
<input type="checkbox"/> New Program (Part III)	*Course Title <small>(30 characters)</small>	Typography
<input type="checkbox"/> Program Revision (Part III)	*Program Title	(Major ____, Option ____, Minor ____, or Certificate ____)
<input type="checkbox"/> Program Suspended (Part III)	*Provide only the information relevant to the proposal.	

Proposal Approved by:	<u>Date</u>	<u>Date</u>
Departmental Committee	12/ 7 /07	Graduate Council* NA
<i>Is this a SACS Substantive Change?</i> Yes**** <input type="checkbox"/> No <input checked="" type="checkbox"/>		Council on Academic Affairs
College Curriculum Committee	1/ 14/ 2008	Approved <input checked="" type="checkbox"/> Disapproved <input type="checkbox"/>
General Education Committee*	NA	02/28/08
Teacher Education Committee*	NA	Faculty Senate** NA
		Board of Regents** NA
		Council on Postsecondary Edu.*** NA

*If Applicable (Type NA if not applicable.)
**Approval needed for new, revised, or suspended programs
***Approval/Posting needed for new degree program or certificate program
****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.

Completion of A, B, and C is required: (Please be specific, but concise.)

A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)
To revise the course description, change the title, course objective and content of DES 354.

A. 2. Effective date: (Example: Fall 2001)
Fall 2008

A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)

B. The justification for this action:
DES 354 is currently Typography and the new title will be Typography II. The current course listings lack clear sequence and content. Typography II is an advanced study of typography as an expressive medium.

C. The projected cost (or savings) of this proposal is as follows:

Personnel Impact: No Change

Operating Expenses Impact: No Change

Equipment/Physical Facility Needs: No Change

Library Resources: No Change

Part II. Recording Data for New, Revised, or Dropped Course

(For a **new required course**, complete a separate request for the appropriate program revisions.)

1. For a new course, provide the catalog text.
2. For a revised course, provide the current catalog text with the proposed text using ~~striketrough~~ for deletions and underlines for additions.
3. For a dropped course, provide the current catalog text.

New or Revised* Catalog Text

(*Use ~~striketrough~~ for deletions and underlines for additions. Also include Crs. Prefix, No., and description, limited to 35 words.)

DES 354 ~~Typography.~~ Typography II (3) A. Formerly DES 254. Prerequisites: ~~DES 250, 251;~~ DES 352 and DES 353; Corequisite: ~~DES 352.~~ DES 451. ~~A study of the design and use of letter forms as it relates to graphic design. Emphasis on practical and aesthetic concerns, hierarchy of information, characteristics and specifications. Historical and contemporary issues will be discussed.~~ Advanced study of typography as an expressive medium. Special attention to multi-page document work, advanced issues of typography in scale as well as its usage in new media and alternative situations. Credit will not be awarded to students who have credit for DES 254 taken prior to Fall 2008.

Part IV. Recording Data for New or Revised Course (Record only **new** or **changed** course information.)

Course prefix (3 letters)	Course Number (3 Digits)	Effective Term (Example: Fall 2001)	College/Division:	Dept. (4 letters)*
DES	354	Fall 2008	AS <input checked="" type="checkbox"/> JS _____ BT _____ EM _____ ED _____ PC _____ HS _____	ARTD
Credit Hrs.	Weekly Contact Hrs.		Repeatable Maximum No. of Hrs. _____	
3	Lecture _____ Laboratory _____ Other <input checked="" type="checkbox"/>		Cip Code (first two digits only)	
Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)	
5	4.5	N	FR _____ JR _____ SO _____ SR _____	
		Grading Information: Course is eligible for IP (in-progress grading) for: <u>Check all applicable</u>	FOR BANNER USE ONLY Date of data entry _____ Data entry person _____	
		Thesis _____		
		Internship _____		
		Independent Study _____		
		Practicum _____		

Co-Requisites and Prerequisites **See definitions on following page**

Co-Requisite(s): (List only co-requisites. See below for prerequisites and combinations.)

Course Prefix and No.	DES 352 ; <u>DES 451</u>
Course Prefix and No.	

Prerequisite(s): (List prerequisites only. List combinations below. Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)

Course Prefix and No.	
Course Prefix and No.	DES 250, 254 ; <u>DES 352 and DES 353</u> ;
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	

Co-Requisite(s) and/or Prerequisite(s) Combination (Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)

Course Prefix and No.	
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	

Equivalent Course(s): (credit not allowed with; or formerly:)

Course Prefix and No.	DES 254 (Credit will not be awarded to DES 254 taken prior to Fall 2008.)
Course Prefix and No.	
Course Prefix and No.	

Proposed General Education Block: Please mark (X) in the appropriate Block or Blocks (e.g. – IVB(3) X).

Block I (9)	Block II (3)	Block III (6)	Block IV (6)	Block V (9)	Block VI (3)	Block VII (6)	Block VIII (6)
IA (3)	II (3)	IIIA (3)	IVA (3)	VA (3)	VI (3)	VII (3)	VIII (3)
IB (3)		IIIB (3)	IVB (3)	VB (3)		VII (3)	VIII (3)
IC (3)				VC (3)			

des354

Course Description

This advanced study will further develop the student designer's understanding of typography as an expressive medium. Special attention will be paid to multi-page document work, advanced issues of typography in scale as well as its usage in new media and alternative situations.

3 credits

Course Objectives

- Multi-page document work • Knowledge of paper availability • Various output options • Knowledge of various printing processes • Typography and new media

Acquired Skills & Assessment

- Team work • Research, analysis and organization • Design development • Innovative representation of content • Clear articulation of ideas • Critique dialogue mastery • Time management

Materials

- #11 X-acto knife, blades • pencils (2B, 4B, 6B) • Sharpie(s) • metal ruler, at least 18" • tape, glue stick • storage devices (portable hard drive) • sketchbook • various printing, presentation materials as required

Textbooks

- *History of Graphic Design* by Philip Meggs (required)
- *Modern Typography* by Robin Kinross (recommended)

Suggested URLs

- designobserver.com • typophile.com • typographica.org
- aiga.org • underconsideration.com/speakup/ • nytimes.com
- villagevoice.com • boston.com • pitchforkmedia.com

Course Expectations

This course will be conducted as a design studio with the instructor acting as both client and art director. The student designers' responsibility will be to listen to the client's needs, interact with the art director, to produce professional creative solutions and meet all deadlines.

Critique

- Pin-up critiques are informal group discussions which use student exercises, projects, and research as touchstones for exploring issues in design. All students must participate. The point of the informal critique is to look for common themes and problems; examples of successful and unsuccessful solutions will be freely selected from the pin-up wall for discussion. The goal is to generate dialogue rather than to provide evaluations of individual projects. • Final critiques are more formal discussions that take place in group and individual discussion.

Typography 2, TTh 1:00p-3:20p, Spring 2008

Prerequisites: DES 352 (Img Making), DES 353 (Production)

Christopher Jackson, christopher.jackson@eku.edu

Office: Campbell 324, Tel: 859 622 8899

Hours: MW 1p-3p or by appointment

Attendance

The Art Department's attendance policy is in effect. Its major provision; 15% absences (excused or not) automatically results in an "F". You are required to attend all classes and to be on time. Late arrivals/early departures will count towards absences and more than 2 absences will lower your grade at 1/3-grade increments for each instance. Please make an effort to contact me about circumstances that will affect attendance policy.

Excused absences still count for an absence, however the instructor is required to allow the student to turn in assigned material and/or take any necessary exams. This type of excuse comes with notification from the Provost's office to the individual instructors that the student has taken part in for example, a field trip or extra-curricular activity as authorized by the University.

Unexcused absences are taken at the discretion of the individual student and count towards the overall permissible allotment. It is the student's sole responsibility to make serious decisions about missing class for appointments, vacations, weddings and the like, not associated with classroom activities.

Academic Integrity Policy

"Students are advised that EKU's Academic Integrity Policy will strictly be enforced in this course. The Academic Integrity policy is available at www.academicintegrity.eku. Questions regarding the policy may be directed to the Office of Academic Integrity."

Academic Honesty Policy

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Plagiarism is the act of presenting, ideas, words, or organization of a source (published or not) as if they were one's own, without acknowledgement of the source. Plagiarism also includes presenting material, which was composed or revised by any person other than the student who submits it as well as deliberate falsification of footnotes. The use of the term 'material' refers to work in any form including written, oral or electronic (as in the case of computer files)

Cheating includes buying, stealing or otherwise fraudulently obtaining copies of examinations or assignments for the purpose of improving one's academic standing.

des354

Please refer to the University Handbook for Students, page 13 for further explanation and details of the Academic Honesty Policy, including repercussions for offenders.

Grading Criteria

Grades will include the following criteria: evaluation of work, both classwork and homework, critique presentations, individual progress and commitment to ones idea as well as the class. A lack of individual commitment will thus reflect negatively in the student's grade. All problems must be completed and presented in the specified formats on the due dates given as indicated on the specification sheet. Unless you are told otherwise, assignments are due at the beginning of class and must be cleanly comped and ready for presentation. All stages of each assignment are expected to be completed on time. Failure to complete and meet periodic deadlines will result in an absence for that day and points deducted from your final grade. Be prompt and prepared. Failure to produce for pin-up discussion equals an absence, thus affecting your final grade. This is your job.

A: an excellent piece of work, beyond a clear understanding of the formal requirements, the student has involved his/her own personal vision. Craft & presentation are flawless.

B: much like an "A", demonstrating an understanding of formal elements, the assignment and a degree of facility. Compositionally however, the piece will not be as sound as expected. Though there are moments of success, the piece lacks precision.

C: is average, a good start, but clearly needs more involvement and commitment. The piece may not show a clear understanding of formal concerns. Presentation is average and needs significant improvement.

Projects count for 70% of your grade. Each project is an equal portion of your final grade. Projects not presented during periodic deadlines will be subject to point deductions in 5 point increments. *In other words, if you have a project that is ultimately graded at 93/100 but did not take part in 2 critiques for that project, your grade will be 83/100.*

A limit of two projects are available for resubmission per class, per semester. However, work that is not available at critique time will not be available for resubmission. Projects will not be accepted after 24 hours.

Quizzes will be given periodically during the semester. All quizzes will be averaged together to complete 10% of the course grade. *Ultimately, you averaged quiz grade will count as one problem grade, giving it great weight in the final equation.*

Typography 2, TTh 1:00p-3:20p, Spring 2008

Prerequisites: DES 352 (Img Making), DES 353 (Production)

Christopher Jackson, christopher.jackson@eku.edu

Office: Campbell 324, Tel: 859 622 8899

Hours: MW 1p-3p or by appointment

Exams and/or papers are often given in this course. Typically papers are given in substitute of mid-term and final exams. As designers you must take pride in the written word and your ability to put forth your ideas efficiently and with individual creativity. *Ultimately, multiple exams and/or papers will be averaged together.* Exams and/or papers (10pts)

Critiques, attendance, participation, and enthusiasm are a natural portion of this course and are given considerable consideration at 10% of your final grade. As a developing designer it is imperative that you receive the honest critique and attention of your peers and professor. Understandably you may not be aware of the benefits of critical discussion at this point in your artistic development but a major goal of this course is for you each to develop and thicken skin and learn that critique is about work and business not about personal feelings.

Projects	70%
Quizzes	10%
Exams/Papers	10%
Crits/Attend/Etc	10%
Total	100%

Disability Statement

If you are registered with the Office of Services for Individuals with Disabilities, please make an appointment with the course instructor to discuss any academic accommodations you need. If you need academic accommodations and are not registered with the Office of Services for Individuals with Disabilities, please contact the Office directly either in person on the first floor of the Turley House or by telephone at (859) 622 1500 V/TTY. Upon individual request this syllabus can be made available in alternative forms.

The "3 Rs"

respect, responsibility, rigor

Curriculum Change Form
(Present only one proposed curriculum change per form)
(Complete only the section(s) applicable.)

Part I

<input type="checkbox"/> (Check one) New Course (Parts II, IV)	Department Name	Art and Design
<input type="checkbox"/> Course Revision (Parts II, IV)	College	Art & Sciences
<input checked="" type="checkbox"/> Course Dropped (Part II)	*Course Prefix & Number	DES 451
<input type="checkbox"/> New Program (Part III)	*Course Title (30 characters)	Graphic Design and the Web
<input type="checkbox"/> Program Revision (Part III)	*Program Title	(Major ____, Option ____, Minor ____, or Certificate __)
<input type="checkbox"/> Program Suspended (Part III)	*Provide only the information relevant to the proposal.	

Proposal Approved by:	<u>Date</u>	
Departmental Committee	12/ 7/ 07	Graduate Council*
<i>Is this a SACS Substantive Change?</i> Yes**** <input type="checkbox"/> No <input checked="" type="checkbox"/>		Council on Academic Affairs
College Curriculum Committee	1/ 14/ 2008	Approved <input checked="" type="checkbox"/> Disapproved <input type="checkbox"/>
General Education Committee*	NA	Faculty Senate**
Teacher Education Committee*	NA	Board of Regents**
		Council on Postsecondary Edu.***

*If Applicable (Type NA if not applicable.)
**Approval needed for new, revised, or suspended programs
***Approval/Posting needed for new degree program or certificate program
****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.

Completion of A, B, and C is required: (Please be specific, but concise.)

A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)
To revise the course description, change the title, course objective and content of DES 451.

A. 2. Effective date: (Example: Fall 2001)
Fall 2008

A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)
NA

B. The justification for this action:
DES 451 is currently titled Graphic Design and the Web and the new title will be New Media. The current catalog description for DES 451 references specific computer programs that may become outmoded, the course must be revised to keep up to date to new developments in multimedia.

C. The projected cost (or savings) of this proposal is as follows:

Personnel Impact: No Change

Operating Expenses Impact: No Change

Equipment/Physical Facility Needs: No Change

Library Resources: No Change

Part II. Recording Data for New, Revised, or Dropped Course

(For a **new required course**, complete a separate request for the appropriate program revisions.)

1. For a new course, provide the catalog text.
2. For a revised course, provide the current catalog text with the proposed text using ~~striethrough~~ for deletions and underlines for additions.
3. For a dropped course, provide the current catalog text.

New or Revised* Catalog Text

(*Use ~~striethrough~~ for deletions and underlines for additions. Also include Crs. Prefix, No., and description, limited to 35 words.)

DES 451 ~~Graphic Design and the Web. New Media (3) A.~~ Prerequisites: ~~DES 252 and admission to the BFA program. DES 352 and DES 353; Corequisite: DES 354.~~ Introduction to both the artistic and technical aspects of web site creation, including XHTML scripting, image creation using Adobe Photoshop, file formats for the Web, transferring files and more. A fundamental knowledge of Photoshop and Illustrator is required to enter this course. Credit will not be awarded for both DES 451 and DES 452. Introduction to the artistic and technical issues of multimedia through website creation and animation.

Part IV. Recording Data for New or Revised Course (Record only **new** or **changed** course information.)

Course prefix (3 letters)	Course Number (3 Digits)	Effective Term (Example: Fall 2001)	College/Division:	Dept. (4 letters)*
DES	451	Fall 2008	AS <input checked="" type="checkbox"/> JS _____ BT _____ EM _____ ED _____ PC _____ HS _____	ARTD
Credit Hrs.	Weekly Contact Hrs.		Repeatable Maximum No. of Hrs. _____	
3	Lecture _____	Laboratory _____	Other <input checked="" type="checkbox"/>	
Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Cip Code (first two digits only)	
5	4.5	N	Class Restriction, if any: (undergraduate only)	
			FR _____	JR _____
			SO _____	SR _____
		Grading Information: Course is eligible for IP (in-progress grading) for: <u>Check all applicable</u>	FOR BANNER USE ONLY Date of data entry _____ Data entry person _____	
		Thesis _____		
		Internship _____		
		Independent Study _____		
		Practicum _____		

Co-Requisites and Prerequisites **See definitions on following page**

Co-Requisite(s): (List only co-requisites. See below for prerequisites and combinations.)

Course Prefix and No. DES 354.

Course Prefix and No. _____

Prerequisite(s): (List prerequisites only. List combinations below. Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)

Course Prefix and No. _____

Course Prefix and No. ~~DES 252 and admission to the BFA program.~~ DES 352 and DES 353;

Test Scores _____

Minimum GPA (when a course grouping or student cumulative GPA is required) _____

Co-Requisite(s) and/or Prerequisite(s) Combination (Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)

Course Prefix and No. _____

Test Scores _____

Minimum GPA (when a course grouping or student cumulative GPA is required) _____

Equivalent Course(s): (credit not allowed with; or formerly:)

Course Prefix and No. _____

Course Prefix and No. _____

Course Prefix and No. _____

Proposed General Education Block: Please mark (X) in the appropriate Block or Blocks (e.g. – IVB(3) X).

Block I (9)	Block II (3)	Block III (6)	Block IV (6)	Block V (9)	Block VI (3)	Block VII (6)	Block VIII (6)
IA (3)	II (3)	IIIA (3)	IVA (3)	VA (3)	VI (3)	VII (3)	VIII (3)
IB (3)		IIIB (3)	IVB (3)	VB (3)		VII (3)	VIII (3)
IC (3)				VC (3)			

DES 451 - New Media

Instructor: Ida Kumoji

Office: Campbell 405

Office Hours: T & TH; 8:00am - 10:00 am or by appointment

Email: ida.kumoji@eku.edu

Website: <http://people.eku.edu/kumojii/>

Phone: 859 622 1640

Prerequisites: Design 352 & Design 353 , Co requisite: Design 354

Course Description

Introduction to the artistic and technical issues of multimedia through website creation and animation.

Texts

- Web style guide; Basic Design principles for creating Websites by Patrick J. Lynch and Sarah Horton
- Learning Web Design: A Beginner's Guide to (X)HTML, Style Sheets, and Web Graphics by Jennifer Niederst Robbins and Aaron Gustafson
- Storyboard Design Course: Principles, Practice, and Techniques by Giuseppe Cristiano

Materials

- Sketchbooks, pencils, colored pencils etc for roughs and thumbnails
- Storage media (Zip disk, portable external hard drive (must have), CD R and CD- RW 's etc)
- Itoya and Folder

Course Objectives

- To provide the student with working knowledge of website design using XHTML, Cascading style sheet, and image creation software (Photoshop, Illustrator, Gif builder, etc).
- To promote the use of good graphic design principles with the electronic medium.
- To provide the student with the skills necessary to design in the fields of multimedia and the Internet
- To be able to read and write basic XHTML code

Learning Objectives and Course Outcomes

- To advance the design student's skills in an electronic media
- To provide an understanding of the fundamentals of Internet function
- To help students organize information for inclusion in web pages.
- To provide the student with the skills necessary to design in the fields of multimedia and the Internet

Class Schedule/ Projects

1. In class assignment (25 pts)
2. Personal Website (20 pts)
3. Flash Animation (20pts)
4. Itoya: Website & Animation documentation (10 pts)
5. Class participation, enthusiasm (5 pts)

6. Paper (10pts)
7. Exams (10pts)

Methods: Process Documentation for Itoya

Step 1: Research

1. Collect data (Content development)
2. Analyze data (Information analysis)
3. Create an information structure
4. Research existing sites on the World Wide Web (WWW).
5. Implement the research to your idea.

**Step 2: Create Static Screens
(Use Adobe Illustrator or Adobe Photoshop)**

6. Layout
7. Fonts
8. Color
9. Images (Photo)

Step 3: Create your dream weaver site

10. Utilize the Dream weaver techniques to your site
11. Organize logical and neat layers and library (Folders)
12. Minimize your file size (Download speed)

Evaluation

Grades are based on:

The quality of finished assignment that is the technique, formal considerations, idea development, thoughtfulness of effort and fulfillment of goals of the assignment.

- Preparedness: Do you have your work-up stages, supplies and use class time wisely.
- Design solutions: Quality of the design solution
- Technical: Use of Photoshop and or Illustrator to create work
- Deadlines: Projects turned in by the due date
- Group and individual critiques of assignments, participation in critiques with verbal. Commentary over one's own work as well as classmate's
- Out-of-class assignments
- Consideration of the student's attitude, involvement, improvement.
- Adherence to departmental attendance
- Craftsmanship/ Presentation: Is it sloppy? Thrown together? Lack of pride in your work?
- Attitude: Enthusiastic about the material, respect for the discipline, whiner/ complainer.
- Self Evaluation: How has this material influenced your design work?
- Final semester Grade: Culmination of the above.

Grading Scale: 90-100%=A, 80-89%=B, 70-79%=C, 60-69%=D, <60%=F

- | | |
|---|---|
| A | excellent work that serves as a benchmark for what can be achieved |
| B | Good work that exceeds the requirements of the assignment |
| C | Work that is acceptable and fulfills the assignment |
| D | Work that is of poor quality and/ or does not address the assignment but still deserves a credit. |

F A failing grade: also given for work not handed in by the deadline.

Attendance Policy:

The Art Department's attendance policy is in effect. Its major provision; 15% absences automatically results in an "F". You are *required* to attend all classes and to be on time. Late arrivals/early departures will count towards absences. Two lates equal one absence. Three absences may result in the dropping of half a letter grade; four absences may result in the dropping of one full letter grade; six or more absences (greater than 15% of the semester) are grounds for failure. *Please contact the instructor in case of extenuating circumstances for absences.*

Calling and/or e-mailing the instructor regarding tardiness and absences are professional and polite, but do not excuse the student from their obligations in the classroom.

Lab: NO FOOD OR BEVERAGES ARE ALLOWED IN THE COMPUTER LAB

Please clean up your space after each class time. Printers, Scanners, computers must be treated with respect. Put magazines, catalogs et away after scanning. Thank you

Cell Phones and Pagers are not to be used for personal matters. Incoming calls may not be accepted nor pages answered during class time. Thank you for your understanding.

Academic Honesty Policy

" Eastern Kentucky University faculty and students are bonded by principles of truth and honesty which are recognized as fundamental for a community of scholars. The University expects that students will honor and enforce these principles, which contribute to a foundation upon which a quality education can be built. With this premise the University affirms that it will not tolerate academic dishonesty. "

Plagiarism is the act of presenting, ideas, words, or organization of a source (published or not) as if they were one's own, without acknowledgement of the source. Plagiarism also includes presenting material, which was composed or revised by any person other than the student who submits it as well as deliberate falsification of footnotes. The use of the term 'material' refers to work in any form including written, oral or electronic (as in the case of computer files)

Cheating includes buying, stealing or otherwise fraudulently obtaining copies of examinations or assignments for the purpose of improving one's academic standing.

Please refer to the University Handbook for Students, page 13 for further explanation and details of the Academic Honesty Policy, including repercussions for offenders.

Academic Integrity Policy

"Students are advised that EKU's Academic Integrity Policy will strictly be enforced in this course. The Academic Integrity policy is available at www.academicintegrity.eku. Questions regarding the policy may be directed to the Office of Academic Integrity."

Disability Statement

If you are registered with the Office of Services for Individuals with Disabilities, please make an appointment with the course instructor to discuss any academic accommodations you need. If you need academic accommodations and are not registered with the Office of Services for Individuals with Disabilities, please contact the office on the third floor of the Student Services Building, by email at disserv@eku.edu or by telephone at (859) 622-2933 V/TDD. Upon individual request, this syllabus can be made available in an alternate format.

Curriculum Change Form
(Present only one proposed curriculum change per form)
(Complete only the section(s) applicable.)

Part I

<input type="checkbox"/> (Check one) New Course (Parts II, IV)	Department Name	Art and Design
<input checked="" type="checkbox"/> Course Revision (Parts II, IV)	College	Art & Sciences
<input type="checkbox"/> Course Dropped (Part II)	*Course Prefix & Number	DES 453
<input type="checkbox"/> New Program (Part III)	*Course Title (30 characters)	Design IV – Systems Design
<input type="checkbox"/> Program Revision (Part III)	*Program Title	
<input type="checkbox"/> Program Suspended (Part III)	(Major ____, Option ____, Minor ____, or Certificate ____)	
*Provide only the information relevant to the proposal.		

Proposal Approved by:	<u>Date</u>	
Departmental Committee	12/ 7/ 07	Graduate Council*
<i>Is this a SACS Substantive Change? Yes**** <input type="checkbox"/> No <input checked="" type="checkbox"/></i>		Council on Academic Affairs
College Curriculum Committee	1/ 14/ 2008	Approved <input checked="" type="checkbox"/> Disapproved <input type="checkbox"/>
General Education Committee*	NA	Faculty Senate**
Teacher Education Committee*	NA	Board of Regents**
		Council on Postsecondary Edu.***
		Date
		NA
		02/28/08
		NA
		NA
		NA

*If Applicable (Type NA if not applicable.)
 **Approval needed for new, revised, or suspended programs
 ***Approval/Posting needed for new degree program or certificate program
 ****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.

Completion of A, B, and C is required: (Please be specific, but concise.)

A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)
 To revise the course description, change the title, course objective and content of DES 453.

A. 2. Effective date: (Example: Fall 2001)
 Fall 2008

A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)
 NA

B. The justification for this action:
 The current graphic design course listings lack clear sequence and content. DES 453 is currently titled Design IV – Systems Design and the new title will be Senior Workshop in Design. DES 453 will explore current issues in design, technical procedures through design practices.

C. The projected cost (or savings) of this proposal is as follows:

Personnel Impact: No Change

Operating Expenses Impact: No Change

Equipment/Physical Facility Needs: No Change

Library Resources: No Change

Part II. Recording Data for New, Revised, or Dropped Course

(For a **new required course**, complete a separate request for the appropriate program revisions.)

1. For a new course, provide the catalog text.
2. For a revised course, provide the current catalog text with the proposed text using ~~striethrough~~ for deletions and underlines for additions.
3. For a dropped course, provide the current catalog text.

New or Revised* Catalog Text

(*Use ~~striethrough~~ for deletions and underlines for additions. Also include Crs. Prefix, No., and description, limited to 35 words.)

DES 453 ~~Design IV—Systems Design. Senior Workshop in Design (3) I, II.~~ Prerequisite: ~~DES 353. Des 354 and Des 451.~~ Corequisite: DES 450. A systematic approach to advanced graphic design. Focus on advanced graphic design using a series format. Both two and three-dimensional concerns will be addressed. Exploration of current issues, technical procedures, and design projects.

Part IV. Recording Data for New or Revised Course (Record only **new** or **changed** course information.)

Course prefix (3 letters)	Course Number (3 Digits)	Effective Term (Example: Fall 2001)	College/Division:	Dept. (4 letters)*
DES	453	Fall 2008	AS <input checked="" type="checkbox"/> JS _____ BT _____ EM _____ ED _____ PC _____ HS _____	ARTD
Credit Hrs.	Weekly Contact Hrs.		Repeatable Maximum No. of Hrs. _____	
3	Lecture _____ Laboratory _____ Other <input checked="" type="checkbox"/>		Cip Code (first two digits only)	
Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)	
5	4.5	N	FR _____ JR _____ SO _____ SR _____	
		Grading Information: Course is eligible for IP (in-progress grading) for: <u>Check all applicable</u>	FOR BANNER USE ONLY Date of data entry _____ Data entry person _____	
		Thesis _____		
		Internship _____		
		Independent Study _____		
		Practicum _____		

Co-Requisites and Prerequisites **See definitions on following page**

Co-Requisite(s): (List only co-requisites. See below for prerequisites and combinations.)	
Course Prefix and No.	<u>DES 450</u>
Course Prefix and No.	
Prerequisite(s): (List prerequisites only. List combinations below. Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)	
Course Prefix and No.	DES 353. <u>DES 354 and DES 451</u>
Course Prefix and No.	
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	
Co-Requisite(s) and/or Prerequisite(s) Combination (Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)	
Course Prefix and No.	
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	
Equivalent Course(s): (credit not allowed with; or formerly:)	
Course Prefix and No.	
Course Prefix and No.	
Course Prefix and No.	

Proposed General Education Block: Please mark (X) in the appropriate Block or Blocks (e.g. – IVB(3) X).

Block I (9)	Block II (3)	Block III (6)	Block IV (6)	Block V (9)	Block VI (3)	Block VII (6)	Block VIII (6)
IA (3)	II (3)	IIIA (3)	IVA (3)	VA (3)	VI (3)	VII (3)	VIII (3)
IB (3)		IIIB (3)	IVB (3)	VB (3)		VII (3)	VIII (3)
IC (3)				VC (3)			

Design 453 - Senior Workshop in Design

Prerequisite: DES 354 & Des 451; Co-requisite: DES 450

Course Description

Exploration of current issues, technical procedures, and design projects.

Texts

- Screen: Essays on Graphic Design, New Media, and Visual Culture by Jessica Helfland (Author), John Maeda
- Design Discourse: History, Theory, Criticism by Victor Margolin
- Global Graphics: Color - Designing with Color for an International Market by L. K. Peterson,
- Emigre No. 67: Graphic Design vs. Style, Globalism, Criticism, Science, Authenticity and Humanism
- Emigre No. 67: Graphic Design vs. Style, Globalism, Criticism, Science, Authenticity and Humanism by Rudy VanderLans
- Good: Ethics of Graphic Design by Lucienne Roberts

Course Objectives

- Topics to be explored may include Logic and Reasoning, Forces forming history, Visual Imagery, Global Design Culture, Visual Culture, PSA, Poster Seniors, Community, Series, Campaign, Signature and Object versus Service.
- Also the role of designer in society, Vision and voice, Style, Self critical, Copy fitting, Silk Screening and Display design will be explored

Learning Objectives and Course Outcomes

- Professionally minded graphic designers who can understand color in the global and visual culture.
- Conceptually driven designers with a global understanding of Design in a visually driven world
- Designers making ethical choices choosing projects.

Class Schedule

The class schedule will vary from semester to semester depending on the group of students enrolled in the course and the instructor teaching the course.

Projects = 45%

Two Essays = 20%

Assignments = 20

Final Exams = 15%

Evaluation

Grades are based on:

The quality of finished assignment that is the technique, formal considerations, idea development, thoughtfulness of effort and fulfillment of goals of the assignment.

- Preparedness: Do you have your work-up stages, supplies and use class time wisely.
- Design solutions: Quality of the design solution
- Technical: Use of Photoshop and or Illustrator to create work
- Deadlines: Projects turned in by the due date

- Group and individual critiques of assignments, participation in critiques with verbal. Commentary over one's own work as well as classmate's
- Out-of-class assignments
- Consideration of the student's attitude, involvement, improvement.
- Adherence to departmental attendance
- Craftsmanship/ Presentation: Is it sloppy? Thrown together? Lack of pride in your work?
- Attitude: Enthusiastic about the material, respect for the discipline, whiner/ complainer.
- Self Evaluation: How has this material influenced your design work?
- Final semester Grade: Culmination of the above.

Grading Scale: 90-100%=A, 80-89%=B, 70-79%=C, 60-69%=D, <60%=F

A excellent work that serves as a benchmark for what can be achieved
 B Good work that exceeds the requirements of the assignment
 C Work that is acceptable and fulfills the assignment
 D Work that is of poor quality and/ or does not address the assignment but still deserves a credit.
 F A failing grade: also given for work not handed in by the deadline.

Attendance Policy:

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Calling and/or e-mailing the instructor regarding tardiness and absences are professional and polite, but do not excuse the student from their obligations in the classroom.

Lab: NO FOOD OR BEVERAGES ARE ALLOWED IN THE COMPUTER LAB

Please clean up your space after each class time. Printers, Scanners, computers must be treated with respect. Put magazines, catalogs etc away after scanning. Thank you

Cell Phones and Pagers are not to be used for personal matters. Incoming calls may not be accepted nor pages answered during class time. Thank you for your understanding.

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Plagiarism is the act of presenting, ideas, words, or organization of a source (published or not) as if they were one's own, without acknowledgement of the source. Plagiarism also includes presenting material, which was composed or revised by any person other than the student who submits it as well as deliberate falsification of footnotes. The use of the term 'material' refers to work in any form including written, oral or electronic (as in the case of computer files)

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Curriculum Change Form
(Present only one proposed curriculum change per form)
(Complete only the section(s) applicable.)

Part I

<input type="checkbox"/> (Check one) New Course (Parts II, IV)	Department Name	Art and Design
<input checked="" type="checkbox"/> Course Revision (Parts II, IV)	College	Art & Sciences
<input type="checkbox"/> Course Dropped (Part II)	*Course Prefix & Number	DES 454
<input type="checkbox"/> New Program (Part III)	*Course Title <small>(30 characters)</small>	BFA Graphic Design
<input type="checkbox"/> Program Revision (Part III)	*Program Title	
<input type="checkbox"/> Program Suspended (Part III)	(Major ____, Option ____, Minor ____, or Certificate ____)	
*Provide only the information relevant to the proposal.		

Proposal Approved by:	<u>Date</u>	
Departmental Committee	12/ 7/ 07	Graduate Council*
<i>Is this a SACS Substantive Change? Yes**** <input type="checkbox"/> No <input checked="" type="checkbox"/></i>		Council on Academic Affairs
College Curriculum Committee	1/ 14/ 2008	Approved <input checked="" type="checkbox"/> Disapproved <input type="checkbox"/>
General Education Committee*	NA	Faculty Senate**
Teacher Education Committee*	NA	Board of Regents**
		Council on Postsecondary Edu.***
		NA

*If Applicable (Type NA if not applicable.)
**Approval needed for new, revised, or suspended programs
***Approval/Posting needed for new degree program or certificate program
****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.

Completion of A, B, and C is required: (Please be specific, but concise.)

A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)
To revise the course description of DES 454.

A. 2. Effective date: (Example: Fall 2001)
Fall 2008

A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)
NA

B. The justification for this action:
The course catalog description of DES 454 is being revised to better explain the nature of the course. DES 454 further explores the final stages of the student designer's transition into the graphic design profession.

C. The projected cost (or savings) of this proposal is as follows:

Personnel Impact: No Change

Operating Expenses Impact: No Change

Equipment/Physical Facility Needs: No Change

Library Resources: No Change

Part II. Recording Data for New, Revised, or Dropped Course

(For a **new required course**, complete a separate request for the appropriate program revisions.)

1. For a new course, provide the catalog text.
2. For a revised course, provide the current catalog text with the proposed text using ~~striethrough~~ for deletions and underlines for additions.
3. For a dropped course, provide the current catalog text.

New or Revised* Catalog Text

(*Use ~~striethrough~~ for deletions and underlines for additions. Also include Crs. Prefix, No., and description, limited to 35 words.)

DES 454 BFA Graphic Design. (3) I, II. Prerequisites: DES 453, approval of BFA committee, and departmental approval. Corequisite: ART 499. ~~Course includes preparation for senior show, writing of senior thesis, and portfolio assembly.~~ Final phases of the student designer's transition into the profession. Additional guidance towards portfolio and senior thesis development.

Part IV. Recording Data for New or Revised Course (Record only **new** or **changed** course information.)

Course prefix (3 letters)	Course Number (3 Digits)	Effective Term (Example: Fall 2001)	College/Division:	Dept. (4 letters)*
DES	454	Fall 2008	AS <input checked="" type="checkbox"/> JS _____ BT _____ EM _____ ED _____ PC _____ HS _____	ARTD
Credit Hrs.	Weekly Contact Hrs.		Repeatable Maximum No. of Hrs. _____	
3	Lecture _____ Laboratory _____ Other <input checked="" type="checkbox"/>		Cip Code (first two digits only)	
Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)	
5	4.5	N	FR _____ JR _____ SO _____ SR _____	
		Grading Information: Course is eligible for IP (in-progress grading) for: <u>Check all applicable</u>	FOR BANNER USE ONLY Date of data entry _____ Data entry person _____	
		Thesis _____		
		Internship _____		
		Independent Study _____		
		Practicum _____		

Co-Requisites and Prerequisites **See definitions on following page**

Co-Requisite(s): (List only co-requisites. See below for prerequisites and combinations.)

Course Prefix and No.	ART 499
Course Prefix and No.	

Prerequisite(s): (List prerequisites only. List combinations below. Use **“and”** and **“or”** literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)

Course Prefix and No.	DES 453 <u>and departmental approval</u>
Course Prefix and No.	
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	

Co-Requisite(s) and/or Prerequisite(s) Combination (Use **“and”** and **“or”** literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)

Course Prefix and No.	
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	

Equivalent Course(s): (credit not allowed with; or formerly:)

Course Prefix and No.	
Course Prefix and No.	
Course Prefix and No.	

Proposed General Education Block: Please mark (X) in the appropriate Block or Blocks (e.g. – IVB(3) X).

Block I (9)	Block II (3)	Block III (6)	Block IV (6)	Block V (9)	Block VI (3)	Block VII (6)	Block VIII (6)
IA (3)	II (3)	IIIA (3)	IVA (3)	VA (3)	VI (3)	VII (3)	VIII (3)
IB (3)		IIIB (3)	IVB (3)	VB (3)		VII (3)	VIII (3)
IC (3)				VC (3)			

Curriculum Change Form
(Present only one proposed curriculum change per form)
(Complete only the section(s) applicable.)

Part I

<input type="checkbox"/> (Check one) New Course (Parts II, IV)	Department Name College	Department of Art and Design Art & Sciences
<input type="checkbox"/> Course Revision (Parts II, IV)	*Course Prefix & Number	DES 251
<input checked="" type="checkbox"/> Course Dropped (Part II)	*Course Title (30 characters)	Software I for Graphic Design
<input type="checkbox"/> New Program (Part III)	*Program Title	
<input type="checkbox"/> Program Revision (Part III)	(Major __, Option __; Minor __; or Certificate __)	
<input type="checkbox"/> Program Suspended (Part III)	*Provide only the information relevant to the proposal.	

Proposal Approved by:	<u>Date</u>	<u>Date</u>
Departmental Committee	12/ 7/ 2007	Graduate Council* NA
<i>Is this a SACS Substantive Change? Yes**** <input type="checkbox"/> No <input checked="" type="checkbox"/></i>		
College Curriculum Committee	1/ 14/ 2008	Council on Academic Affairs Approved <input checked="" type="checkbox"/> Disapproved <input type="checkbox"/>
General Education Committee*	NA	02/28/08 Faculty Senate** NA
Teacher Education Committee*	NA	Board of Regents** NA
		Council on Postsecondary Edu.*** NA

*If Applicable (Type NA if not applicable.)
**Approval needed for new, revised, or suspended programs
***Approval/Posting needed for new degree program or certificate program
****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.

Completion of A, B, and C is required: (Please be specific, but concise.)

A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)
To drop the course from the graphic design curriculum

A. 2. Effective date: (Example: Fall 2001)
Fall 2008

A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)
NA

B. The justification for this action:
DES 251 is one of the two semesters of technical software course and it has been combined with DES 351 (Sophomore Studio) to further develop conceptual thinking in other classes.

C. The projected cost (or savings) of this proposal is as follows:

Personnel Impact: No Change

Operating Expenses Impact: No Change

Equipment/Physical Facility Needs: No Change

Library Resources: No Change

Part II. Recording Data for New, Revised, or Dropped Course

(For a **new required course**, complete a separate request for the appropriate program revisions.)

1. For a new course, provide the catalog text.
2. For a revised course, provide the current catalog text with the proposed text using ~~striethrough~~ for deletions and underlines for additions.
3. For a dropped course, provide the current catalog text.

New or Revised* Catalog Text

(*Use ~~striethrough~~ for deletions and underlines for additions. Also include Crs. Prefix, No., and description, limited to 35 words.)

~~**DES 251 Software for Graphic Design I. (3) I.** Prerequisites: ART 100, 152, 153; Corequisite: DES 250. An in-depth introduction to image editing and vector-based drawing software. A step-by-step approach to mastering basic computer skills as well as intermediate techniques. Demonstrates the ways these applications can be used in design, illustration, print and electronic presentations.~~

Curriculum Change Form
(Present only one proposed curriculum change per form)
(Complete only the section(s) applicable.)

Part I

(Check one)	Department Name	Art and Design	
X New Course (Parts II, IV)	College	Art & Sciences	
Course Revision (Parts II, IV)	*Course Prefix & Number	DES 450	
Course Dropped (Part II)	*Course Title (30 characters)	Professional Practices	
New Program (Part III)	*Program Title		
Program Revision (Part III)		(Major __, Option __; Minor __; or Certificate __)	
Program Suspended (Part III)	*Provide only the information relevant to the proposal.		

Proposal Approved by:	<u>Date</u>		<u>Date</u>
Departmental Committee	12/ 7/ 07	Graduate Council*	NA
<i>Is this a SACS Substantive Change?</i> Yes**** <input type="checkbox"/> No <input checked="" type="checkbox"/>		Council on Academic Affairs	
College Curriculum Committee	1/14/08	Approved Disapproved	POSTPONED
General Education Committee*	NA	Faculty Senate**	NA
Teacher Education Committee*	NA	Board of Regents**	NA
		Council on Postsecondary Edu.***	NA

*If Applicable (Type NA if not applicable.)
 **Approval needed for new, revised, or suspended programs
 ***Approval/Posting needed for new degree program or certificate program
 ****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.

Completion of A, B, and C is required: (Please be specific, but concise.)

A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)
 To add a new course to the Graphic Design curriculum.

A. 2. Effective date: (Example: Fall 2001)
 Fall 2008

A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)
 NA

B. The justification for this action:

The current graphic design course listings lack clear sequence and content. This new course will explore various aspects of professional practices in graphic design, a subject not fully explored in other graphic design offerings.

C. The projected cost (or savings) of this proposal is as follows:

Personnel Impact: No Change

Operating Expenses Impact: No Change

Equipment/Physical Facility Needs: No Change

Library Resources: No Change

Part II. Recording Data for New, Revised, or Dropped Course

(For a **new required course**, complete a separate request for the appropriate program revisions.)

1. For a new course, provide the catalog text.
2. For a revised course, provide the current catalog text with the proposed text using ~~striketrough~~ for deletions and underlines for additions.
3. For a dropped course, provide the current catalog text.

New or Revised* Catalog Text

(*Use ~~striketrough~~ for deletions and underlines for additions. Also include Crs. Prefix, No., and description, limited to 35 words.)

DES 450 Professional Practices. (3): I, II. Prerequisite: DES 354 & DES 451; Co-requisite: DES 453. Students will gain experience in professional standards and practices common to the field of graphic design, such as design business and ethics, estimating projects, obligation to client and self.

Part IV. Recording Data for New or Revised Course (Record only **new or changed** course information.)

Course prefix (3 letters)	Course Number (3 Digits)	Effective Term (Example: Fall 2001)	College/Division:	Dept. (4 letters)*
DES	450	FALL 2008	AS _____ JS _____ BT _____ EM _____ ED _____ PC _____ HS _____	ARTD
Credit Hrs.	Weekly Contact Hrs.		Repeatable Maximum No. of Hrs. _____	
3	Lecture _____ Laboratory _____ Other <u>X</u>		Cip Code (first two digits only)	
Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)	
5	4.5	N	FR _____ JR _____ SO _____ SR _____	
		Grading Information: Course is eligible for IP (in-progress grading) for: <u>Check all applicable</u>	FOR BANNER USE ONLY Date of data entry _____ Data entry person _____	
		Thesis _____		
		Internship _____		
		Independent Study _____		
		Practicum _____		

Co-Requisites and Prerequisites ****See definitions on following page****

Co-Requisite(s): (List only co-requisites. See below for prerequisites and combinations.)

Course Prefix and No.	DES 453
Course Prefix and No.	

Prerequisite(s): (List prerequisites only. List combinations below. Use **“and”** and **“or”** literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)

Course Prefix and No.	DES 354 and 451
Course Prefix and No.	
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	

Co-Requisite(s) and/or Prerequisite(s) Combination (Use **“and”** and **“or”** literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)

Course Prefix and No.	
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	

Equivalent Course(s): (credit not allowed with; or formerly:)

Course Prefix and No.	
Course Prefix and No.	
Course Prefix and No.	

Proposed General Education Block: Please mark (X) in the appropriate Block or Blocks (e.g. – IVB(3) X).

Block I (9)	Block II (3)	Block III (6)	Block IV (6)	Block V (9)	Block VI (3)	Block VII (6)	Block VIII (6)
IA (3)	II (3)	IIIA (3)	IVA (3)	VA (3)	VI (3)	VII (3)	VIII (3)
IB (3)		IIIB (3)	IVB (3)	VB (3)		VII (3)	VIII (3)
IC (3)				VC (3)			

Professional Practices - Design 450

Prerequisite: DES 354 & DES 451; **Corequisite:** DES 453

Course Description

Students' will gain experience in professional standards and practices common to the field of graphic design, such as design business and ethics, estimating projects, obligation to client and self.

Texts

- The Graphic Designer's Guide to Creative Marketing: Finding & Keeping Your Best Clients by Linda Cooper Bowen
- The Business of Graphic Design: A Sensible Approach to Marketing and Managing a Graphic Design Firm by Ed Gold
- Business and Legal Forms for Graphic Designers by Tad Crawford and Eva Doman Bruck.
- The Creative Business Guide to Running a Graphic Design Business by Cameron S. Foote

Course Objectives

- Emphasis is placed on examining employment opportunities and enhancing interview skills.
- A combination of lecture and projects, students create personal identity systems and materials for small business development.
- Topics to be explored may include Internship, Office Routing Payroll, and Obligation to Society, Credit- Copyright, Client Point of View, Office practices, Corporate ID, Brand Identity, Professional problem solving, and GAMIT

Learning Objectives and Course Outcomes

- Professionally minded graphic designers
- Conceptually competitive and business savvy designers entering the work force
- Designers respectful of the clients needs and society as a whole
- Designers knowledgeable of all phases of the design process.
- Designers making ethical choices

Class Schedule

The class schedule will vary from semester to semester depending on the group of students enrolled in the course.

There will be 5 assignments, 5 studio type projects (4 projects and one final) and two detailed business/ marketing/ corporate ID plans (essays).

Projects = 45%

Two Essays = 20%

Assignments = 20

Final Exams = 15%

Evaluation

The quality of finished assignment that is the technique, formal considerations, idea development, thoughtfulness of effort and fulfillment of goals of the assignment.

- Preparedness: Do you have your work-up stages, supplies and use class time wisely.
- Design solutions: Quality of the design solution
- Technical use of tools to create work
- Deadlines: Projects turned in by the due date
- Group and individual critiques of assignments, participation in critiques with verbal. Commentary

- over one's own work as well as classmate's
- Out-of-class assignments
- Consideration of the student's attitude, involvement, improvement.
- Adherence to departmental attendance
- Craftsmanship/ Presentation: Is it sloppy? Thrown together? Lack of pride in your work?
- Attitude: Enthusiastic about the material, respect for the discipline, whiner/ complainer.
- Self Evaluation: How has this material influenced your design work?
- Final semester Grade: Culmination of the above.

Grading Scale: 90-100%=A, 80-89%=B, 70-79%=C, 60-69%=D, <60%=F

- A excellent work that serves as a benchmark for what can be achieved
- B Good work that exceeds the requirements of the assignment
- C Work that is acceptable and fulfills the assignment
- D Work that is of poor quality and/ or does not address the assignment but still deserves a credit.
- F A failing grade: also given for work not handed in by the deadline.

Attendance Policy:

The Art Department's attendance policy is in effect. Its major provision; 15% absences automatically results in an "F". You are *required* to attend all classes and to be on time. Late arrivals/early departures will count towards absences. Two lates equal one absence. Three absences may result in the dropping of half a letter grade; four absences may result in the dropping of one full letter grade; six or more absences (greater than 15% of the semester) are grounds for failure. *Please contact the instructor in case of extenuating circumstances for absences.*

Calling and/or e-mailing the instructor regarding tardiness and absences are professional and polite, but do not excuse the student from their obligations in the classroom.

Lab: NO FOOD OR BEVERAGES ARE ALLOWED IN THE COMPUTER LAB

Please clean up your space after each class time. Printers, Scanners, computers must be treated with respect. Put magazines, catalogs etc., away after scanning. Thank you

Cell Phones and Pagers are not to be used for personal matters.

Incoming calls may not be accepted nor pages answered during class time. Thank you for your understanding.

Academic Honesty Policy

"Eastern Kentucky University faculty and students are bonded by principles of truth and honesty which are recognized as fundamental for a community of scholars. The University expects that students will honor and enforce these principles, which contribute to a foundation upon which a quality education can be built. With this premise the University affirms that it will not tolerate academic dishonesty."

Plagiarism is the act of presenting, ideas, words, or organization of a source (published or not) as if they were one's own, without acknowledgement of the source. Plagiarism also includes presenting material, which was composed or revised by any person other than the student who submits it as well as deliberate falsification of footnotes. The use of the term 'material' refers to work in any form including written, oral or electronic (as in the case of computer files)

Cheating includes buying, stealing or otherwise fraudulently obtaining copies of examinations or assignments for the purpose of improving one's academic standing.

Please refer to the University Handbook for Students, page 13 for further explanation and details of the Academic Honesty Policy, including repercussions for offenders.

Academic Integrity Policy

"Students are advised that EKU's Academic Integrity Policy will strictly be enforced in this course. The Academic Integrity policy is available at www.academicintegrity.eku. Questions regarding the policy may be directed to the Office of Academic Integrity."

Disability Statement

If you are registered with the Office of Services for Individuals with Disabilities, please make an appointment with the course instructor to discuss any academic accommodations you need. If you need academic accommodations and are not registered with the Office of Services for Individuals with Disabilities, please contact the office on the third floor of the Student Services Building, by email at disserv@eku.edu or by telephone at (859) 622-2933 V/TDD. Upon individual request, this syllabus can be made available in an alternate format.

Curriculum Change Form
(Present only one proposed curriculum change per form)
(Complete only the section(s) applicable.)

Part I

(Check one)	Department Name	Art and Design	
<input type="checkbox"/> New Course (Parts II, IV)	College	Arts and Sciences	
<input type="checkbox"/> Course Revision (Parts II, IV)	*Course Prefix & Number		
<input type="checkbox"/> Course Dropped (Part II)	*Course Title (30 characters)		
<input type="checkbox"/> New Program (Part III)	*Program Title	Art (BFA)	
X <input checked="" type="checkbox"/> Program Revision (Part III)		(Major ____, Option ____, Minor ____, or Certificate ____)	
<input type="checkbox"/> Program Suspended (Part III)	*Provide only the information relevant to the proposal.		

Proposal Approved by:	Date		Date
Departmental Committee	12/ 7/ 2007	Graduate Council*	NA
<i>Is this a SACS Substantive Change?</i> Yes**** <input type="checkbox"/> No <input checked="" type="checkbox"/>		Council on Academic Affairs	
College Curriculum Committee	1/ 14/ 2008	Approved	Disapproved
General Education Committee*	NA		POSTPONED
Teacher Education Committee*	NA	Faculty Senate**	NA
		Board of Regents**	NA
		Council on Postsecondary Edu.***	NA

*If Applicable (Type NA if not applicable.)
 **Approval needed for new, revised, or suspended programs
 ***Approval/Posting needed for new degree program or certificate program
 ****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.

Completion of A, B, and C is required: (Please be specific, but concise.)

A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)
 To revise the list of courses numbers available for BFA students in the graphic design option. To list Art 300 as a course equivalency for ART 381 under the painting and printmaking options. To add the provision that students admitted into the BFA degree program must earn a C or better in all ART/DES/ARTH courses.

A. 2. Effective date: (Example: Fall 2001)
 FALL 2008

A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)
 NA

B. The justification for this action:
 The listings of courses in the graphic design option must reflect that DES 251 has been dropped and DES 450 has been created. Art 381 (Photo II) fills up quickly with photography option students and painting and printmaking option students sometimes have difficulty getting into this required course. Listing ART 300 (Drawing Media) as an equivalency under painting photography and printmaking options will help our students meet their requirements. We want students accepted into the BFA degree program to maintain a C or better in all ART/DES/ARTH courses.

C. The projected cost (or savings) of this proposal is as follows:

Personnel Impact:

Operating Expenses Impact:

Equipment/Physical Facility Needs:

Library Resources:

Part III. Recording Data for New, Revised, or Suspended Program

1. For a new program, provide the catalog description as being proposed.
2. For a revised program, provide the current program requirements using ~~strike through~~ for deletions and *underlines* for additions.
3. For a suspended program, provide the current program requirements as shown in catalog. List any options and/or minors affected by the program's suspension.

ART/STUDIO OPTIONS (B.F.A.)

CIP Code: 50.0702

Major Requirements.....61-70 hours

Studio Foundations.....15 hours

ART 100, 152, 153, 164 and

Interior Design: DES 250.

All other areas: ART 101.

Core..... 19-22 hours

ART 499 and

Interior Design: DES 122, 225, 325, 330, 421** (6 hours).

All other areas: ART 210, 220, 230, 240, 270, 280, and 562.

Options*

Ceramics..... 33 hours

ART 321, 341, 371, 372, 472, 473, 474, 12 hours ART/ DES/ARH electives.

Graphic Design..... 33 hours

DES 250, ~~254~~, 350, 351, 352, 353, 354, 450, 451, 453, 454, and 3 hours

Upper Division ART/DES/ARTH electives.

Interior Design..... 27 hours

DES 222, 226, 322, 326, 327, 328, 422, 426, 3 hours ART/DES/ARH electives.

Jewelry and Metals.....33 hours

ART 321, 341, 343, 344, 371, 443, 444, 12 hours ART/DES/ARH electives.

Painting..... 33 hours

Six hours of ART 300, 331, OR 381: ART 312, 313, 314, ~~331, 381~~, 413, 414, 12 hours

ART/DES/ARH electives.

Photography.....33 hours

Six hours of ART 300, 312, OR 381: ART ~~312, 331~~, 381, 382, 383, 483, 484, 12 hours

ART/DES/ARH electives.

Printmaking.....33 hours

Six hours of ART 300, 312, OR 381: ART ~~312~~, 331, 332, 333, ~~381~~, 432, 434, 12 hours

ART/DES/ARH electives.

Sculpture..... 33 hours

ART 321, 322, 323, 341, 371, 423, 424, 12 hours ART/DES/ARH electives.

Supporting Course Requirements..... 9-18 hours

Interior Design: ADM 302; ARH 390, 391; CON 250; TEC 331; INT 195.

All other areas: ARH 390, 391, 3 hours of ARH electives.

General Education Requirements.....42 hours

Standard General Education program, excluding block VIII (6 hours). Refer to Section Four of this *Catalog* for details on the General Education and University requirements.

University Requirement.....1 hour

ASO 100.

Free Electives.....6 hours

Total Curriculum Requirements..... 128 hours

*Probationary candidacy and eventual advanced study for the BFA is conditional upon meeting qualifications and having a portfolio reviewed no earlier than the fourth semester (transfers must have 24 hours in Art and/or Design). Students wishing to pursue the BFA degree should consult with a departmental advisor to obtain a copy of the "Entrance Criteria and Degree Requirements for the BFA in Art and Design" in effect for their area at the time of their initial application for admission to the program.

**Students not meeting the requirements for DES 421 will take other ART/DES electives or repeat ART/DES required courses

Curriculum Change Form
(Present only one proposed curriculum change per form)
(Complete only the section(s) applicable.)

Part I

(Check one)	Department Name	Chemistry
<input type="checkbox"/> New Course (Parts II, IV)	College	Arts & Sciences
<input checked="" type="checkbox"/> Course Revision (Parts II, IV)	*Course Prefix & Number	FOR 411
<input type="checkbox"/> Course Dropped (Part II)	*Course Title (30 characters)	Analytical Methods in Forensic Science I
<input type="checkbox"/> New Program (Part III)	*Program Title	
<input type="checkbox"/> Program Revision (Part III)		(Major __, Option __; Minor __; or Certificate __)
<input type="checkbox"/> Program Suspended (Part III)	*Provide only the information relevant to the proposal.	

Proposal Approved by:	<u>Date</u>	<u>Date</u>
Departmental Committee	9/26/07	Graduate Council* NA
<i>Is this a SACS Substantive Change?</i> Yes**** <input type="checkbox"/> No <input checked="" type="checkbox"/>		Council on Academic Affairs
College Curriculum Committee	01/14/08	Approved <input checked="" type="checkbox"/> Disapproved <input type="checkbox"/>
General Education Committee*	NA	02/28/08
Teacher Education Committee*	NA	Faculty Senate** NA
		Board of Regents** NA
		Council on Postsecondary Edu.*** NA

*If Applicable (Type NA if not applicable.)
 **Approval needed for new, revised, or suspended programs
 ***Approval/Posting needed for new degree program or certificate program
 ****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.

Completion of A, B, and C is required: (Please be specific, but concise.)

A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)
 Make CHE 325 a prerequisite, rather than a pre- or co-requisite and add PHY 201 and 202 as acceptable physics courses, along with PHY 131 and 132.
 Remove MAT 261 as a possible calculus pre-requisite
 Student must have a cumulative GPA of 2.75 / 4.0.
 Change the course title to a more condensed form

A. 2. Effective date: (Example: Fall 2001)
 Fall 2008

A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)

B. The justification for this action:
 Material in CHE 325 is needed for FOR 411. PHY 201 and 202 are calculus-based versions of PHY 131 and 132, and do satisfy the physics requirements. The other modifications are included to make the course description consistent with proposed program changes.

C. The projected cost (or savings) of this proposal is as follows:

Personnel Impact:
 none

Operating Expenses Impact:
 none

Equipment/Physical Facility Needs:
 none

Library Resources:
 none

Part II. Recording Data for New, Revised, or Dropped Course

(For a **new required course**, complete a separate request for the appropriate program revisions.)

1. For a new course, provide the catalog text.
2. For a revised course, provide the current catalog text with the proposed text using ~~striethrough~~ for deletions and underlines for additions.
3. For a dropped course, provide the current catalog text.

New or Revised* Catalog Text

(*Use ~~striethrough~~ for deletions and underlines for additions. Also include Crs. Prefix, No., and description, limited to 35 words.)

FOR 411 Forensic Analytical Methods in Forensic Science I. (4) A. Prerequisites: CHE 325, CHE 362, CHE 367, PHY 131 or 201, 132 (or 202), MAT 124 (or 264), BIO 121 with at least a "C" (2.0) or better in each course and cumulative GPA of 2.75 / 4.0. ~~Prerequisite or Corequisite: CHE 325~~. Application of instrumental methods of analysis to the classification of physical evidence. Principles and application of ultra-violet, visible, infrared, and fluorescence spectrophotometry; chromatography; and electrophoresis. 3 Lec/3 Lab.

Part IV. Recording Data for New or Revised Course (Record only new or changed course information.)

Course prefix (3 letters)	Course Number (3 Digits)	Effective Term (Example: Fall 2001)	College/Division:	Dept. (4 letters)*
FOR	411	Fall 2008	AS <input type="checkbox"/> JS <input type="checkbox"/> BT <input type="checkbox"/> EM <input type="checkbox"/> ED <input type="checkbox"/> PC <input type="checkbox"/> HS <input type="checkbox"/>	CHEM
Credit Hrs.	Weekly Contact Hrs.		Repeatable Maximum No. of Hrs. <u>0</u>	
4	Lecture <u>3</u>	Laboratory <u>3</u>	Other <u> </u>	Cip Code (first two digits only) <u>43</u>
Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)	
1	3	N	FR <u> </u>	JR <u> </u>
2	2.25	N	SO <u> </u>	SR <u> </u>
		Grading Information: Course is eligible for IP (in-progress grading) for: <u>Check all applicable</u>	FOR BANNER USE ONLY Date of data entry <u> </u> Data entry person <u> </u>	
		Thesis <u> </u>		
		Internship <u> </u>		
		Independent Study <u> </u>		
		Practicum <u> </u>		

Co-Requisites and Prerequisites **See definitions on following page**

Co-Requisite(s): (List only co-requisites. See below for prerequisites and combinations.)

Course Prefix and No.

Course Prefix and No.

Prerequisite(s): (List prerequisites only. List combinations below. Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)

Course Prefix and No. CHE 325 (C) and CHE 362 (C) and CHE 367 and PHY 131 (or 201) (C) and PHY 132 (or 202) (C) and MAT 124 (or 264) (C) and BIO 121 (C)

Course Prefix and No.

Test Scores

Minimum GPA (when a course grouping or student cumulative GPA is required) 2.75 / 4.0

Co-Requisite(s) and/or Prerequisite(s) Combination (Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)

Course Prefix and No. CHE 325

Test Scores

Minimum GPA (when a course grouping or student cumulative GPA is required)

Equivalent Course(s): (credit not allowed with; or formerly:)

Course Prefix and No.

Course Prefix and No.

Course Prefix and No.

Proposed General Education Block: Please mark (X) in the appropriate Block or Blocks (e.g. – IVB(3) X).

Block I (9)	Block II (3)	Block III (6)	Block IV (6)	Block V (9)	Block VI (3)	Block VII (6)	Block VIII (6)
IA (3)	II (3)	IIIA (3)	IVA (3)	VA (3)	VI (3)	VII (3)	VIII (3)
IB (3)		IIIB (3)	IVB (3)	VB (3)		VII (3)	VIII (3)
IC (3)				VC (3)			

Part II. Recording Data for New, Revised, or Dropped Course

(For a **new required course**, complete a separate request for the appropriate program revisions.)

1. For a new course, provide the catalog text.
2. For a revised course, provide the current catalog text with the proposed text using ~~strickthrough~~ for deletions and underlines for additions.
3. For a dropped course, provide the current catalog text.

New or Revised* Catalog Text

(*Use ~~strickthrough~~ for deletions and underlines for additions. Also include Crs. Prefix, No., and description, limited to 35 words.)

FOR 412 Forensic Analytical Methods in Forensic Science II. (4) A. Prerequisites: FOR 411 and FOR 451 with a grade of "C" or better in each course. Continuation of FOR 411. Application of chemical instrumentation to ~~the separation, identification, and comparison of drugs,~~ analysis of paint, glass, fibers, arson evidence, and other materials commonly encountered in the crime laboratory, and basic introduction to DNA analysis. ~~2 Lec/6 Lab.~~ 3 Lec / 3 Lab

Part IV. Recording Data for New or Revised Course (Record only **new** or **changed** course information.)

Course prefix (3 letters)	Course Number (3 Digits)	Effective Term (Example: Fall 2001)	College/Division:	Dept. (4 letters)*
FOR	412	Fall 2008	AS <u>x</u> JS _____ BT _____ EM _____ ED _____ PC _____ HS _____	CHEM
Credit Hrs.	Weekly Contact Hrs.		Repeatable Maximum No. of Hrs. <u>0</u>	
4	Lecture <u>3</u> Laboratory <u>3</u> Other _____		Cip Code (first two digits only) <u>43</u>	
Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)	
1	3	N	FR _____	JR _____
2	2.25	N	SO _____	SR _____
		Grading Information: Course is eligible for IP (in-progress grading) for: <u>Check all applicable</u>	FOR BANNER USE ONLY Date of data entry _____ Data entry person _____	
		Thesis _____		
		Internship _____		
		Independent Study _____		
		Practicum _____		

Co-Requisites and Prerequisites **See definitions on following page**

Co-Requisite(s): (List only co-requisites. See below for prerequisites and combinations.)

Course Prefix and No. _____

Course Prefix and No. _____

Prerequisite(s): (List prerequisites only. List combinations below. Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)

Course Prefix and No. _____ FOR 411 (C) and FOR 451 (C)

Course Prefix and No. _____

Test Scores _____

Minimum GPA (when a course grouping or student cumulative GPA is required) _____

Co-Requisite(s) and/or Prerequisite(s) Combination (Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)

Course Prefix and No. _____

Test Scores _____

Minimum GPA (when a course grouping or student cumulative GPA is required) _____

Equivalent Course(s): (credit not allowed with; or formerly:)

Course Prefix and No. _____

Course Prefix and No. _____

Course Prefix and No. _____

Proposed General Education Block: Please mark (X) in the appropriate Block or Blocks (e.g. – IVB(3) X).

Block I (9)	Block II (3)	Block III (6)	Block IV (6)	Block V (9)	Block VI (3)	Block VII (6)	Block VIII (6)
IA (3)	II (3)	IIIA (3)	IVA (3)	VA (3)	VI (3)	VII (3)	VIII (3)
IB (3)		IIIB (3)	IVB (3)	VB (3)		VII (3)	VIII (3)
IC (3)				VC (3)			

Oral Presentation	5%
Writing Assignments	5%
Lab performance and reports, attendance, other	30%

A separate syllabus and schedule will be given to you for lab.

You must pass the lecture and lab portions of the course separately. A passing grade in FOR 412 is a minimum average of 70%.

V. Exams

All examinations are comprehensive (i.e., they can include both new material and any material previously discussed in class). Exams typically have a variety of question types, including fill-in, multiple choice, short answer, and problems. All exams will be based on the objectives given to the students. **Exam grades are not curved.** If an exam is missed due to illness or other significant problem, documentation must be provided about the nature of the problem. Except in extraordinary circumstances, students should notify the instructor about the reason for missing the exam within one day. If students have questions about the grade on the exam, the question must be submitted to the instructor within 5 business days of the day the exam is returned.

VI. Use of Blackboard course management program

Students will be expected to access the Blackboard site for this course regularly. The site will have course announcements, course documents, links to recommended reading, and some quizzes and homework problems.

VII. Problem sets

Problem sets may be given during the semester. Some will be collected and graded. Some are for student review only. The problems will be similar to those that will be given on quizzes and exams. Answers to the problems will be provided. It is the responsibility of the student to work the problems and ask questions about material that is not understood.

VIII. Quizzes / Selected problem assignments to be turned in

Some quizzes and problem assignments that will be graded may be given using *Blackboard*. You will be notified in class when a new quiz or assignment has been posted. You are responsible for doing these assignments **even if you don't hear the announcement during lecture.**

IX. Oral Presentation

You will give a 10-minute oral presentation about one of the unknowns you were assigned in lab. These will be done during the last 2 or 3 lab periods of the semester. The talk will be a formal scientific presentation using PowerPoint. Instructions for use of PowerPoint, and tips on giving a formal scientific presentation will be provided later in the semester.

X. Writing Assignments

An important aspect of success as a professional scientist is the ability to write well in the format typically used for technical writing. Students will be given a variety of writing assignments during the semester.

XI. Lab Schedule and Information

A lab schedule will be given to students during the first week of class.

XII. Attendance

Students are expected to attend all lectures and laboratory sessions. If a lecture is missed, the student is still responsible for any information from that lecture. S/he should get notes from a classmate. If a laboratory session is missed and there is a **documented** reason, the student can make the lab up at a time mutually agreeable to him/her and the instructor. If there is no documented reason for missing a lab, a 0 is given for the grade.

XIII. Academic Integrity Policy (taken from the EKU Student Handbook)

Eastern Kentucky University is a community of shared academic values, foremost of which is a strong commitment to intellectual honesty, honorable conduct, and respect for others. In order to meet these values, students at Eastern Kentucky University are expected to adhere to the highest standards of academic integrity. These standards are embodied in the Eastern Kentucky University Academic Integrity Policy, which all students shall pledge to uphold by signing the Eastern Kentucky University Honor Code. By honoring and enforcing this Academic Integrity Policy, the University community affirms that it does not tolerate academic dishonesty.

Academic Dishonesty Defined

Academic integrity is a fundamental value for the Eastern Kentucky University community of students, faculty, and staff. It should be clearly understood that incidents of academic dishonesty will have serious consequences. Anyone who knowingly assists in any form of academic dishonesty shall be considered as responsible as the student who accepts such assistance and shall be subject to the same sanctions. Academic dishonesty can occur in different forms, some of which include cheating, plagiarism, and fabrication.

Plagiarism

Plagiarism occurs when a student represents work taken from another source as his/her own. It is imperative that a student gives credit to information, words, ideas, and images that are integrated into his/her own work. Acknowledgement of a source of information in any form should consist of complete, accurate, and specific references and, if verbatim statements are included, quotation marks as well. Examples of plagiarism include, but are not limited to: · Using words, ideas, or images from another source (including the Internet); whether in quotation marks or not, without giving credit to that source in the form of a bibliographic citation; · Using facts, statistics, or other supporting materials that are not clearly common knowledge without acknowledgment of the source.

Cheating

Cheating is an act or an attempted act of deception by which a student seeks to misrepresent that he/she has mastered information on an academic exercise. Cheating includes, but is not limited to: · Giving or receiving assistance not authorized by the instructor or University representative; · Participating in unauthorized collaboration on an academic exercise; · Using unapproved or misusing electronic devices or aids during an academic exercise.

Fabrication

Fabrication is a form of deception and occurs when a student misrepresents written or verbal information in an academic exercise. Fabrication includes, but is not limited to: · Citation of information not taken from the source indicated. This may include the incorrect documentation of secondary source materials; · Listing sources in a bibliography not directly used in the academic exercise; · Submission in a paper, thesis, lab report, practicum log, or other academic exercise of falsified, invented, or fictitious data or evidence, or deliberate and knowing concealment or distortion of the true nature, origin, or function of such data or evidence; · Submitting as your own any academic exercise (verbal, written, electronic, or artistic work) prepared totally or in part by another person.

These policies are particularly important for forensic science majors, since the ethical behavior and credibility of the forensic scientist should be above reproach. This applies to both lecture and laboratory assignments. If students are found to have duplicate reports or assignments, or have taken segments of information verbatim from sources, a grade of zero will be given on the assignment for the first infraction. If this occurs again, the student will receive an F for the course.

Sample Lecture Schedule
Spring 2008 dates used as examples

Date	topic
M Jan 14	Introduction to Course;
W Jan 16	Introduction to Polymers
M Jan 21	<i>University Holiday - no lab or class meetings</i>
W Jan 23	Polymers / Fibers
M, Jan 28	Fibers
W, Jan 30	Fibers
M, Feb 4	Color Chemistry / Dyes / Paint
W, Feb 6	Fiber Dyes / analysis
M, Feb 11	Paint / coatings
W, Feb 13	Paint / coatings
M, Feb 18	No regular class meeting
W, Feb 20	<i>Exam 1</i>
M, Feb 25	Paint / coatings
W, Feb 27	Crime Scene / evidence packaging
M, Mar 3	Crime Scene review / evidence packaging, How to prepare a scientific talk
W Mar 5	Catch up day
M, Mar 10	<i>Spring Break - no classes</i>
W, Mar 12	<i>Spring Break - no classes</i>
M, Mar 17	Glass
W, Mar 19	Arson & Explosives
M, Mar 24	Arson & explosives
W, Mar 26	Arson & explosives
M, Mar 31	Firearms
W, Apr 2	<i>Exam 2</i>
M, Apr 7	Gunshot residue
M, Apr 9	GSR
M, Apr 14	GSR
W, Apr 16	Tape
M, Apr 21	Ink and paper
W, Apr 23	Ink and paper
M, Apr 28	Complete material
W, Apr 30	Complete material
W May 7	Final Exam 8:00 - 10:00 a.m.

Experiments for lab:

1. Solution preparation and measurement
2. UV-visible spectrometry
3. Fluorescence spectrometry
4. Infrared spectrometry
5. atomic absorption spectrometry
6. x ray fluorescence spectrometry
7. gas chromatography
8. gas chromatography - mass spectrometry

Curriculum Change Form
(Present only one proposed curriculum change per form)
(Complete only the section(s) applicable.)

Part I

<input type="checkbox"/> (Check one) New Course (Parts II, IV)	Department Name	Chemistry
<input type="checkbox"/> Course Revision (Parts II, IV)	College	Arts & Sciences
<input checked="" type="checkbox"/> Course Dropped (Part II)	*Course Prefix & Number	FOR 430
<input type="checkbox"/> New Program (Part III)	*Course Title <small>(30 characters)</small>	Analytical Toxicology
<input type="checkbox"/> Program Revision (Part III)	*Program Title	
<input type="checkbox"/> Program Suspended (Part III)	(Major __, Option __; Minor __; or Certificate __)	
*Provide only the information relevant to the proposal.		

Proposal Approved by:	<u>Date</u>	<u>Date</u>
Departmental Committee	9/26/07	Graduate Council* NA
<i>Is this a SACS Substantive Change? Yes**** <input type="checkbox"/> No <input checked="" type="checkbox"/></i>		
College Curriculum Committee	01/14/08	Council on Academic Affairs Approved <input checked="" type="checkbox"/> Disapproved <input type="checkbox"/>
General Education Committee*	NA	02/28/08 Faculty Senate** NA
Teacher Education Committee*	NA	Board of Regents** NA Council on Postsecondary Edu.*** NA

*If Applicable (Type NA if not applicable.)
**Approval needed for new, revised, or suspended programs
***Approval/Posting needed for new degree program or certificate program
****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.

Completion of A, B, and C is required: (Please be specific, but concise.)

A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)
FOR 430 will include both toxicology and solid dosage drug analysis. The course will be re-named and a new course description has been written to reflect this change in content. Add specific wording to indicate requirement for a C in the FOR 411 prerequisite course.

A. 2. Effective date: (Example: Fall 2001)
Fall 2008

A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)

B. The justification for this action:
Solid dosage drug analysis is being removed from FOR 412 and put into FOR 430.

C. The projected cost (or savings) of this proposal is as follows:

Personnel Impact:
none

Operating Expenses Impact:
none

Equipment/Physical Facility Needs:
none

Library Resources:
none

Part II. Recording Data for New, Revised, or Dropped Course

(For a **new required course**, complete a separate request for the appropriate program revisions.)

1. For a new course, provide the catalog text.
2. For a revised course, provide the current catalog text with the proposed text using ~~strickthrough~~ for deletions and underlines for additions.
3. For a dropped course, provide the current catalog text.

New or Revised* Catalog Text

(*Use ~~strickthrough~~ for deletions and underlines for additions. Also include Crs. Prefix, No., and description, limited to 35 words.)

~~FOR 430 Analytical Toxicology. Drugs and Toxicology (3) A.~~ Prerequisites: FOR 411 with at least a "C" (2.0) or better or instructor approval. Study of the chemistry, biochemical activity, of poisons and drugs; isolation and identification of barbiturates, amphetamines, tranquilizers, and other drugs of forensic interest in solid dosage form and in biological materials. 2 Lec/3 Lab.

Part IV. Recording Data for New or Revised Course (Record only new or changed course information.)

Course prefix (3 letters)	Course Number (3 Digits)	Effective Term (Example: Fall 2001)	College/Division:	Dept. (4 letters)*
FOR	430	Fall 2008	AS <u> </u> JS <u> </u> BT <u> </u> EM <u> </u> ED <u> </u> PC <u> </u> HS <u> </u>	CHEM
Credit Hrs.	Weekly Contact Hrs.		Repeatable Maximum No. of Hrs. <u> </u>	
3	Lecture <u> </u> Laboratory <u> </u> Other <u> </u>		Cip Code (first two digits only) 43	
Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)	
1	2		FR <u> </u>	JR <u> </u>
2	2.25		SO <u> </u>	SR <u> </u>
		Grading Information: Course is eligible for IP (in-progress grading) for: <u> </u> Check all applicable	FOR BANNER USE ONLY Date of data entry <u> </u> Data entry person <u> </u>	
		Thesis <u> </u>		
		Internship <u> </u>		
		Independent Study <u> </u>		
		Practicum <u> </u>		

Co-Requisites and Prerequisites **See definitions on following page**

Co-Requisite(s): (List only co-requisites. See below for prerequisites and combinations.)

Course Prefix and No.

Course Prefix and No.

Prerequisite(s): (List prerequisites only. List combinations below. Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D ..)

Course Prefix and No. FOR 411 (C)

Course Prefix and No.

Test Scores

Minimum GPA (when a course grouping or student cumulative GPA is required)

Co-Requisite(s) and/or Prerequisite(s) Combination (Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)

Course Prefix and No.

Test Scores

Minimum GPA (when a course grouping or student cumulative GPA is required)

Equivalent Course(s): (credit not allowed with; or formerly:)

Course Prefix and No.

Course Prefix and No.

Course Prefix and No.

Proposed General Education Block: Please mark (X) in the appropriate Block or Blocks (e.g. – IVB(3) X).

Block I (9)	Block II (3)	Block III (6)	Block IV (6)	Block V (9)	Block VI (3)	Block VII (6)	Block VIII (6)
IA (3)	II (3)	IIIA (3)	IVA (3)	VA (3)	VI (3)	VII (3)	VIII (3)
IB (3)		IIIB (3)	IVB (3)	VB (3)		VII (3)	VIII (3)
IC (3)				VC (3)			

SYLLABUS FOR 430 – Drugs and Toxicology

date

INSTRUCTOR: xxxxxxxxxxxxxxxxxxxx

Phone: Email:

Office hours:

If you are registered with the Office of Services for Individuals with Disabilities, please make an appointment with the course instructor to discuss any academic accommodations you need. If you need academic accommodations and are not registered with the Office of Services for Individuals with Disabilities, please contact the office on the third floor of the Student Services Building, by email at disserv@eku.edu or by telephone at (859) 622-2933 V/TDD. Upon individual request, this syllabus can be made available in alternative forms.

I. Course Name: FOR 430, Drugs and Toxicology
2 hour lecture/1 hour lab
Pre-requisite : Minimum grade of C in FOR 411
Time: Lecture xxxxxxxxxxxxxxxx
Lab xxxxxxxxxxxxxxxxxxxx
Text: xxxxxxxxxxxxxxxx

II. Catalog Course Description:
Prerequisites: FOR 411 with at least a "C" (2.0) or better or instructor approval. Study of the chemistry, biochemical activity, isolation and identification of drugs of forensic interest in solid dosage form and in biological materials. 2 Lec/3 Lab.

III. Course Requirements and Grades
The student's grade for the course will be determined from performance on written exams, in-class quizzes, special assignments, one paper, and laboratory performance and reports. The final grade will be determined on the following basis:

90 to 100 = A	60 to 69 = D
80 to 89 = B	less than 60 = F
70 to 79 = C	

Components of the Grade:

2 regular semester exams (20% each)	40%
Comprehensive final exam	20%
Paper	10%
Lab performance and reports, all other assignments	30%

More information about requirements for the paper and experiment development will be given separately.

You must pass the lecture and lab portions of the course separately. A passing grade in FOR 430 is a minimum average of 70%.

IV. Exams
All examinations are comprehensive (i.e., they can include both new material and any material previously discussed in class). Exams typically have a variety of question types, including fill-in, multiple choice, short answer, and problems. All exams will be based on the objectives given to the students. Exam grades are not curved.

If an exam is missed due to illness or other significant problem, documentation must be provided about the nature of the problem. Except in extraordinary circumstances, students should notify the instructor about the reason for missing the exam within one day. Makeup exams are not given except in unusual circumstances.

If students have questions about the grade on the exam, the question must be submitted to the instructor within 5 business days of the day the exam is returned.

V. Use of *Blackboard* course management program

Students will be expected to regularly access the Blackboard site for this course. The site will have course announcements, course documents, links to recommended reading, and some quizzes and homework problems. The discussion board area will also be available for students to communicate with each other on questions and topics of general interest to the course.

VI. Quizzes / Selected problem assignments to be turned in

Most quizzes and problem assignments that will be graded will be given using *Blackboard*. You will be notified in class when a new quiz or assignment has been posted. You are responsible for doing these assignments even if you don't hear the announcement during lecture. Students are expected to check the *Blackboard* site regularly.

VII. Written Paper and Full Lab Report

You will write a review paper on a topic related to toxicology. More details about the paper will be given in a separate handout. One full lab report will be required, on a specific experiment.

VIII. Lab Schedule and Information

A separate lab schedule will be provided in a separate handout.

IX. Attendance

Students are expected to attend all lectures and laboratory sessions - no extra points are given for attendance. If a lecture is missed, the student is still responsible for any information from that lecture. S/he should get notes from a classmate. If a laboratory session is missed and there is a documented reason, the student can make the lab up at a time mutually agreeable to him/her and the instructor. If there is no documented reason for missing a lab, a 0 is given for the grade. If an exam is missed, written documentation of the reason for the absence is required before any consideration is given to providing a make-up exam. The student should personally contact the instructor within 2 days of the missed exam except in very unusual circumstances.

Some Important Dates:

Aug 26 last day to drop a course without a "W" appearing on your transcript

Oct 26 last day to withdraw from a course with a "W"

Nov 6 academic advising begins for Spring, 2008

Tentative Lecture Schedule

*(changes in exams will always be announced at least 1 week in advance
A separate schedule will be given for lab)*

M Aug 20 lec	Course Introduction; Introduction to Toxicology
W Aug 22	Begin selected Biological concepts important for tox
<i>W Aug 22 lab period</i>	Lab Introduction; continue <i>Biological concepts</i>
M Aug 27	Biological concepts
W Aug 29	Drug Chemistry
<i>W Aug 29 LAB</i>	<i>Bloodborne pathogen training</i>
M Sep 3	Labor Day - University Holiday
W Sep 5	Drug chemistry
M Sep 10	Drug separation and analysis
W Sep 12	Drug schedules and classes
M Sep 17	Drug schedules and classes
W Sep 19	begin exposure, absorption, distribution, metabolism and excretion of toxins
M Sep 24	<i>Bloodborne pathogen training (done online; no actual lab meeting) Work on data write up for blood alcohol dry lab</i>
W Sep 26	ADME
M Oct 1	ADME
W Oct 3	Exam 1
M Oct 8	No class - Fall Break
W Oct 10	Dose and dose response
M Oct 15	Hazard and risk assessment
W Oct 17	Analytical techniques; QA/QC; laboratory requirements, interferences
M Oct 22	Analytical techniques; QA/QC; laboratory requirements, interferences
W Oct 24	Analytical techniques, sample prep
M Oct 29	Analytical techniques, sample prep
W Oct 31	Blood and Breath Alcohol
M Nov 5	Blood and Breath Alcohol
W Nov 7	Exam 2
M Nov 12	Immunoassay
W Nov 14	Immunoassay

M Nov 19	Specific toxins: stimulants, narcotic analgesics
W Nov 21	<i>No class - Thanksgiving Holidays</i>
M Nov 26	Specific toxins: stimulants, narcotic analgesics
W Nov 28	Specific toxins: depressants, metals, other
M Dec 3	Specific toxins: depressants, metals, other
W Dec 5	
F Dec 14 ,8 - 10 a.m.	Final Exam

Tentative Lab schedule

1. Drug Separation: solid phase extraction
2. Drug Separation: liquid-liquid extraction
3. Identification of an unknown drug 1
4. Identification of an unknown drug 2
5. Quantitative determination of steroids in urine by HPLC
6. Quantitative determination of amphetamine by GC
7. Quantitative determination of quinine by fluorescence spectrometry
8. TLC of morphine and codeine in blood and urine
9. Screening urine samples for amphetamine by ELISA
10. Intoxilyzer lab (at Department of Criminal Justice Training)

Curriculum Change Form
(Present only one proposed curriculum change per form)
(Complete only the section(s) applicable.)

Part I

(Check one)	Department Name	Chemistry
<input type="checkbox"/> New Course (Parts II, IV)	College	Arts & Sciences
<input checked="" type="checkbox"/> Course Revision (Parts II, IV)	*Course Prefix & Number	FOR 465
<input type="checkbox"/> Course Dropped (Part II)	*Course Title (30 characters)	Expert Witness Testimony
<input type="checkbox"/> New Program (Part III)	*Program Title	
<input type="checkbox"/> Program Revision (Part III)	(Major __, Option __; Minor __; or Certificate __)	
<input type="checkbox"/> Program Suspended (Part III)	*Provide only the information relevant to the proposal.	

Proposal Approved by:	<u>Date</u>	
Departmental Committee	9/26/07	Graduate Council*
		<u>Date</u> NA
<i>Is this a SACS Substantive Change? Yes**** <input type="checkbox"/> No <input checked="" type="checkbox"/></i>		
College Curriculum Committee	01/14/08	Council on Academic Affairs
General Education Committee*	NA	Approved <input checked="" type="checkbox"/> Disapproved <input type="checkbox"/>
Teacher Education Committee*	NA	02/28/08
		Faculty Senate**
		NA
		Board of Regents**
		NA
		Council on Postsecondary Edu.***
		NA

*If Applicable (Type NA if not applicable.)
**Approval needed for new, revised, or suspended programs
***Approval/Posting needed for new degree program or certificate program
****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.

Completion of A, B, and C is required: (Please be specific, but concise.)

A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)
Change this course from "lecture" to "lab" format. The course would meet twice a week for 2 contact hours each. Credit hours would remain the same.

A. 2. Effective date: (Example: Fall 2001)
Fall 2008

A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)

B. The justification for this action:
This course requires several "mock court" sessions. These sessions are too lengthy to be accommodated in 2 hours of meeting time a week. The "lab" format would allow more time for testimony.

C. The projected cost (or savings) of this proposal is as follows:

Personnel Impact:
none

Operating Expenses Impact:
none

Equipment/Physical Facility Needs:
none

Library Resources:
none

Part II. Recording Data for New, Revised, or Dropped Course

(For a **new required course**, complete a separate request for the appropriate program revisions.)

1. For a new course, provide the catalog text.
2. For a revised course, provide the current catalog text with the proposed text using ~~striethrough~~ for deletions and underlines for additions.
3. For a dropped course, provide the current catalog text.

New or Revised* Catalog Text

(*Use ~~striethrough~~ for deletions and underlines for additions. Also include Crs. Prefix, No., and description, limited to 35 words.)

FOR 465 Expert Witness Testimony. (2) A. Prerequisite: FOR 411 with a "C" or better or departmental approval. Topics include ethical issues relating to expert witness; qualifications of scientific experts; elements of courtroom testimony relating to expert witness. Videotaping of testifying in mock courtroom situations also included. 4 Lab

Part IV. Recording Data for New or Revised Course (Record only **new** or **changed** course information.)

Course prefix (3 letters)	Course Number (3 Digits)	Effective Term (Example: Fall 2001)	College/Division:	Dept. (4 letters)*
FOR	465	Fall 2008	AS <input type="checkbox"/> JS <input type="checkbox"/> BT <input type="checkbox"/> EM <input type="checkbox"/> ED <input type="checkbox"/> PC <input type="checkbox"/> HS <input type="checkbox"/>	CHEM
Credit Hrs.	Weekly Contact Hrs.		Repeatable Maximum No. of Hrs. <u>0</u>	
2	Lecture <u>0</u> Laboratory <u>4</u> Other <u> </u>		Cip Code (first two digits only) <u>43</u>	
Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)	
0	3	N	FR <input type="checkbox"/> JR <input type="checkbox"/> SO <input type="checkbox"/> SR <input type="checkbox"/>	
		Grading Information: Course is eligible for IP (in-progress grading) for: <u>Check all applicable</u>	FOR BANNER USE ONLY Date of data entry _____ Data entry person _____	
		Thesis <input type="checkbox"/>		
		Internship <input type="checkbox"/>		
		Independent Study <input type="checkbox"/>		
		Practicum <input type="checkbox"/>		

Co-Requisites and Prerequisites **See definitions on following page**

Co-Requisite(s): (List only co-requisites. See below for prerequisites and combinations.)

Course Prefix and No.	
Course Prefix and No.	

Prerequisite(s): (List prerequisites only. List combinations below. Use **“and”** and **“or”** literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)

Course Prefix and No.	FOR 411 (C)
Course Prefix and No.	
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	

Co-Requisite(s) and/or Prerequisite(s) Combination (Use **“and”** and **“or”** literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)

Course Prefix and No.	
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	

Equivalent Course(s): (credit not allowed with; or formerly:)

Course Prefix and No.	
Course Prefix and No.	
Course Prefix and No.	

Proposed General Education Block: Please mark (X) in the appropriate Block or Blocks (e.g. – IVB(3) X).

Block I (9)	Block II (3)	Block III (6)	Block IV (6)	Block V (9)	Block VI (3)	Block VII (6)	Block VIII (6)
IA (3)	II (3)	IIIA (3)	IVA (3)	VA (3)	VI (3)	VII (3)	VIII (3)
IB (3)		IIIB (3)	IVB (3)	VB (3)		VII (3)	VIII (3)
IC (3)				VC (3)			

Curriculum Change Form
(Present only one proposed curriculum change per form)
(Complete only the section(s) applicable.)

Part I

(Check one)	Department Name	Chemistry
<input type="checkbox"/> New Course (Parts II, IV)	College	Arts & Sciences
<input checked="" type="checkbox"/> Course Revision (Parts II, IV)	*Course Prefix & Number	FOR 495
<input type="checkbox"/> Course Dropped (Part II)	*Course Title (30 characters)	Internship
<input type="checkbox"/> New Program (Part III)	*Program Title	
<input type="checkbox"/> Program Revision (Part III)	(Major __, Option __; Minor __; or Certificate __)	
<input type="checkbox"/> Program Suspended (Part III)	*Provide only the information relevant to the proposal.	

Proposal Approved by:	<u>Date</u>	
Departmental Committee	9/26/07	Graduate Council*
<i>Is this a SACS Substantive Change?</i> Yes**** <input type="checkbox"/> No <input checked="" type="checkbox"/>		Council on Academic Affairs
College Curriculum Committee	01/14/08	Approved <input checked="" type="checkbox"/> Disapproved <input type="checkbox"/>
General Education Committee*	NA	Faculty Senate**
Teacher Education Committee*	NA	Board of Regents**
		Council on Postsecondary Edu.***
		Date
		NA
		02/28/08
		NA
		NA
		NA

*If Applicable (Type NA if not applicable.)
**Approval needed for new, revised, or suspended programs
***Approval/Posting needed for new degree program or certificate program
****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.

Completion of A, B, and C is required: (Please be specific, but concise.)

A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)
Modify prerequisites: Add "and six additional hours of 400-level FOR courses from the appropriate option".
Modify wording to indicate that some internships may be in laboratories other than crime laboratories.

A. 2. Effective date: (Example: Fall 2001)
Fall 2008

A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)

B. The justification for this action:
Students should have a more complete background in forensic science before taking an internship.
While internships in crime laboratories are preferred, they are not always feasible due to limitations in availability and location. Other chemical or biology laboratories also can provide good intern experiences for students.

C. The projected cost (or savings) of this proposal is as follows:

Personnel Impact:
none

Operating Expenses Impact:
none

Equipment/Physical Facility Needs:
none

Library Resources:
none

Part II. Recording Data for New, Revised, or Dropped Course

(For a **new required course**, complete a separate request for the appropriate program revisions.)

1. For a new course, provide the catalog text.
2. For a revised course, provide the current catalog text with the proposed text using ~~striethrough~~ for deletions and underlines for additions.
3. For a dropped course, provide the current catalog text.

New or Revised* Catalog Text

(*Use ~~striethrough~~ for deletions and underlines for additions. Also include Crs. Prefix, No., and description, limited to 35 words.)

FOR 495 Internship. (3,6,9,12) A. Prerequisites: FOR 411 and 465 and 6 hours of 400-level FOR courses from within the student's option, all with a "C" (2.0) or better and departmental approval. ~~Final year.~~ Independent laboratory work and study ~~at an affiliated crime laboratory~~ in a laboratory setting. May be ~~retaken to~~ for a maximum of 12 hours, but only six hours may be counted toward the major requirements. Four to 16 weeks.

Part IV. Recording Data for New or Revised Course (Record only **new** or **changed** course information.)

Course prefix (3 letters)	Course Number (3 Digits)	Effective Term (Example: Fall 2001)	College/Division:	Dept. (4 letters)*
FOR	495	Fall 2008	AS <input type="checkbox"/> JS <input type="checkbox"/> BT <input type="checkbox"/> EM <input type="checkbox"/> ED <input type="checkbox"/> PC <input type="checkbox"/> HS <input type="checkbox"/>	CHEM
Credit Hrs.	Weekly Contact Hrs.		Repeatable Maximum No. of Hrs. 12	
3	Lecture _____ Laboratory _____ Other _____		Cip Code (first two digits only) 43	
Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)	
I	3	N	FR _____ JR _____ SO _____ SR _____	
		Grading Information: Course is eligible for IP (in-progress grading) for: <u>Check all applicable</u>	FOR BANNER USE ONLY Date of data entry _____ Data entry person _____	
		Thesis _____		
		Internship <input type="checkbox"/> x _____		
		Independent Study _____		
		Practicum _____		

Co-Requisites and Prerequisites **See definitions on following page**

Co-Requisite(s): (List only co-requisites. See below for prerequisites and combinations.)

Course Prefix and No.	
Course Prefix and No.	

Prerequisite(s): (List prerequisites only. List combinations below. Use **“and”** and **“or”** literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)

Course Prefix and No.	FOR 411 and 465 and 6 hours of 400-level FOR courses from within the student's option, all with a "C" (2.0) or better and departmental approval
Course Prefix and No.	

Test Scores

Minimum GPA (when a course grouping or student cumulative GPA is required)

Co-Requisite(s) and/or Prerequisite(s) Combination (Use **“and”** and **“or”** literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)

Course Prefix and No.	
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	

Equivalent Course(s): (credit not allowed with; or formerly:)

Course Prefix and No.	
Course Prefix and No.	
Course Prefix and No.	

Proposed General Education Block: Please mark (X) in the appropriate Block or Blocks (e.g. – IVB(3) X).

Block I (9)	Block II (3)	Block III (6)	Block IV (6)	Block V (9)	Block VI (3)	Block VII (6)	Block VIII (6)
IA (3)	II (3)	IIIA (3)	IVA (3)	VA (3)	VI (3)	VII (3)	VIII (3)
IB (3)		IIIB (3)	IVB (3)	VB (3)		VII (3)	VIII (3)
IC (3)				VC (3)			

Curriculum Change Form
(Present only one proposed curriculum change per form)
(Complete only the section(s) applicable.)

Part I

(Check one)	Department Name	Chemistry
<input type="checkbox"/> New Course (Parts II, IV)	College	Arts & Sciences
<input type="checkbox"/> Course Revision (Parts II, IV)	*Course Prefix & Number	
<input type="checkbox"/> Course Dropped (Part II)	*Course Title (30 characters)	
<input type="checkbox"/> New Program (Part III)	*Program Title	Forensic Science B.S.
<input checked="" type="checkbox"/> Program Revision (Part III)		(Major <u> x </u> , Option <u> </u> ; Minor <u> </u> ; or Certificate <u> </u>)
<input type="checkbox"/> Program Suspended (Part III)	*Provide only the information relevant to the proposal.	

Proposal Approved by:	<u>Date</u>	
Departmental Committee	9/26/07	Graduate Council*
		NA
	<i>Is this a SACS Substantive Change? Yes****</i> <input type="checkbox"/> <i>No</i> <input checked="" type="checkbox"/>	Council on Academic Affairs
College Curriculum Committee	01/14/08	Approved <input checked="" type="checkbox"/> Disapproved <input type="checkbox"/>
General Education Committee*	NA	02/28/08
Teacher Education Committee*	NA	Faculty Senate**
		NA
		Board of Regents**
		NA
		Council on Postsecondary Edu.***
		NA

*If Applicable (Type NA if not applicable.)
**Approval needed for new, revised, or suspended programs
***Approval/Posting needed for new degree program or certificate program
****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.

Completion of A, B, and C is required: (Please be specific, but concise.)

A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)
Change the Forensic Science Program hours and requirements to reflect the creation of a new Pre-Forensic Science curriculum
Change the Internship from a required part of the program to optional
Add PLS 220 as an option for the supporting courses
Add BIO 511 as a requirement for the Biology option
Add FOR 430 as a requirement for the Chemistry option
Remove MAT 261 as an option for the calculus requirement for the major

A. 2. Effective date: (Example: Fall 2001)
Fall 2008

A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)

B. The justification for this action:
There are a large number of majors in the upper division courses and we need to limit enrollment. The changes in course requirements will strengthen the degree / program. The Internship is not always feasible financially or logistically for some students, so we want to have the option for course work in selected situations.

C. The projected cost (or savings) of this proposal is as follows:

Personnel Impact: none
Operating Expenses Impact: none
Equipment/Physical Facility Needs: none
Library Resources: none

Part III. Recording Data for New, Revised, or Suspended Program

1. For a new program, provide the catalog description as being proposed.
2. For a revised program, provide the current program requirements using ~~strike through~~ for deletions and underlines for additions.
3. For a suspended program, provide the current program requirements as shown in catalog. List any options and/or minors affected by the program's suspension.

New or Revised* Program Text
 (*Use ~~strike through~~ for deletions and underlines for additions.)

FORENSIC SCIENCE (B.S.)

CIP Code: 43.0106

Pre-Forensic Science Curriculum* 38-39 hours

Major Requirements.....20-21 hours

CHE 111, 115, 112, 116 or 116H, 325, 361, 362, 366, 367

Supporting Course Requirements..... 18 hours

BIO 121, MAT 124**; PHY 131 or 201; PHY 132 or 202.

Major Requirements ~~49-56~~ 33-35 hours

Core Requirements ~~39-40~~ 13 hours

~~CHE 111, 115, 112, 116 or 116H, 325, 361, 362, 366, 367, 470, FOR 301, 411, 465, 495^z~~ and must include one of the following options.

Forensic Chemistry Option ~~16~~ 22 hours

~~FOR 412, 451, 430, six nine hours of 400 level forensic science electives, three hours upper division chemistry electives.~~***

Forensic Biology Option ~~10-11~~ 20 hours

~~BIO 315, 511, ~~334 or 531~~; CHE 530 or 531, six hours of 400 level forensic science electives.~~

Supporting Course Requirements ~~24-25~~ 6 hours

~~BIO 121, LAS 210 or PLS 220 or 316; MAT ~~124~~*** or ~~261~~***; PHY 131 or 201; PHY ~~132 or 202~~; STA 270.~~

General Education Requirements 30 hours

Standard General Education program, excluding blocks II, IVA, IVB, VII (3 hours), and VIII (6 hours). Refer to Section Four of this *Catalog* for details on the General Education and University requirements.

University Requirement 1 hour

ASO 100.

Free Electives ~~16-24~~ 17-20 hours

Total Curriculum Requirements 128 hours

Must have a cumulative GPA of ~~2.5~~ 2.75/4.0 or better.

~~*May be retaken to a maximum of 12 hours, but only the required six hours are counted toward the major.~~

*Application to the Forensic Science (B.S.) major can occur after completion of 29 of the 38-39 hours for the courses listed. Final admission to the Forensic Science (B.S.) major requires completion of all courses listed. Must have a GPA of "C" / 2.0 or higher for all the courses listed and a minimum cumulative GPA of 2.75 on a 4.0 scale.

**A preparatory course in mathematics (MAT 109) may be required before admission to calculus

***CHE 330, 349 or 349 A-N, and 495 may not be used toward the upper division chemistry requirement.

Forensic Science Program

Admission

All students who are accepted by ECU's Admissions Office and want to declare a major in forensic science are admitted to the University as pre-forensic science majors. Admission to ECU does not guarantee acceptance into the forensic science major.

Application Process and Timeline (Pre-Forensic Science Majors to Forensic Science Majors)

Students may apply for the forensic science major after they have completed a minimum of 29 of the 38 - 39 hours of the core (CHE 111, 115, 112, 116 or 116H, 325, 361, 362, 366, 367) and supporting (BIO 121, MAT 124, PHY 131 or 201, PHY 132 or 202) requirements in the Pre-Forensic Science Curriculum. All of the previously listed courses must have been completed with a grade of "C" / 2.0 or higher, and the applicant must have a minimum cumulative GPA of 2.75 on a 4.0 scale. In addition to the academic criteria required for admission, the student must not have any criminal history or history of drug or alcohol abuse. Applications will be submitted to the Director of the Forensic Science Program. Enrollment in the upper division forensic science courses is limited. Admission to the forensic science major is competitive and based primarily on GPA, along with a written description of interest in forensic science, no personal history of criminal activity or substance abuse, and faculty judgment about likelihood of success in the forensic science workplace. Final admission to the forensic science major requires completion of all courses listed as major requirements or supporting course requirements for the pre-forensic science major.

All applicants will begin upper-division forensic science coursework in the Fall semester. Students must submit application forms by the close of the last business day in January of the year they wish to begin. Students will be notified of their acceptance into the program before registration begins for the Fall semester.

To complete the forensic science degree, the student must have a minimum cumulative GPA of 2.75 on a 4.0 scale.

Transfers from Other Colleges and Universities

Transfer students must apply for admission into ECU as a pre-forensic science major. If the student has already completed a minimum of 29 of the 38-39 hours of the Pre-Forensic Science core and supporting requirements, (with a minimum "C" in all relevant courses), the student can submit an application for entrance into the Forensic Science Program directly to the Director immediately after being admitted into ECU. The same criteria and deadlines for admission into the Forensic Science Program apply for transfer students as for continuing ECU students.

Application for Internship

The Internship is a privilege and is optional for the forensic science major. Thus, applicants for an internship are held to high academic and personal standards. Interested students must complete an application form and meet all deadlines. Applicants must have completed FOR 411 with a minimum grade of "C" (2.0) prior to application for an internship. FOR 465 and at least 6 hours of the requirements for the Chemistry or Biology Option must be completed with a minimum grade of "C" (2.0) before the successful applicant is permitted to begin their internship. Applications will be evaluated by the forensic science program faculty and processed for approval or disapproval. A student who fraudulently completes any part of the application for Internship will not be permitted to complete the forensic science degree and will be referred to the Office of Student Judicial Affairs for violations of "Regulations Concerning Student Behavior" as listed in the University Handbook for Students.

Curriculum Change Form
(Present only one proposed curriculum change per form)
(Complete only the section(s) applicable.)

Part I

<input type="checkbox"/> (Check one) New Course (Parts II, IV)	Department Name	Computer Science
<input checked="" type="checkbox"/> Course Revision (Parts II, IV)	College	Arts & Sciences
<input type="checkbox"/> Course Dropped (Part II)	*Course Prefix & Number	CSC 730
<input type="checkbox"/> New Program (Part III)	*Course Title (30 characters)	Concepts of Programming Systems
<input type="checkbox"/> Program Revision (Part III)	*Program Title	(Major ____, Option ____, Minor ____, or Certificate __)
<input type="checkbox"/> Program Suspended (Part III)	*Provide only the information relevant to the proposal.	

Proposal Approved by:	<u>Date</u>		<u>Date</u>
Departmental Committee	10/1/07	Graduate Council*	02/04/08
<i>Is this a SACS Substantive Change?</i> Yes**** <input type="checkbox"/> No <input checked="" type="checkbox"/>		Council on Academic Affairs	
College Curriculum Committee	11/19/07	Approved <input checked="" type="checkbox"/> Disapproved <input type="checkbox"/>	02/28/08
General Education Committee*	NA	Faculty Senate**	NA
Teacher Education Committee*	NA	Board of Regents**	NA
		Council on Postsecondary Edu.***	NA

*If Applicable (Type NA if not applicable.)
**Approval needed for new, revised, or suspended programs
***Approval/Posting needed for new degree program or certificate program
****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.

Completion of A, B, and C is required: (Please be specific, but concise.)

A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)

A. 2. Effective date: (Example: Fall 2001)
Fall 2008

A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)

B. The justification for this action:
Bring the catalog description in line with departmental practice. Also the Math department has requested that the course be allowed as part of their MS degree.

C. The projected cost (or savings) of this proposal is as follows:

Personnel Impact: none

Operating Expenses Impact: none

Equipment/Physical Facility Needs: none

Library Resources: none

Part II. Recording Data for New, Revised, or Dropped Course

(For a **new required course**, complete a separate request for the appropriate program revisions.)

1. For a new course, provide the catalog text.
2. For a revised course, provide the current catalog text with the proposed text using ~~strickthrough~~ for deletions and underlines for additions.
3. For a dropped course, provide the current catalog text.

New or Revised* Catalog Text

(*Use ~~strickthrough~~ for deletions and underlines for additions. Also include Crs. Prefix, No., and description, limited to 35 words.)

CSC 730 Concepts of Programming Systems. (3) A. Prerequisite: Three hours of a programming language or equivalent.
~~admission to the master's degree program in computer science, the master's degree program in math (computer science option) or departmental approval.~~ The top-down design of algorithms, structured programming, control structures, subprograms, files and lists. Programs will be written in a high level language. ~~Credit does not apply toward the M.S. degree in Mathematical Sciences. Credit will not be awarded to students who have a six hour sequence of the programming language taught in this course.~~

Part IV. Recording Data for New or Revised Course (Record only **new** or **changed** course information.)

Course prefix (3 letters)	Course Number (3 Digits)	Effective Term (Example: Fall 2001)	College/Division:	Dept. (4 letters)*
CSC	730	Fall 2008 200910	AS <input checked="" type="checkbox"/> JS _____ BT _____ EM _____ ED _____ PC _____ HS _____	COSC
Credit Hrs.	Weekly Contact Hrs.		Repeatable Maximum No. of Hrs. _____	
	Lecture _____ Laboratory _____ Other _____		Cip Code (first two digits only)	
Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)	
			FR _____ JR _____ SO _____ SR _____	
		Grading Information: Course is eligible for IP (in-progress grading) for: <u>Check all applicable</u>	FOR BANNER USE ONLY Date of data entry _____ Data entry person _____	
		Thesis _____		
		Internship _____		
		Independent Study _____		
		Practicum _____		

Co-Requisites and Prerequisites **See definitions on following page**

Co-Requisite(s): (List only co-requisites. See below for prerequisites and combinations.)

Course Prefix and No. _____

Course Prefix and No. _____

Prerequisite(s): (List prerequisites only. List combinations below. Use **“and”** and **“or”** literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)

Course Prefix and No. _____ Three hours of a programming language or equivalent.

Course Prefix and No. _____ Three hours from CIS 215, 250, CSC 140, 160, 174, 177, 178, 190, 191, 304, or (MAT 115 and 116)

Test Scores _____

Minimum GPA (when a course grouping or student cumulative GPA is required) _____

Co-Requisite(s) and/or Prerequisite(s) Combination (Use **“and”** and **“or”** literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)

Course Prefix and No. _____

Test Scores _____

Minimum GPA (when a course grouping or student cumulative GPA is required) _____

Equivalent Course(s): (credit not allowed with; or formerly:)

Course Prefix and No. _____ ~~Credit does not apply toward the M.S. degree in Mathematical Sciences.~~

Course Prefix and No. _____

Course Prefix and No. _____

Proposed General Education Block: Please mark (X) in the appropriate Block or Blocks (e.g. – IVB(3) X).

Block I (9)	Block II (3)	Block III (6)	Block IV (6)	Block V (9)	Block VI (3)	Block VII (6)	Block VIII (6)
IA (3)	II (3)	IIIA (3)	IVA (3)	VA (3)	VI (3)	VII (3)	VIII (3)
IB (3)		IIIB (3)	IVB (3)	VB (3)		VII (3)	VIII (3)
IC (3)				VC (3)			

Curriculum Change Form
(Present only one proposed curriculum change per form)
(Complete only the section(s) applicable.)

Part I

<input type="checkbox"/> (Check one) New Course (Parts II, IV)	Department Name	English & Theatre
<input type="checkbox"/> Course Revision (Parts II, IV)	College	Arts & Sciences
<input checked="" type="checkbox"/> Course Dropped (Part II)	*Course Prefix & Number	ENG 364
<input type="checkbox"/> New Program (Part III)	*Course Title (<u>30 characters</u>)	Women's Literature
<input type="checkbox"/> Program Revision (Part III)	*Program Title	
<input type="checkbox"/> Program Suspended (Part III)	(Major ____, Option ____, Minor ____, or Certificate ____)	
*Provide only the information relevant to the proposal.		

Proposal Approved by:	Date	Date
Departmental Committee	10/23/07	NA
<i>Is this a SACS Substantive Change?</i> Yes**** <input type="checkbox"/> No <input checked="" type="checkbox"/>	Graduate Council*	NA
College Curriculum Committee	12/3/07	02/28/08
General Education Committee*	NA	NA
Teacher Education Committee*	NA	NA
	Council on Academic Affairs	NA
	Approved <input checked="" type="checkbox"/> Disapproved <input type="checkbox"/>	NA
	Faculty Senate**	NA
	Board of Regents**	NA
	Council on Postsecondary Edu.***	NA

*If Applicable (Type NA if not applicable.)
 **Approval needed for new, revised, or suspended programs
 ***Approval/Posting needed for new degree program or certificate program
 ****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.

Completion of A, B, and C is required: (Please be specific, but concise.)

A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)
 To add a cross-listing with Women's Studies.

A. 2. Effective date: (Example: Fall 2001)
 Fall 2008

A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)

B. The justification for this action:
 ENG 364 was passed as a new course in Fall 2007, and the cross-listing as WMS 364 was inadvertently omitted from the form.

C. The projected cost (or savings) of this proposal is as follows:

Personnel Impact: None

Operating Expenses Impact: None

Equipment/Physical Facility Needs: None

Library Resources: The library has adequate holdings and resources to meet the needs of this course.

Part II. Recording Data for New, Revised, or Dropped Course

(For a **new required course**, complete a separate request for the appropriate program revisions.)

1. For a new course, provide the catalog text.
2. For a revised course, provide the current catalog text with the proposed text using ~~striethrough~~ for deletions and underlines for additions.
3. For a dropped course, provide the current catalog text.

New or Revised* Catalog Text

(*Use ~~striethrough~~ for deletions and underlines for additions. Also include Crs. Prefix, No., and description, limited to 35 words.)

ENG 364 Women's Literature. (3) A. Cross listed as WMS 364. Prerequisite: ENG 102, 105 (B), or HON 102. Study of selected literature by women writers from varying cultures, genres, and periods. Credit will not be awarded to students who have credit for WMS 364 or ENG 535.

Part IV. Recording Data for New or Revised Course (Record only **new or changed** course information.)

Course prefix (3 letters)	Course Number (3 Digits)	Effective Term (Example: Fall 2001)	College/Division:	Dept. (4 letters)*
ENG	364	Fall 2008	AS <input checked="" type="checkbox"/> JS _____ BT _____ EM _____ ED _____ PC _____ HS _____	ENTH
Credit Hrs.	Weekly Contact Hrs.		Repeatable Maximum No. of Hrs. _____	
	Lecture _____ Laboratory _____ Other _____		Cip Code (first two digits only)	
Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)	
			FR _____ JR _____ SO _____ SR _____	
		Grading Information: Course is eligible for IP (in-progress grading) for: <u>Check all applicable</u>	FOR BANNER USE ONLY Date of data entry _____ Data entry person _____	
		Thesis _____		
		Internship _____		
		Independent Study _____		
		Practicum _____		

Co-Requisites and Prerequisites **See definitions on following page**

Co-Requisite(s): (List only co-requisites. See below for prerequisites and combinations.)

Course Prefix and No. _____

Course Prefix and No. _____

Prerequisite(s): (List prerequisites only. List combinations below. Use **“and”** and **“or”** literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)

Course Prefix and No. _____ ENG 102, 105 (B), or HON 102.

Course Prefix and No. _____

Test Scores _____

Minimum GPA (when a course grouping or student cumulative GPA is required) _____

Co-Requisite(s) and/or Prerequisite(s) Combination (Use **“and”** and **“or”** literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)

Course Prefix and No. _____

Test Scores _____

Minimum GPA (when a course grouping or student cumulative GPA is required) _____

Equivalent Course(s): (credit not allowed with; or formerly:)

Course Prefix and No. _____ ENG 535

Course Prefix and No. _____ WMS 364

Course Prefix and No. _____

Proposed General Education Block: Please mark (X) in the appropriate Block or Blocks (e.g. – IVB(3) X).

Block I (9)	Block II (3)	Block III (6)	Block IV (6)	Block V (9)	Block VI (3)	Block VII (6)	Block VIII (6)
IA (3)	II (3)	IIIA (3)	IVA (3)	VA (3)	VI (3)	VII (3)	VIII (3)
IB (3)		IIIB (3)	IVB (3)	VB (3)		VII (3)	VIII (3)
IC (3)				VC (3)			

Curriculum Change Form
(Present only one proposed curriculum change per form)
(Complete only the section(s) applicable.)

Part I

(Check one) <input type="checkbox"/> New Course (Parts II, IV) <input type="checkbox"/> Course Revision (Parts II, IV) <input checked="" type="checkbox"/> Course Dropped (Part II) <input type="checkbox"/> New Program (Part III) <input type="checkbox"/> Program Revision (Part III) <input type="checkbox"/> Program Suspended (Part III)	Department Name <u>English & Theatre</u> College <u>Arts & Sciences</u> *Course Prefix & Number <u>ENG 535</u> *Course Title (<u>30 characters</u>) <u>Women Writers</u> *Program Title _____ (Major ____, Option ____, Minor ____, or Certificate ____) *Provide only the information relevant to the proposal.	
Proposal Approved by:		
	Date	Date
Departmental Committee	3/28/07	Graduate Council* 02/04/08
<i>Is this a SACS Substantive Change?</i>	Yes**** <input type="checkbox"/> No <input checked="" type="checkbox"/>	Council on Academic Affairs
College Curriculum Committee	11/19/07	Approved <input checked="" type="checkbox"/> Disapproved _____ 02/28/08
General Education Committee*	NA	Faculty Senate** NA
Teacher Education Committee*	NA	Board of Regents** NA
		Council on Postsecondary Edu.*** NA
*If Applicable (Type NA if not applicable.) **Approval needed for new, revised, or suspended programs ***Approval/Posting needed for new degree program or certificate program ****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.		

Completion of A, B, and C is required: (Please be specific, but concise.)

<p>A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.) To drop ENG 535</p> <p>A. 2. Effective date: (Example: Fall 2001) Fall 2008</p> <p>A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)</p>
<p>B. The justification for this action:</p> <p>Currently, our women's literature course is available only to advanced undergraduates (primarily English majors or minors) and graduate students. We want to drop ENG 535 and create a 300-level women's literature course to make it consistent with other courses in the department that focus on literature of diverse peoples and to make it accessible to a wider range of students. Faculty who want to teach women's literature at the graduate level will be able to propose Special Topics courses.</p>
<p>C. The projected cost (or savings) of this proposal is as follows:</p> <p>Personnel Impact: None</p> <p>Operating Expenses Impact: None</p> <p>Equipment/Physical Facility Needs: None</p> <p>Library Resources: The library has adequate holdings and resources to meet the needs of this course.</p>

Part II. Recording Data for New, Revised, or Dropped Course

New or Revised* Catalog Text
ENG 535/735: Women Writers. (3) Study of literature by women writers.

Curriculum Change Form
(Present only one proposed curriculum change per form)
(Complete only the section(s) applicable.)

Part I

(Check one) <input type="checkbox"/> New Course (Parts II, IV) <input type="checkbox"/> Course Revision (Parts II, IV) <input checked="" type="checkbox"/> Course Dropped (Part II) <input type="checkbox"/> New Program (Part III) <input type="checkbox"/> Program Revision (Part III) <input type="checkbox"/> Program Suspended (Part III)	Department Name <u>English & Theatre</u> College <u>Arts & Sciences</u> *Course Prefix & Number <u>ENG 735</u> *Course Title (<u>30 characters</u>) <u>Women Writers</u> *Program Title _____ (Major ____, Option ____, Minor ____, or Certificate ____) *Provide only the information relevant to the proposal.	
Proposal Approved by:		
	Date	Date
Departmental Committee	3/28/07	Graduate Council* 02/04/08
<i>Is this a SACS Substantive Change?</i>	Yes**** <input type="checkbox"/> No <input checked="" type="checkbox"/>	Council on Academic Affairs
College Curriculum Committee	11/19/07	Approved <input checked="" type="checkbox"/> Disapproved _____ 02/28/08
General Education Committee*	NA	Faculty Senate** NA
Teacher Education Committee*	NA	Board of Regents** NA
		Council on Postsecondary Edu.*** NA
*If Applicable (Type NA if not applicable.) **Approval needed for new, revised, or suspended programs ***Approval/Posting needed for new degree program or certificate program ****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.		

Completion of A, B, and C is required: (Please be specific, but concise.)

A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.) To drop ENG 535/735 A. 2. Effective date: (Example: Fall 2001) Fall 2008 A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)	
B. The justification for this action: Currently, our women's literature course is available only to advanced undergraduates (primarily English majors or minors) and graduate students. We want to drop ENG 735 and create a 300-level women's literature course to make it consistent with other courses in the department that focus on literature of diverse peoples and to make it accessible to a wider range of students. Faculty who want to teach women's literature at the graduate level will be able to propose Special Topics courses.	
C. The projected cost (or savings) of this proposal is as follows: Personnel Impact: None Operating Expenses Impact: None Equipment/Physical Facility Needs: None Library Resources: The library has adequate holdings and resources to meet the needs of this course.	

Part II. Recording Data for New, Revised, or Dropped Course

(For a new required course, complete a separate request for the appropriate program revisions.)

New or Revised* Catalog Text (*Use strikethrough for deletions and <u>underlines</u> for additions. Also include Crs. Prefix, No., and description, limited to 35 words.) ENG 735: Women Writers. (3) Study of literature by women writers.

Curriculum Change Form
(Present only one proposed curriculum change per form)
(Complete only the section(s) applicable.)

Part I

(Check one)	Department Name	English and Theatre
X New Course (Parts II, IV)	College	Arts and Science
Course Revision (Parts II, IV)	*Course Prefix & Number	ENG 363
Course Dropped (Part II)	*Course Title (30 characters)	Latin American/Latino Lit
New Program (Part III)	*Program Title	
Program Revision (Part III)		(Major __, Option __; Minor __; or Certificate __)
Program Suspended (Part III)	*Provide only the information relevant to the proposal.	

Proposal Approved by:	<u>Date</u>	<u>Date</u>
Departmental Committee	3/28/07	Graduate Council* NA
<i>Is this a SACS Substantive Change?</i> Yes**** <input type="checkbox"/> No <input checked="" type="checkbox"/>		Council on Academic Affairs
College Curriculum Committee	1/14/08	Approved <input checked="" type="checkbox"/> Disapproved <input type="checkbox"/>
General Education Committee*	NA	Faculty Senate** NA
Teacher Education Committee*	NA	Board of Regents** NA
		Council on Postsecondary Edu.*** NA

*If Applicable (Type NA if not applicable.)
**Approval needed for new, revised, or suspended programs
***Approval/Posting needed for new degree program or certificate program
****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.

Completion of A, B, and C is required: (Please be specific, but concise.)

A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)
To add a new course to the English and Theatre curriculum.

A. 2. Effective date: (Example: Fall 2001)
Fall 2008

A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)

B. The justification for this action:
There is currently no dedicated course in U.S. Latina/o and Latin American Literature in the Department of English & Theatre curriculum. Such a course is timely and relevant and helps the department to diversify its curriculum. The course will be taught in English.

C. The projected cost (or savings) of this proposal is as follows:

Personnel Impact: None

Operating Expenses Impact: None

Equipment/Physical Facility Needs: None

Library Resources: Library has adequate holdings and resources to meet the needs of the course.

Part II. Recording Data for New, Revised, or Dropped Course

(For a **new required course**, complete a separate request for the appropriate program revisions.)

1. For a new course, provide the catalog text.
2. For a revised course, provide the current catalog text with the proposed text using ~~striethrough~~ for deletions and underlines for additions.
3. For a dropped course, provide the current catalog text.

New or Revised* Catalog Text

(*Use ~~striethrough~~ for deletions and underlines for additions. Also include Crs. Prefix, No., and description, limited to 35 words.)

ENG 363 Latin American/Latino Literature. (3) A. Prerequisites: ENG 102 or 105 (B) or HON 102. Survey of Latin American Literature in translation and selected works by Latina/o writers.

Part IV. Recording Data for New or Revised Course (Record only **new** or **changed** course information.)

Course prefix (3 letters)	Course Number (3 Digits)	Effective Term (Example: Fall 2001)	College/Division:	Dept. (4 letters)*
ENG	363	Fall 2008	AS <input type="checkbox"/> X JS <input type="checkbox"/> BT <input type="checkbox"/> EM <input type="checkbox"/> ED <input type="checkbox"/> PC <input type="checkbox"/> HS <input type="checkbox"/>	ENTH
Credit Hrs.	Weekly Contact Hrs.		Repeatable Maximum No. of Hrs. _____	
3 Hrs	Lecture <u>3</u> Laboratory _____ Other _____		Cip Code (first two digits only)	
Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)	
1	3	N	FR _____ JR _____ SO _____ SR _____	
			FOR BANNER USE ONLY Date of data entry _____ Data entry person _____	
		Grading Information: Course is eligible for IP (in-progress grading) for: <u>Check all applicable</u>		
		Thesis _____		
		Internship _____		
		Independent Study _____ Practicum _____		

Co-Requisites and Prerequisites ****See definitions on following page****

Co-Requisite(s): (List only co-requisites. See below for prerequisites and combinations.)

Course Prefix and No.	
Course Prefix and No.	

Prerequisite(s): (List prerequisites only. List combinations below. Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)

Course Prefix and No.	ENG 102 or ENG 105 (B) or HON 102
Course Prefix and No.	
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	

Co-Requisite(s) and/or Prerequisite(s) Combination (Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)

Course Prefix and No.	
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	

Equivalent Course(s): (credit not allowed with; or formerly:)

Course Prefix and No.	
Course Prefix and No.	
Course Prefix and No.	

Proposed General Education Block: Please mark (X) in the appropriate Block or Blocks (e.g. – IVB(3) X).

Block I (9)	Block II (3)	Block III (6)	Block IV (6)	Block V (9)	Block VI (3)	Block VII (6)	Block VIII (6)
IA (3)	II (3)	IIIA (3)	IVA (3)	VA (3)	VI (3)	VII (3)	VIII (3)
IB (3)		IIIB (3)	IVB (3)	VB (3)		VII (3)	VIII (3)
IC (3)				VC (3)			

ENG 363: Latin American/Latino Literature (Sample Syllabus)

Instructor: Dr. Barbara Hussey

Office: Case Annex 467

Hours:

Phone: 622-3086 (office), 859 254-3147 (home)

Email: Barbara.hussey@eku.edu

Description: Survey of Latin American Literature in translation and selected works by Latina/o writers.

This course will provide a chronological overview of the literary traditions of Latin America from the Pre-Columbian period to the present. It will also cover recent works by selected Latina/Latino writers. Readings will include poetry, fiction, drama, autobiographical writing, and essays. Discussions will focus on the historical context, socio-political themes, and stylistic features of the assigned works.

Learning Objectives:

1. Students will gain an awareness of the varied and complex cultural traditions of Latin America and of Latino communities within the U.S. through the study of their literary texts.
2. Students will gain an aesthetic appreciation of literary works that are original, experimental, and often very different from those of the traditions with which they are familiar.
3. Through exposure to the diverse cultural viewpoints expressed in the works studied, students will gain a better understanding of socio-political issues within Latin America as well as between Latin America and the U.S. They will also become acquainted with the unique experiences and concerns of particular Latino groups within the U.S.
4. Students will practice skills in written and oral communication.
5. Students will build on skills in critical reading and thinking.

Assessment:

Throughout the semester, students will demonstrate their understanding of these works and the cultures that produced them by writing several short analytical papers as well as midterm and final exam essays (objectives 1-5). They will also give brief presentations and participate in class and online discussions (objectives 4,5).

Grade Calculation:

Midterm Essay Exam	20%
Final Essay Exam	25%
Two Papers (approximately 5 pages)	15% each
Class participation (class discussion, Blackboard posting, quizzes and presentation)	25%

As soon as they are available, your grades will be posted to Blackboard where you will be able to see your current percentage. The participation grade will not be available until the end of the semester, but your quizzes will be returned to you promptly, and you can keep a total of your own scores. At any time that you want to talk about your work in the course, you can come to my regular office hours, catch me after class, or we can schedule an appointment.

Course Texts:

Literatures of Latin America: From Antiquity to the Present. Ed. Willis Barnstone. Prentice Hall, 2003.

The Prentice Hall Anthology of Latino Literature. Ed. Eduardo del Rio. 2002.

Manuel Puig, *Kiss of the Spider Woman*

Carlos Fuentes, *The Death of Artemio Cruz*

Gabriel García Márquez, *Chronicle of a Death Foretold*

Attendance Policy: In accordance with English Department policy, failure is automatic if you miss more than 10% of the class meetings. In general this includes all absences, excused or unexcused; however, the instructor may waive the policy if a student has a legitimate and documented excuse for absences that somewhat exceed the limit. Coming

late will be counted as half an absence. A student who does not remain in class for the entire period will be counted absent. In any case, it will be hard to keep up without prompt and regular attendance. For details, see http://www.english.eku.edu/attendance_policy.doc.

Policy on Late and Make-up work: It is not feasible to make up daily work done in class, including quizzes; however, you will be able to drop a number of quiz grades. An exam can be turned in late or made up with a university excused absence. Otherwise, there is a 10% penalty for late work. No late work is accepted after the last day of class.

Online Component: You will need access to Blackboard. Some course materials will be available on Blackboard. Updates and assignments may be posted there. If you are absent, be sure to check for any announcements you may have missed.

Instructor email policies: Email is the best way to contact me with a question about the course. I typically reply daily to emails sent before 10:00 pm. I do not accept essays sent via email except in special circumstances and with prior approval so that I know to expect them.

Academic Integrity: Students are advised that EKU's Academic Integrity Policy will strictly be enforced in this course. The Academic Integrity policy is available at www.academicintegrity.eku.edu. Questions regarding the policy may be directed to the Office of Academic Integrity.

Disability Statement: If you are registered with the Office of Services for Individuals with Disabilities, please make an appointment with the course instructor to discuss any academic accommodations you need. If you need academic accommodations and are not registered with the Office of Services for Individuals with Disabilities, please contact the office on the third floor of the Student Services Building, by email at disabilities@eku.edu or by telephone at (859) 622-2933 V/TDD. Upon individual request, this syllabus can be made available in alternative forms.

Schedule of Assignments:

Week 1 Native American Literature

"Elegy for the Great Inca Atawallpa," *LLL*, pp. 8-9
The Huarochiri Manuscript, *LLL*, pp. 9-22
"Poems for a Carnival," *LLL*, 31
"Ichi the Dwarf," *LLL*, p. 31
Watunna: An Orinoco Creation Cycle, *LLL*, pp.32-40
"How Human Time Begins" and "The Three Invasions" 45-48.
Popol Vuh, *LLL*, pp.52-81
"All This Happened among Us," *LLL*, p. 82
The Aztec Priest's Speech, *LLL*, pp. 83-86

Week 2 Conquest and Colonization

Christopher Columbus, Ships Log, *LLL*, pp.107-133
Bartolomé de las Casas, from *The Horrors of the Conquest*, *LLL*, pp. 134-139
Bernal Díaz de Castillo, from *True History of the Conquest of New Spain*, *LLL*, 140-160
The Inca Garcilaso de la Vega, from *The Royal Commentaries of Peru*, *LLL*, 161-170
Sor Juana de la Cruz, from *Response to Sor Filotea*, *LLL*, pp.181-187

Week 3 19th-Century Latin-American Literature

Domingo Sarmiento, *LLL*, from *Life in the Argentine Republic* pp.191-195
Machado de Assis, From *Epitaph of a Small Winner*, *LLL*, pp. 205-206
Jose Marti, *LLL*, "I Am a Sincere Man," pp. 212-213.

Week 4 20th-Century Latin American Literature

Miguel Angel Asturias: "Legend of 'El Cadejo'" *LLL*, 238-241
Jorge Luis Borges *LLL*: "Borges and I," pp. 243-244; "Kafka and His Precursors," pp. 244-246; "Death and the Compass," pp.251-259
Alejo Carpentier, *LLL*, "Like the Night," pp 274-283

Week 5 Jorge Amado, From *The Two Deaths of Quincas Wateryell*, pp. 298-303

Ruben Dario, *LLL*, poems pp. 214-216

Octavio Paz, *LLL* poems pp.313-323

Week 6 Carlos Fuentes, *The Death of Artemio Cruz*

Week 7 Gabriel García Márquez, *Chronicle of a Death Foretold*, From *One Hundred Years of Solitude*, *LLL*, pp. 381-391

Week 8 Manuel Puig, *Kiss of the Spider Woman*

Week 9 Laura Esquivel, *LLL*, from *Like Water for Chocolate* pp.452-460
V.S. Naipul, *LLL*, From *Miguel Street*, pp. 407-416
Isabel Allende, *LLL*, "Gift for a Sweetheart" pp. 432-440

Week 10 Mexican-American Literature

Sandra Cisneros, *ALL*, from *The House on Mango Street* pp.9-11
Jose Antonio Villareal, *ALL*, from *Pocho* pp. 18-24
Gary Soto, *ALL*, from *Living Up the Street* pp.11-12
Denise Chavez, *ALL*, from *The Last of the Menu Girls* pp.49-55
Rolando Hinojosa, *ALL*, from *Becky and Her Friends* pp.56-60

Week 11 .; Estella Portillo Tramble, *ALL*, *Sor Juana* pp. 105-147
Gloria Anzaldua, *ALL*, "To Live in the Borderlands Means You" pp. 98-100
Pat Mora, *ALL*, poems 86-88

Week 12 Cuban-American Literature

Cristina Garcia, *ALL*, from *Dreaming in Cuban* pp.175-195
Oscar Hijuelos, *ALL*, from *The Mambo Kings Play Songs of Love* pp. 196-204
Virgil Suarez, *ALL*, from *Spared Angola, Memories of a Cuban-American Childhood* pp.205-206

Week 13 Margarita Engle, *ALL*, from *Singing to Cuba* pp. 218-225
Gustavo Pérez-Firmat, *ALL*, poems pp.253-254
Pablo Medina, *ALL*, poems pp.255-262.

Week 14 Puerto Rican American Literature

Judith Ortiz Cofer, *ALL*, from *The Line of the Sun* pp. 329-348
Nicholassa Mohr from Nilda 348-369
Esmeralda Santiago, *ALL*, from *When I Was Puerto Rican*
Jesus Colon, *ALL*, from *A Puerto Rican in New York and Other Sketches* pp.432-434.

Week 15 Victor Hernandez Cruz, *ALL*, poems 439-440
Miguel Algarin, *ALL*, poems pp. 434-435
Miguel Piñero, *ALL*, *A Midnight Moon at the Greasy Spoon* pp. 458-493

Sample Assignments

Sample Topic for Online Discussion or Reading Reflection, Week 2: Discuss the discrepancies between Columbus's account of what he was bringing to the New World and some of the indigenous writings you have read, such as "The Three Invasions."

Sample Midterm Exam Essay Question: Choose two Latin-American works and discuss how their authors show the influence of both indigenous traditions and European modernism.

Sample Final Exam Essay Question: Discussions of borders figure prominently in writing by Latina/Latino authors. Some writers treat the issue of living between two cultures as a disadvantage while others see positive aspects of this dual identity. Choose five works and discuss.

Curriculum Change Form
(Present only one proposed curriculum change per form)
(Complete only the section(s) applicable.)

Part I

(Check one)	Department Name	English and Theatre
<input type="checkbox"/> New Course (Parts II, IV)	College	Arts and Sciences
<input type="checkbox"/> Course Revision (Parts II, IV)	*Course Prefix & Number	_____
<input type="checkbox"/> Course Dropped (Part II)	*Course Title <small>(30 characters)</small>	_____
<input type="checkbox"/> New Program (Part III)	*Program Title	English BA—Theatre Emphasis
<input checked="" type="checkbox"/> Program Revision (Part III)		(Major ____, Option __X__; Minor ____, or Certificate ____)
<input type="checkbox"/> Program Suspended (Part III)	*Provide only the information relevant to the proposal.	

Proposal Approved by:	<u>Date</u>	<u>Date</u>
Departmental Committee	10/23/07	Graduate Council* NA
<i>Is this a SACS Substantive Change? Yes**** <input type="checkbox"/> No <input checked="" type="checkbox"/></i>		
College Curriculum Committee	1/14/08	Council on Academic Affairs Approved <input checked="" type="checkbox"/> Disapproved _____
General Education Committee*	NA	02/28/08
Teacher Education Committee*	NA	Faculty Senate** NA
		Board of Regents** NA
		Council on Postsecondary Edu.*** NA

*If Applicable (Type NA if not applicable.)
 **Approval needed for new, revised, or suspended programs
 ***Approval/Posting needed for new degree program or certificate program
 ****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.

Completion of A, B, and C is required: (Please be specific, but concise.)

A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)
 To revise the Theatre Option to include a needed course in Stage Management

A. 2. Effective date: (Example: Fall 2001)
 Fall 2008

A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)

B. The justification for this action:
 To make the major option stronger and make graduates more marketable

C. The projected cost (or savings) of this proposal is as follows:

Personnel Impact: none

Operating Expenses Impact: none

Equipment/Physical Facility Needs: none

Library Resources: current holdings are acceptable

ENGLISH (B.A.)*CIP Code: 23.0101*

Upon completion of an English degree with a Literature emphasis, graduates will: 1) demonstrate a clear sense of the chronological and thematic development of British and American literature, familiarity with canonical writers and works of the age, and a more specialized knowledge in various genres, periods, authors, and literary trends; 2) be prepared for post-baccalaureate professional lives; 3) demonstrate the ability to think, speak, and

write more effectively as literary critics. Upon completion of an English degree with a Creative Writing emphasis, graduates will: 1) write a publishable work, critical or creative, and submit it through traditional means/e-submissions; 2) possess knowledge of appropriate writers, the history, pedagogies/theories/genres, 3) possess knowledge of and apply basic research methods in their works, creative or critical, as well as use these skills to research the literary/popular marketplace. Upon completion of the English degree with a Technical Writing emphasis, graduates will: 1) produce various types of technical documents required in the workplace that reflect knowledge of audience, purpose, clarity, and precision; 2) demonstrate competence with hardware/software expected of technical/professional writers.

Major Requirements40- ~~54~~ 57 hours**Core10 hours**

ENG 301, 302**, 474, 499.

Options**Literature Emphasis30 hours**

ENG 350, 351, 352, 353, 410, and a minimum of 15 additional upper division literature hours, three of which must be in British literature and three in American literature, nine of the hours must be at the 400 and 500 level.

Creative Writing Emphasis 30 hours

ENG 350, 351, 352, 353, 410, 490; a minimum of 12 additional hours selected from the following: ENG 306, 406, 407, 408, 409, 420, 502, 503, 504, or one course, for which prerequisites have been met, from the Technical Writing Emphasis.

Technical Writing Emphasis 30 hours

ENG 350, 351, 352, 353, 410, and a minimum of 15 hours to include ENG 300, 400, 420, 491 and three hours selected from ENG 306, 406, 409, 500, 502, 510.

Theatre Emphasis~~44~~ 47 hours

ENG 335, 430, and THE 110, 135, 150, 200, 210, 220, 235; 285 or 385; 300; three hours from THE 310, 311 or 320; THE 341, 390, 391, and 130/330 (4).

Supporting Course Requirements**Literature Emphasis 12 hours**

Six hours of a particular foreign language* or American Sign Language and six hours from the following with no more than three hours from any one group: CMS 210, 300, 310; HIS 336, 340, 345, 346; THE 390, 391; CIS 212 or CSC 104.

Creative Writing Emphasis 12 hours

Six hours of a particular foreign language* or American Sign Language and six hours from the following with no more than three semester hours from any one group: CMS 320, 350; COM 201, JOU 305, 307; CIS 212 or CSC 104.

Technical Writing Emphasis 18 hours

Six hours of a particular foreign language* or American Sign Language and twelve hours from the courses below: CCT 290, 302, 570; ART 152, BEM 375; CIS 212 or CSC 104; COM 320A (one credit), 320B, 320C, 320D, 320E, 320F, 320G, 320H, and 320I; TEC 255, 355; CMS 250, 300, 320, 350; CSC 160, 177, 190; GCM 211, 212, 217, 316, 317.

General Education Requirements 42-48 hours

Standard General Education program excluding block VIII (6 hours) for the Literature Emphasis, Creative Writing Emphasis, or Technical Writing Emphasis. Refer to Section Four of this Catalog for details on the General Education and University requirements.

University Requirement 1 hour

ASO 100.

Free Electives 27-33 hours**Total Curriculum Requirements 128 hours**

Curriculum Change Form
(Present only one proposed curriculum change per form)
(Complete only the section(s) applicable.)

Part I

<input type="checkbox"/> (Check one) New Course (Parts II, IV)	Department Name	Geography and Geology
<input type="checkbox"/> Course Revision (Parts II, IV)	College	Arts and Sciences
<input checked="" type="checkbox"/> Course Dropped (Part II)	*Course Prefix & Number	GLY 703
<input type="checkbox"/> New Program (Part III)	*Course Title (30 characters)	Earth Materials
<input type="checkbox"/> Program Revision (Part III)	*Program Title	
<input type="checkbox"/> Program Suspended (Part III)	(Major ____, Option ____, Minor ____, or Certificate ____)	
*Provide only the information relevant to the proposal.		

Proposal Approved by:	<u>Date</u>	
Departmental Committee	10/12/07	Graduate Council*
<i>Is this a SACS Substantive Change? Yes****</i> <input type="checkbox"/> <i>No</i> <input checked="" type="checkbox"/>		02/04/08
College Curriculum Committee	11/19/07	Council on Academic Affairs
General Education Committee*	NA	Approved <input checked="" type="checkbox"/> Disapproved <input type="checkbox"/>
Teacher Education Committee*	NA	02/28/08
		Faculty Senate**
		NA
		Board of Regents**
		NA
		Council on Postsecondary Edu.***
		NA

*If Applicable (Type NA if not applicable.)
**Approval needed for new, revised, or suspended programs
***Approval/Posting needed for new degree program or certificate program
****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.

Completion of A, B, and C is required: (Please be specific, but concise.)

A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)
To change the prerequisite for this class from GLY 108 to any general education GLY class.

A. 2. Effective date: (Example: Fall 2001)
Fall 2008

A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)

B. The justification for this action:
We expanded our introductory level and general education classes from just GLY 108 and GLY 109 to those two classes, plus GLY 102, 107, 172, 302, 303, 304, and NAT (GLY) 305 in Fall 2006. GEO 210 was added to this list in Fall 2007 (pending). We need to change the prerequisites for classes that require an introductory level geology class to reflect this change.

C. The projected cost (or savings) of this proposal is as follows:

Personnel Impact: None

Operating Expenses Impact: None

Equipment/Physical Facility Needs: None

Library Resources:
None

Part II. Recording Data for New, Revised, or Dropped Course

(For a **new required course**, complete a separate request for the appropriate program revisions.)

1. For a new course, provide the catalog text.
2. For a revised course, provide the current catalog text with the proposed text using ~~striethrough~~ for deletions and underlines for additions.
3. For a dropped course, provide the current catalog text.

New or Revised* Catalog Text

(*Use ~~striethrough~~ for deletions and underlines for additions. Also include Crs. Prefix, No., and description, limited to 35 words.)

GLY 703 Earth Materials. (3) I. Prerequisite: ~~GLY 108~~ Any general education geology course or departmental approval. Survey of natural materials: minerals, rocks, soils and natural resources presented in the compositional structure of the Earth. Emphasis on the interaction between these materials and human activity, and on analytical techniques. 2 Lec/2 Lab.

Part IV. Recording Data for New or Revised Course (Record only **new** or **changed** course information.)

Course prefix (3 letters)	Course Number (3 Digits)	Effective Term (Example: Fall 2001)	College/Division:	Dept. (4 letters)*
GLY	703	Fall 2008	AS <input type="checkbox"/> X JS _____ BT _____ EM _____ ED _____ PC _____ HS _____	GEOS
Credit Hrs.	Weekly Contact Hrs.		Repeatable Maximum No. of Hrs. _____	
	Lecture _____ Laboratory _____ Other _____		Cip Code (first two digits only)	
Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)	
			FR _____ JR _____ SO _____ SR _____	
		Grading Information: Course is eligible for IP (in-progress grading) for: <u>Check all applicable</u>	FOR BANNER USE ONLY Date of data entry _____ Data entry person _____	
		Thesis _____		
		Internship _____		
		Independent Study _____		
		Practicum _____		

Co-Requisites and Prerequisites ****See definitions on following page****

Co-Requisite(s): (List only co-requisites. See below for prerequisites and combinations.)	
Course Prefix and No.	
Course Prefix and No.	
Prerequisite(s): (List prerequisites only. List combinations below. Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)	
Course Prefix and No.	GLY 102 or GLY 107 or GLY 108 or GLY 109 or GLY 172 or GLY 302 or GLY 303 or GLY 304 or GLY 305 or GEO 210
Course Prefix and No.	
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	
Co-Requisite(s) and/or Prerequisite(s) Combination (Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)	
Course Prefix and No.	
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	
Equivalent Course(s): (credit not allowed with; or formerly:)	
Course Prefix and No.	
Course Prefix and No.	
Course Prefix and No.	

Proposed General Education Block: Please mark (X) in the appropriate Block or Blocks (e.g. – IVB(3) X).

Block I (9)	Block II (3)	Block III (6)	Block IV (6)	Block V (9)	Block VI (3)	Block VII (6)	Block VIII (6)
IA (3)	II (3)	IIIA (3)	IVA (3)	VA (3)	VI (3)	VII (3)	VIII (3)
IB (3)		IIIB (3)	IVB (3)	VB (3)		VII (3)	VIII (3)
IC (3)				VC (3)			

Curriculum Change Form
(Present only one proposed curriculum change per form)
(Complete only the section(s) applicable.)

Part I

<input type="checkbox"/> (Check one) New Course (Parts II, IV)	Department Name	Geography and Geology
<input type="checkbox"/> Course Revision (Parts II, IV)	College	Arts and Sciences
<input checked="" type="checkbox"/> Course Dropped (Part II)	*Course Prefix & Number	GLY 704
<input type="checkbox"/> New Program (Part III)	*Course Title (30 characters)	Earth Processes
<input type="checkbox"/> Program Revision (Part III)	*Program Title	
<input type="checkbox"/> Program Suspended (Part III)	(Major ____, Option ____, Minor ____, or Certificate ____)	
*Provide only the information relevant to the proposal.		

Proposal Approved by:	<u>Date</u>	<u>Date</u>
Departmental Committee	10/12/07	Graduate Council* 02/04/08
<i>Is this a SACS Substantive Change? Yes**** <input type="checkbox"/> No <input checked="" type="checkbox"/></i>		
College Curriculum Committee	11/19/07	Council on Academic Affairs
General Education Committee*	NA	Approved <input checked="" type="checkbox"/> Disapproved <input type="checkbox"/> 02/28/08
Teacher Education Committee*	NA	Faculty Senate** NA
		Board of Regents** NA
		Council on Postsecondary Edu.*** NA

*If Applicable (Type NA if not applicable.)
 **Approval needed for new, revised, or suspended programs
 ***Approval/Posting needed for new degree program or certificate program
 ****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.

Completion of A, B, and C is required: (Please be specific, but concise.)

A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)
 To change the prerequisite for this class from GLY 108 to any general education GLY class.

A. 2. Effective date: (Example: Fall 2001)
 Fall 2008

A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)

B. The justification for this action:

We expanded our introductory level and general education classes from just GLY 108 and GLY 109 to those two classes, plus GLY 102, 107, 172, 302, 303, 304, and NAT (GLY) 305 in Fall 2006. GEO 210 was added to this list in Fall 2007 (pending). We need to change the prerequisites for classes that require an introductory level geology class to reflect this change.

C. The projected cost (or savings) of this proposal is as follows:

Personnel Impact:
 None

Operating Expenses Impact:
 None

Equipment/Physical Facility Needs:
 None

Library Resources:
 None

Part II. Recording Data for New, Revised, or Dropped Course

(For a **new required course**, complete a separate request for the appropriate program revisions.)

1. For a new course, provide the catalog text.
2. For a revised course, provide the current catalog text with the proposed text using ~~striethrough~~ for deletions and underlines for additions.
3. For a dropped course, provide the current catalog text.

New or Revised* Catalog Text

(*Use ~~striethrough~~ for deletions and underlines for additions. Also include Crs. Prefix, No., and description, limited to 35 words.)

GLY 704 Earth Processes. (3) II. Prerequisite: ~~GLY 108~~ Any general education geology course or departmental approval. Survey of natural processes: weathering and erosion; transportation, deposition and consolidation of sediment; deformation and uplift of the Earth's crust. Emphasis on the interaction between these processes and human activity, and on analytical techniques. 2 Lec/2 Lab.

Part IV. Recording Data for New or Revised Course (Record only **new** or **changed** course information.)

Course prefix (3 letters)	Course Number (3 Digits)	Effective Term (Example: Fall 2001)	College/Division:	Dept. (4 letters)*
GLY	704	Fall 2008	AS <input type="checkbox"/> X JS _____ BT _____ EM _____ ED _____ PC _____ HS _____	GEOS
Credit Hrs.	Weekly Contact Hrs.		Repeatable Maximum No. of Hrs. _____	
	Lecture _____	Laboratory _____	Other _____	
Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Cip Code (first two digits only)	
			Class Restriction, if any: (undergraduate only)	
			FR _____	JR _____
			SO _____	SR _____
		Grading Information: Course is eligible for IP (in-progress grading) for: <u>Check all applicable</u>	FOR BANNER USE ONLY Date of data entry _____ Data entry person _____	
		Thesis _____		
		Internship _____		
		Independent Study _____		
		Practicum _____		

Co-Requisites and Prerequisites ****See definitions on following page****

Co-Requisite(s): (List only co-requisites. See below for prerequisites and combinations.)	
Course Prefix and No.	
Course Prefix and No.	
Prerequisite(s): (List prerequisites only. List combinations below. Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)	
Course Prefix and No.	GLY 102 or GLY 107 or GLY 108 or GLY 109 or GLY 172 or GLY 302 or GLY 303 or GLY 304 or GLY 305 or GEO 210
Course Prefix and No.	
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	
Co-Requisite(s) and/or Prerequisite(s) Combination (Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)	
Course Prefix and No.	
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	
Equivalent Course(s): (credit not allowed with; or formerly:)	
Course Prefix and No.	
Course Prefix and No.	
Course Prefix and No.	

Proposed General Education Block: Please mark (X) in the appropriate Block or Blocks (e.g. – IVB(3) X).

Block I (9)	Block II (3)	Block III (6)	Block IV (6)	Block V (9)	Block VI (3)	Block VII (6)	Block VIII (6)
IA (3)	II (3)	IIIA (3)	IVA (3)	VA (3)	VI (3)	VII (3)	VIII (3)
IB (3)		IIIB (3)	IVB (3)	VB (3)		VII (3)	VIII (3)
IC (3)				VC (3)			

Curriculum Change Form
(Present only one proposed curriculum change per form)
(Complete only the section(s) applicable.)

Part I

<input type="checkbox"/> (Check one)	Department Name	Geography and Geology
<input type="checkbox"/> New Course (Parts II, IV)	College	Arts and Sciences
<input checked="" type="checkbox"/> Course Revision (Parts II, IV)	*Course Prefix & Number	GLY 712
<input type="checkbox"/> Course Dropped (Part II)	*Course Title <small>(30 characters)</small>	Geology of Soils
<input type="checkbox"/> New Program (Part III)	*Program Title	
<input type="checkbox"/> Program Revision (Part III)	(Major ____, Option ____, Minor ____, or Certificate ____)	
<input type="checkbox"/> Program Suspended (Part III)	*Provide only the information relevant to the proposal.	

Proposal Approved by:	<u>Date</u>	
Departmental Committee	10/12/07	Graduate Council* <u>Date</u> 02/04/08
<i>Is this a SACS Substantive Change? Yes**** <input type="checkbox"/> No <input checked="" type="checkbox"/></i>		
College Curriculum Committee	11/19/07	Council on Academic Affairs <u>Date</u> 02/28/08
General Education Committee*	NA	Approved <input checked="" type="checkbox"/> Disapproved <input type="checkbox"/> Faculty Senate** NA
Teacher Education Committee*	NA	Board of Regents** NA Council on Postsecondary Edu.*** NA

*If Applicable (Type NA if not applicable.)
**Approval needed for new, revised, or suspended programs
***Approval/Posting needed for new degree program or certificate program
****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.

Completion of A, B, and C is required: (Please be specific, but concise.)

A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)
To change the prerequisite for this class from GLY 108 to any general education GLY class.

A. 2. Effective date: (Example: Fall 2001)
Fall 2008

A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)

B. The justification for this action:
We expanded our introductory level and general education classes from just GLY 108 and GLY 109 to those two classes, plus GLY 102, 107, 172, 302, 303, 304, and NAT (GLY) 305 in Fall 2006. GEO 210 was added to this list in Fall 2007 (pending). We need to change the prerequisites for classes that require an introductory level geology class to reflect this change.

C. The projected cost (or savings) of this proposal is as follows:

Personnel Impact:
None

Operating Expenses Impact:
None

Equipment/Physical Facility Needs:
None

Library Resources: None

Part II. Recording Data for New, Revised, or Dropped Course

(For a **new required course**, complete a separate request for the appropriate program revisions.)

1. For a new course, provide the catalog text.
2. For a revised course, provide the current catalog text with the proposed text using ~~striethrough~~ for deletions and underlines for additions.
3. For a dropped course, provide the current catalog text.

New or Revised* Catalog Text

(*Use ~~striethrough~~ for deletions and underlines for additions. Also include Crs. Prefix, No., and description, limited to 35 words.)

GLY 712 Geology of Soils. (3) A. Prerequisite: ~~GLY 108~~ Any general education geology course or departmental approval. Composition, classification, and evolution of soils, role of climate, living organisms, physiography, and underlying geology in soil formation. Emphasis on clay mineralogy, soil analytical techniques, soil mapping, paleosols in the rock record, human interaction with soils, and the economic importance of soils. 2 Lec/2 Lab.

Part IV. Recording Data for New or Revised Course (Record only **new** or **changed** course information.)

Course prefix (3 letters)	Course Number (3 Digits)	Effective Term (Example: Fall 2001)	College/Division:	Dept. (4 letters)*
GLY	712	Fall 2008	AS <input type="checkbox"/> X JS _____ BT _____ EM _____ ED _____ PC _____ HS _____	GEOS
Credit Hrs.	Weekly Contact Hrs.		Repeatable Maximum No. of Hrs. _____	
	Lecture _____ Laboratory _____ Other _____		Cip Code (first two digits only)	
Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)	
			FR _____ JR _____ SO _____ SR _____	
		Grading Information: Course is eligible for IP (in-progress grading) for: <u>Check all applicable</u>	FOR BANNER USE ONLY Date of data entry _____ Data entry person _____	
		Thesis _____		
		Internship _____		
		Independent Study _____		
		Practicum _____		

Co-Requisites and Prerequisites ****See definitions on following page****

Co-Requisite(s): (List only co-requisites. See below for prerequisites and combinations.)	
Course Prefix and No.	
Course Prefix and No.	
Prerequisite(s): (List prerequisites only. List combinations below. Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)	
Course Prefix and No.	GLY 102 or GLY 107 or GLY 108 or GLY 109 or GLY 172 or GLY 302 or GLY 303 or GLY 304 or GLY 305 or GEO 210
Course Prefix and No.	
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	
Co-Requisite(s) and/or Prerequisite(s) Combination (Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)	
Course Prefix and No.	
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	
Equivalent Course(s): (credit not allowed with; or formerly:)	
Course Prefix and No.	
Course Prefix and No.	
Course Prefix and No.	

Proposed General Education Block: Please mark (X) in the appropriate Block or Blocks (e.g. – IVB(3) X).

Block I (9)	Block II (3)	Block III (6)	Block IV (6)	Block V (9)	Block VI (3)	Block VII (6)	Block VIII (6)
IA (3)	II (3)	IIIA (3)	IVA (3)	VA (3)	VI (3)	VII (3)	VIII (3)
IB (3)		IIIB (3)	IVB (3)	VB (3)		VII (3)	VIII (3)
IC (3)				VC (3)			

Curriculum Change Form
(Present only one proposed curriculum change per form)
(Complete only the section(s) applicable.)

Part I

<input type="checkbox"/> (Check one) New Course (Parts II, IV)	Department Name	Geography and Geology	
<input type="checkbox"/> Course Revision (Parts II, IV)	College	Arts and Sciences	
<input checked="" type="checkbox"/> Course Dropped (Part II)	*Course Prefix & Number	GLY 735	
<input type="checkbox"/> New Program (Part III)	*Course Title (30 characters)	Hydrogeology	
<input type="checkbox"/> Program Revision (Part III)	*Program Title		
<input type="checkbox"/> Program Suspended (Part III)	(Major ____, Option ____, Minor ____, or Certificate ____)		
*Provide only the information relevant to the proposal.			

Proposal Approved by:	<u>Date</u>		<u>Date</u>
Departmental Committee	10/12/07	Graduate Council*	02/04/08
<i>Is this a SACS Substantive Change? Yes**** <input type="checkbox"/> No <input checked="" type="checkbox"/></i>			
College Curriculum Committee	11/19/07	Council on Academic Affairs	
General Education Committee*	NA	Approved <input checked="" type="checkbox"/> Disapproved <input type="checkbox"/>	02/28/08
Teacher Education Committee*	NA	Faculty Senate**	NA
		Board of Regents**	NA
		Council on Postsecondary Edu.***	NA

*If Applicable (Type NA if not applicable.)
**Approval needed for new, revised, or suspended programs
***Approval/Posting needed for new degree program or certificate program
****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.

Completion of A, B, and C is required: (Please be specific, but concise.)

A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)
To change the prerequisite for this class from GLY 108 to any general education GLY class.

A. 2. Effective date: (Example: Fall 2001)
Fall 2008

A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)

B. The justification for this action:

We expanded our introductory level and general education classes from just GLY 108 and GLY 109 to those two classes, plus GLY 102, 107, 172, 302, 303, 304, and NAT (GLY) 305 in Fall 2006. GEO 210 was added to this list in Fall 2007 (pending). We need to change the prerequisites for classes that require an introductory level geology class to reflect this change.

C. The projected cost (or savings) of this proposal is as follows:

Personnel Impact:
None

Operating Expenses Impact:
None

Equipment/Physical Facility Needs:
None

Library Resources: None

Part II. Recording Data for New, Revised, or Dropped Course

(For a **new required course**, complete a separate request for the appropriate program revisions.)

1. For a new course, provide the catalog text.
2. For a revised course, provide the current catalog text with the proposed text using ~~striethrough~~ for deletions and underlines for additions.
3. For a dropped course, provide the current catalog text.

New or Revised* Catalog Text

(*Use ~~striethrough~~ for deletions and underlines for additions. Also include Crs. Prefix, No., and description, limited to 35 words.)

GLY 735 Hydrogeology. (3) I. Prerequisite: ~~GLY 108~~ Any general education geology course or departmental approval. Origin, occurrence, movement, utilization, and conservation of groundwater. Qualitative and quantitative presentation of geological, physical, and geochemical aspects of groundwater hydrology. 2 Lec/2 Lab.

Part IV. Recording Data for New or Revised Course (Record only **new** or **changed** course information.)

Course prefix (3 letters)	Course Number (3 Digits)	Effective Term (Example: Fall 2001)	College/Division:	Dept. (4 letters)*
GLY	735	Fall 2008	AS <input type="checkbox"/> X JS _____ BT _____ EM _____ ED _____ PC _____ HS _____	GEOS
Credit Hrs.	Weekly Contact Hrs.		Repeatable Maximum No. of Hrs. _____	
	Lecture _____ Laboratory _____ Other _____		Cip Code (first two digits only)	
Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)	
			FR _____ JR _____ SO _____ SR _____	
		Grading Information: Course is eligible for IP (in-progress grading) for: <u>Check all applicable</u>	FOR BANNER USE ONLY Date of data entry _____ Data entry person _____	
		Thesis _____		
		Internship _____		
		Independent Study _____		
		Practicum _____		

Co-Requisites and Prerequisites ****See definitions on following page****

Co-Requisite(s): (List only co-requisites. See below for prerequisites and combinations.)	
Course Prefix and No.	
Course Prefix and No.	
Prerequisite(s): (List prerequisites only. List combinations below. Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)	
Course Prefix and No.	GLY 102 or GLY 107 or GLY 108 or GLY 109 or GLY 172 or GLY 302 or GLY 303 or GLY 304 or GLY 305 or GEO 210
Course Prefix and No.	
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	
Co-Requisite(s) and/or Prerequisite(s) Combination (Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)	
Course Prefix and No.	
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	
Equivalent Course(s): (credit not allowed with; or formerly:)	
Course Prefix and No.	
Course Prefix and No.	
Course Prefix and No.	

Proposed General Education Block: Please mark (X) in the appropriate Block or Blocks (e.g. – IVB(3) X).

Block I (9)	Block II (3)	Block III (6)	Block IV (6)	Block V (9)	Block VI (3)	Block VII (6)	Block VIII (6)
IA (3)	II (3)	IIIA (3)	IVA (3)	VA (3)	VI (3)	VII (3)	VIII (3)
IB (3)		IIIB (3)	IVB (3)	VB (3)		VII (3)	VIII (3)
IC (3)				VC (3)			

Curriculum Change Form
(Present only one proposed curriculum change per form)
(Complete only the section(s) applicable.)

Part I

(Check one)	Department Name	HIS
<input type="checkbox"/> New Course (Parts II, IV)	College	A&S
<input checked="" type="checkbox"/> Course Revision (Parts II, IV)	*Course Prefix & Number	HIS 305
<input type="checkbox"/> Course Dropped (Part II)	*Course Title (30 characters)	African-American History
<input type="checkbox"/> New Program (Part III)	*Program Title	
<input type="checkbox"/> Program Revision (Part III)		(Major __, Option __; Minor __; or Certificate __)
<input type="checkbox"/> Program Suspended (Part III)	*Provide only the information relevant to the proposal.	

Proposal Approved by:	<u>Date</u>	
Departmental Committee	04/23/2007	Graduate Council*
<i>Is this a SACS Substantive Change?</i>	Yes**** <input type="checkbox"/> No <input checked="" type="checkbox"/>	Council on Academic Affairs
College Curriculum Committee	9/17/07	Approved <input checked="" type="checkbox"/> Disapproved
General Education Committee*	NA	02/28/08
Teacher Education Committee*	NA	Faculty Senate**
		NA
		Board of Regents**
		NA
		Council on Postsecondary Edu.***
		NA

*If Applicable (Type NA if not applicable.)
**Approval needed for new, revised, or suspended programs
***Approval/Posting needed for new degree program or certificate program
****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.

Completion of A, B, and C is required: (Please be specific, but concise.)

A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)
To cross-list HIS 305, "African-American History," with a proposed course AFA 305 on the same topic.

A. 2. Effective date: (Example: Fall 2001)
Fall 2008

A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)
NA

B. The justification for this action:
The African and African-American Studies program has requested this change so that students may earn AFA credit from this course in African-American History.

C. The projected cost (or savings) of this proposal is as follows:

Personnel Impact:
NA

Operating Expenses Impact:
NA

Equipment/Physical Facility Needs:
NA

Library Resources:
NA

Part II. Recording Data for New, Revised, or Dropped Course

(For a **new required course**, complete a separate request for the appropriate program revisions.)

1. For a new course, provide the catalog text.
2. For a revised course, provide the current catalog text with the proposed text using ~~striethrough~~ for deletions and underlines for additions.
3. For a dropped course, provide the current catalog text.

New or Revised* Catalog Text

(*Use ~~striethrough~~ for deletions and underlines for additions. Also include Crs. Prefix, No., and description, limited to 35 words.)

HIS 305 African-American History. (3) A. Cross listed as AFA 305. Prerequisite: three hours HIS or department approval. African history to 1500; Europe, Africa, and the Americas; trans-Atlantic and domestic slave trades; American slavery; emancipation; post-emancipation experiences and initiatives; persistence of black nationalism. Credit will not be awarded to students who have credit for AFA 305.

Part IV. Recording Data for New or Revised Course (Record only **new** or **changed** course information.)

Course prefix (3 letters)	Course Number (3 Digits)	Effective Term (Example: Fall 2001)	College/Division:	Dept. (4 letters)*
HIS	305	Summer 2008	AS <input checked="" type="checkbox"/> JS _____ BT _____ EM _____ ED _____ PC _____ HS _____	HIST
Credit Hrs.	Weekly Contact Hrs. Lecture _____ Laboratory _____ Other _____		Repeatable Maximum No. of Hrs. _____	
Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Cip Code (first two digits only)	
			Class Restriction, if any: (undergraduate only)	
			FR _____ JR _____ SO _____ SR _____	
		Grading Information: Course is eligible for IP (in-progress grading) for: <u>Check all applicable</u>	FOR BANNER USE ONLY Date of data entry _____ Data entry person _____	
		Thesis _____		
		Internship _____		
		Independent Study _____		
		Practicum _____		

Co-Requisites and Prerequisites **See definitions on following page**

Co-Requisite(s): (List only co-requisites. See below for prerequisites and combinations.)

Course Prefix and No.	
Course Prefix and No.	

Prerequisite(s): (List prerequisites only. List combinations below. Use **“and”** and **“or”** literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D .)

Course Prefix and No.	
Course Prefix and No.	
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	

Co-Requisite(s) and/or Prerequisite(s) Combination (Use **“and”** and **“or”** literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)

Course Prefix and No.	
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	

Equivalent Course(s): (credit not allowed with; or formerly:)

Course Prefix and No.	<u>AFA 305</u>
Course Prefix and No.	
Course Prefix and No.	

Proposed General Education Block: Please mark (X) in the appropriate Block or Blocks (e.g. – IVB(3) X).

Block I (9)	Block II (3)	Block III (6)	Block IV (6)	Block V (9)	Block VI (3)	Block VII (6)	Block VIII (6)
IA (3)	II (3)	IIIA (3)	IVA (3)	VA (3)	VI (3)	VII (3)	VIII (3)
IB (3)		IIIB (3)	IVB (3)	VB (3)		VII (3)	VIII (3)
IC (3)				VC (3)			

Editorial Change - Curriculum Form
(Present only one curriculum editorial change per form)
(Complete only the section(s) applicable.)

Part I

Department Name	Mathematics and Statistics		
College	Arts and Sciences		
*Course Prefix & Number	STA 520		
*Course Title <small>(30 characters)</small>	Mathematical Statistics I		
*Program Title	_____ (Major ____, Option ____, Minor ____, or Certificate ____)		
*Provide only the information relevant to the proposal.			
Original Proposal Approved by the Council on Academic Affairs on	Date:	5/17/07	

Completion of A is required: (Please be specific, but concise.)

<p>A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)</p> <p>When MAT 520 was created and cross-listed with STA 520, apparently the language of cross-listing was not also put into STA 520.</p> <p>A. 2. Effective date: (Example: Fall 2001)</p> <p>Fall 2008</p>
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Part II. Recording Data for Revised Course

<p>1. For a revised course, provide (a) the current catalog text and (b) the proposed text, reflecting the exact changes being proposed.</p>	<p style="text-align: center;">New or Revised* Catalog Text</p> <p>(*Use strikeout for deletions and <u>underlines</u> for additions. Also include Crs. Prefix, No., and description, limited to 35 words.)</p> <p>STA 520 Mathematical Statistics I.(3) I. <u>Cross listed as MAT 520.</u> Prerequisites: MAT 224 or 224H or 225 or 225H; and STA 215 or 270 or 370 or CRJ 400 or ECO 220 or ECO 848 or EPY 842 or HEA 450 or PSY 291 or QMB 200. Descriptive statistics, discrete and continuous probability distributions for one and two variables, functions of random variables, sampling distributions, expectations and generating functions. <u>Credit will not be awarded to students who have credit for MAT 520.</u></p>
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Part IV. Recording Data for a Revised Course (Record only **changed** course information.) ***Required**

Course prefix* (3 letters)	Course Number* (3 Digits)	Effective Term* (Example: Fall 2001)	College/Division:	Dept. (4 letters)*
STA	520	Fall 2008	AS <input checked="" type="checkbox"/> JS _____ BT _____ EM _____ ED _____ PC _____ HS _____	MTST
Credit Hrs.	Weekly Contact Hrs. Lecture _____ Laboratory _____ Other _____		Repeatable Maximum No. of Hrs. _____	
Schedule Type** (List all applicable)	Work Load (for each schedule type)	Grading Mode**	Cip Code (first two digits only)	
			Class Restriction, if any: (undergraduate only)	
			Major Restrictions, if any:	
			FR _____	FR _____
			SO _____	SO _____
			JR _____	JR _____
			SR _____	SR _____
		Grading Information: Course is eligible for IP (in-progress grading) for: <u>Check all applicable</u>	FOR BANNER USE ONLY Date of data entry _____ Data entry person _____	
		Thesis _____		
		Internship _____		
		Independent Study _____		
		Practicum _____		

Co-Requisites and Prerequisites

Co-Requisite(s): (List only co-requisites. See below for prerequisites and combinations.)

Course Prefix and No. _____

Course Prefix and No. _____

Prerequisite(s): (List prerequisites only. List combinations below. Use "and" and "or" literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)

Course Prefix and No. _____ No change in the existing prerequisites

Course Prefix and No. _____

Test Scores _____

Minimum GPA (when a course grouping or student cumulative GPA is required) _____

Co-Requisite(s) and/or Prerequisite(s) Combination (Use "and" and "or" literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)

Course Prefix and No. _____

Test Scores _____

Minimum GPA (when a course grouping or student cumulative GPA is required) _____

Equivalent Course(s): (credit not allowed with; or formerly:)

Course Prefix and No. _____ Cross-listed as MAT 520

Course Prefix and No. _____

Course Prefix and No. _____

Proposed General Education Block: Please mark (X) in the appropriate Block or Blocks (e.g. – IVB(3) X).

Block I (9)	Block II (3)	Block III (6)	Block IV (6)	Block V (9)	Block VI (3)	Block VII (6)	Block VIII (6)
IA (3)	II (3)	IIIA (3)	IVA (3)	VA (3)	VI (3)	VII (3)	VIII (3)
IB (3)		IIIB (3)	IVB (3)	VB (3)		VII (3)	VIII (3)
IC (3)				VC (3)			

Editorial Change - Curriculum Form
(Present only one curriculum editorial change per form)
(Complete only the section(s) applicable.)

Part I

Department Name	Mathematics and Statistics		
College	Arts and Sciences		
*Course Prefix & Number	STA 720		
*Course Title (30 characters)	Mathematical Statistics I		
*Program Title	_____ (Major ____, Option ____, Minor ____, or Certificate ____)		
*Provide only the information relevant to the proposal.			
Original Proposal Approved by the Council on Academic Affairs on	Date:	5/17/07	

Completion of A is required: (Please be specific, but concise.)

<p>A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)</p> <p>When MAT 720 was created and cross-listed with STA 720, apparently the language of cross-listing was not also put into STA 720.</p> <p>A. 2. Effective date: (Example: Fall 2001)</p> <p>Fall 2008</p>
--

Part II. Recording Data for Revised Course

<p>1. For a revised course, provide (a) the current catalog text and (b) the proposed text, reflecting the exact changes being proposed.</p>
<p>New or Revised* Catalog Text</p>
<p>(*Use strikeout for deletions and <u>underlines</u> for additions. Also include Crs. Prefix, No., and description, limited to 35 words.)</p>
<p>STA 720 Mathematical Statistics I.(3) I. <u>Cross listed as MAT 720. Descriptive statistics, discrete and continuous probability distributions for one and two variables, functions of random variables, sampling distributions, expectations and generating functions. Credit will not be awarded to students who have credit for MAT 720.</u></p>

Part IV. Recording Data for a Revised Course (Record only **changed** course information.) ***Required**

Course prefix* (3 letters)	Course Number* (3 Digits)	Effective Term* (Example: Fall 2001)	College/Division:	Dept. (4 letters)*
STA	720	Fall 2008	AS <input checked="" type="checkbox"/> JS _____ BT _____ EM _____ ED _____ PC _____ HS _____	MTST
Credit Hrs.	Weekly Contact Hrs. Lecture _____ Laboratory _____ Other _____		Repeatable Maximum No. of Hrs. _____	
Schedule Type** (List all applicable)	Work Load (for each schedule type)	Grading Mode**	Cip Code (first two digits only)	
			Class Restriction, if any: (undergraduate only)	
			Major Restrictions, if any:	
			FR _____	FR _____
			SO _____	SO _____
			JR _____	JR _____
			SR _____	SR _____
		Grading Information: Course is eligible for IP (in-progress grading) for: <u>Check all applicable</u>	FOR BANNER USE ONLY Date of data entry _____ Data entry person _____	
		Thesis _____		
		Internship _____		
		Independent Study _____		
		Practicum _____		

Co-Requisites and Prerequisites

Co-Requisite(s): (List only co-requisites. See below for prerequisites and combinations.)

Course Prefix and No.	
Course Prefix and No.	

Prerequisite(s): (List prerequisites only. List combinations below. Use "and" and "or" literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)

Course Prefix and No.	
Course Prefix and No.	

Test Scores

Minimum GPA (when a course grouping or student cumulative GPA is required)

Co-Requisite(s) and/or Prerequisite(s) Combination (Use "and" and "or" literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)

Course Prefix and No.	
Test Scores	

Minimum GPA (when a course grouping or student cumulative GPA is required)

Equivalent Course(s): (credit not allowed with; or formerly:)

Course Prefix and No.	Cross-listed as MAT 720
Course Prefix and No.	
Course Prefix and No.	

Proposed General Education Block: Please mark (X) in the appropriate Block or Blocks (e.g. – IVB(3) X).

Block I (9)	Block II (3)	Block III (6)	Block IV (6)	Block V (9)	Block VI (3)	Block VII (6)	Block VIII (6)
IA (3)	II (3)	IIIA (3)	IVA (3)	VA (3)	VI (3)	VII (3)	VIII (3)
IB (3)		IIIB (3)	IVB (3)	VB (3)		VII (3)	VIII (3)
IC (3)				VC (3)			

Editorial Change - Curriculum Form
(Present only one curriculum editorial change per form)
(Complete only the section(s) applicable.)

Part I

Department Name	Music		
College	Arts and Sciences		
*Course Prefix & Number	_____		
*Course Title (30 characters)	_____		
*Program Title	Bachelor of Music		
	(Major <input checked="" type="checkbox"/> , Option <input type="checkbox"/> ; Minor <input type="checkbox"/> ; or Certificate <input 4"="" type="checkbox/>)</td> </tr> <tr> <td colspan="/> *Provide only the information relevant to the proposal.		
Original Proposal Approved by the Council on Academic Affairs on	Date:	(02/28/08)	

Completion of A is required: (Please be specific, but concise.)

A. 1. Specific action requested: To change text describing the Bachelor of Music major, this is necessary due to curriculum changes in the degree and to correct mistakes.

A. 2. Effective date: Fall 2008

Part III. Recording Data for Revised Program

1. For a revised program, provide (a) the current program requirements and (b) the revised program, reflecting the exact changes being proposed.

New or Revised* Program

Text p. 87 catalog, left column

Mission Statement

The Department of Music is a community of teaching scholars and performing artists who provide undergraduate and graduate music degree programs of high quality with public concert of an artistic level for the citizens of the Commonwealth.

Program Objectives

Upon successful completion of the Bachelor of Music program, graduates will be able to perform a recital in their major applied area, communicate effectively about the theoretical concepts in music, identify and analyze musical works from diverse cultures and historical periods. In addition, all music education majors will demonstrate the ability to sing and play a variety of instruments, develop lesson plans, and engage in effective teaching during a student teaching semester. All theory and composition students will demonstrate composition skills and present original compositions in public recitals as well as identifying an area of advanced analysis of musical works through a senior project. All music industry students will demonstrate music technology skills, identify trends in the many facets of this business field, and demonstrate an ability to work with professionals through cooperative learning experiences. All performance majors will prepare two performance recitals and analyze repertoire presented on those recitals, in addition to identifying different pedagogical approaches in their area.

A number of recent graduates of the Bachelor of Music program are furthering their education at graduate schools across the country, preparing to be performers and college/public school teachers. Many graduates are public school teachers across the country, performers/conductors in the church music field, professional composers or arrangers, on Broadway, in U.S. service bands, in professional orchestras, university professors, and music industry professionals in the recording, manufacturing, marketing, computer software, and sales fields,

Bachelor of Music Core Requirements

Applied Music

All music majors must complete a minimum of seven semesters of applied lessons with at least three of the semesters at upper division levels (numbered 300 or 400). Applied students must complete a jury examination at the end of each semester. Each major is required to enroll in applied music every semester of full-time enrollment.

Text p. 87 catalog, right column

MUSIC EDUCATION TEACHING OPTION

All wind and percussion majors must complete at least three semesters of MUS 256. Students enrolling in more than three ensembles should receive permission for such participation from their applied teacher, ensemble director, and advisor.

MUSIC PERFORMANCE OPTION

All performance majors must pass an audition beyond the entrance audition. They will be on probationary status for one to four semesters. At the end of the probationary period, the student may re-audition for full candidacy. The Audition Committee will consist of at least three members of the music faculty including the applied teacher. All performance majors must give a full recital (MUS 499) in addition to the half recital required of all majors.

MUSIC INDUSTRY MERCHANDISING OPTION

All music industry merchandising majors must complete six two credits of Co-op (MUS 349). All Co-op projects must be approved by the Co-op office, department chair, and Co-op coordinator.

MUSIC THEORY AND COMPOSITION OPTION

Theory and composition majors must complete two four credits of beginning composition (MUS 238) and eight four credits of advanced composition (MUS 483). Composition students will include may use the performance of their compositions as part of towards the recital requirement. Theory students will complete a senior thesis or project (MUS 499) as part of this degree program.

Curriculum Change Form
(Present only one proposed curriculum change per form)
(Complete only the section(s) applicable.)

Part I

(Check one)	Department Name	Music
<input type="checkbox"/> New Course (Parts II, IV)	College	Arts and Sciences
<input type="checkbox"/> Course Revision (Parts II, IV)	*Course Prefix & Number	
<input type="checkbox"/> Course Dropped (Part II)	*Course Title (30 characters)	
<input type="checkbox"/> New Program (Part III)	*Program Title	Bachelor of Music
<input checked="" type="checkbox"/> Program Revision (Part III)		(Major <u>X</u> , Option __; Minor __; or Certificate __)
<input type="checkbox"/> Program Suspended (Part III)	*Provide only the information relevant to the proposal.	

Proposal Approved by:	<u>Date</u>	
Departmental Committee	9/4/07	Graduate Council*
		<u>Date</u> NA
<i>Is this a SACS Substantive Change?</i>	Yes**** <input type="checkbox"/> No <input checked="" type="checkbox"/>	Council on Academic Affairs
College Curriculum Committee	9/17/07	Approved <input checked="" type="checkbox"/> Disapproved
General Education Committee*	NA	<u>Date</u> 02/28/08
Teacher Education Committee*	NA	Faculty Senate**
		<u>Date</u> 03/03/08
		Board of Regents**
		<u>Date</u> 04/22/08
		Council on Postsecondary Edu.***
		<u>Date</u> NA

*If Applicable (Type NA if not applicable.)
**Approval needed for new, revised, or suspended programs
***Approval/Posting needed for new degree program or certificate program
****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.

Completion of A, B, and C is required: (Please be specific, but concise.)

A. 1. Specific action requested: To change the title of the program from Bachelor of Music in Music Merchandising to Bachelor of Music: Emphasis in Music Industry and to increase the credits in MUS 349. To add one course in music analysis to the theory and composition degree program, increase the senior project from 1 to 2 credits, to correct errors in the catalog, and to reduce the lower division hours in composition class.

A. 2. Effective date: Fall 2008

A. 3. Effective date of suspended programs for currently enrolled students: NA

B. The justification for this action: As part of our Plan Approval with our accrediting agency National Association of Schools of Music (NASM), this is necessary to meet current standards. It also reflects changes in the field. Many similar programs have changed their degree to Music Industry as well and have increased the amount of intern/coop type of experiences required.

We did not offer an advanced course in music analysis for theory/composition majors, which is a requirement for Bachelor of Music degrees. Also we will drop the MUS 283 Beginning Composition to 2 credits (2 one credit courses) from 4 credits (four one credit courses). We found students were not ready to begin their composition studies as entering freshmen, they can start this course sophomore year; also there are errors in supporting course/general education hours listed in the text and the total number of electives was incorrect in the catalog-this will correct those errors as well.

C. The projected cost (or savings) of this proposal is as follows:

Personnel Impact: None

Operating Expenses Impact: NA

Equipment/Physical Facility Needs: NA

Library Resources: NA

Part III. Recording Data for New, Revised, or Suspended Program

1. For a new program, provide the catalog description as being proposed.
2. For a revised program, provide the current program requirements using ~~strike through~~ for deletions and underlines for additions.
3. For a suspended program, provide the current program requirements as shown in catalog. List any options and/or minors affected by the program's suspension.

New or Revised* Program Text
(*Use ~~strike through~~ for deletions and underlines for additions.)

Bachelor of Music

Major Requirements.....55-75 hours

Core.....44 hours

MUS 110, 111, 210, 211, or MUS 114 (2) and 115 (2), 181, 182, 281, 282, 366, 399, 480, 383 or 481 or 285, 384, minimum of 7 hours of ensemble and minimum of seven hours of applied instrument or voice. Music Ensemble: wind and percussion teaching majors must elect three hours of MUS 256.

Degree Options

Performance/Instrumental.....31 hours

MUS 367 or 368 (2), 499 (1), 550 (2), 551 (2), seventeen additional hours of lower and upper division applied. One additional hour of ensemble, three hours of upper division music theory electives, and three hours of upper division music history electives. Six semesters of MUS 101 (0 credit course).

Performance/Vocal.....31 hours

MUS 220 (1), MUS 367 or 368, 499 (1), 520 (1), 550 (1), 551 (1), seventeen additional hours of lower and upper division applied. One additional hour of ensemble, three hours of upper division music theory electives, and three hours of upper division music history electives. Six semesters of MUS 101 (0 credit course).

Emphasis in Music Industry Merchandising.....~~26~~ 30 hours

MUS 190 (2), 191 (2), 290 (2), 349 (~~26~~), 390, 391, ACC 201, MGT 301, PUB 375, LAS 210. Six semesters of MUS 101 (0 credit course).

Music Theory and Composition~~25~~ 26 hours

MUS 283 (2 ~~4~~), ~~482~~, 483 (8), 499 (~~4~~ 2), 555 or 556. Three hours of upper division theory electives. Three hours of music electives. Three hours of foreign language. Six semesters of MUS 101 (0 credit course).

Music Education/Instrumental.....11 hours

MUS 230, 251, 252, 320, 330, 351, 352, 354, 364, 365, 367 (2), (instrumental students will be excused from taking the methods course that includes their major applied instrument). Six semesters of MUS 101 (0 credit course).

Music Education/ Vocal.....11 hours

MUS 220 (1), 230, 251, 351, 354, 364, 365, 368 (2), 513 (2). Six semesters of MUS 101 (0 credit course).

Supporting Course Requirements.....9-15 hours

Performance9 hours

MUH 272, 371, 372

Music ~~Industry Merchandising Option~~15 hours

CCT 201, three hours of computer electives chosen from the following CSC 104, 160, 174, 177, 190 or CIS 212, 240; MUH 272, 371, 372

Theory and Composition ~~Option~~9 hours

MUH 272, 371, 372

Music Education ~~Option~~ 9 hours

MUH 272, 371, 372

Professional Education Requirements for Music Education ~~Option~~34 hours

EDF 103, 203, 319, 413, SED 401, EME 378, EMS 499, ESE 579, ESE 490

General Education Requirements..... 36-39 hours

Standard General Education program, excluding blocks IIIA and VIII (~~6~~ 9 hours) for Performance, Theory and Composition, and Music Education. Blocks IIIA, VII (QS), and VIII (~~6~~ 12 hours) are excluded for Music ~~Merchandising~~ Industry. Refer to Section Four of the *Catalog* for details on the General Education and University requirements.

University Requirement.....1 hour

Free Electives.....0-~~6~~ 9 hours

Total Curriculum Requirements.....128-~~138~~ 137 hours

Curriculum Change Form
(Present only one proposed curriculum change per form)
(Complete only the section(s) applicable.)

Part I

<input type="checkbox"/> (Check one) New Course (Parts II, IV)	Department Name	Psychology
<input checked="" type="checkbox"/> Course Revision (Parts II, IV)	College	Arts and Sciences
<input type="checkbox"/> Course Dropped (Part II)	*Course Prefix & Number	PSY 843
<input type="checkbox"/> New Program (Part III)	*Course Title (30 characters)	Practicum
<input type="checkbox"/> Program Revision (Part III)	*Program Title	
<input type="checkbox"/> Program Suspended (Part III)	(Major ____, Option ____, Minor ____, or Certificate ____)	
*Provide only the information relevant to the proposal.		

Proposal Approved by:	<u>Date</u>	<u>Date</u>
Departmental Committee	1/7/08	Graduate Council* 02/04/08
<i>Is this a SACS Substantive Change? Yes**** <input type="checkbox"/> No <input checked="" type="checkbox"/></i>		
College Curriculum Committee	1/14/08	Council on Academic Affairs
General Education Committee*	NA	Approved <input checked="" type="checkbox"/> Disapproved <input type="checkbox"/> 02/28/08
Teacher Education Committee*	NA	Faculty Senate** NA
		Board of Regents** NA
		Council on Postsecondary Edu.*** NA

*If Applicable (Type NA if not applicable.)
 **Approval needed for new, revised, or suspended programs
 ***Approval/Posting needed for new degree program or certificate program
 ****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.

Completion of A, B, and C is required: (Please be specific, but concise.)

A. 1. Specific action requested: Increase the number of practicum credit hours students can take in a given semester from 1-3 to 1-4. Editorial changes to catalog text to correct a grammar error and to conform to standard phrase usage.

A. 2. Effective date: Fall 2008

A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)

B. The justification for this action: Students complete concurrent practicum placements during two semesters: one in a field placement and one in the EKU Psychology Clinic. The proposed change will allow them to receive one hour of credit for their work in the EKU Clinic in addition to the three hours of credit they have typically received for their field placement work.

C. The projected cost (or savings) of this proposal is as follows:

Personnel Impact: none

Operating Expenses Impact: none

Equipment/Physical Facility Needs: n/a

Library Resources: n/a

Part II. Recording Data for New, Revised, or Dropped Course

(For a **new required course**, complete a separate request for the appropriate program revisions.)

1. For a new course, provide the catalog text.
2. For a revised course, provide the current catalog text with the proposed text using ~~striethrough~~ for deletions and underlines for additions.
3. For a dropped course, provide the current catalog text.

New or Revised* Catalog Text

(*Use ~~striethrough~~ for deletions and underlines for additions. Also include Crs. Prefix, No., and description, limited to 35 words.)
PSY 843 Practicum. (1-~~3~~ 4) A. Prerequisite: departmental approval. Supervised practice in applied settings. Selective participation with an assigned agency varies with the student's program; with level of preparation in course work, and with previous supervised field experience. Class meetings as arranged. May be retaken to a maximum of eleven credit hours. Graded Satisfactory ~~—~~ /Unsatisfactory



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College of Business and Technology
Office of the Associate Dean

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Ed.Davis@eku.edu • www.cbt.eku.edu

MEMORANDUM

TO: Council of Academic Affairs

FROM: _____
Dr. William E. Davis, Interim Associate Dean
College of Business & Technology

DATE: February 6, 2008

SUBJECT: Curriculum Revisions

Please consider the following curriculum changes in the College of Business & Technology at the Council of Academic Affairs meeting on February 21, 2008:

AFIS Course Revisions:

Course	Action	Page
FIN 301	To change course name and revise course description.	AFIS 1-3
FIN 301	Syllabus	AFIS 4-6
FIN 324	To change name of course and revise prerequisite grade.	AFIS 7-9
FIN 330	To change name of course and revise prerequisite grade.	AFIS 10-12
FIN 401	To remove FIN 350 and add FIN 301 as pre-requisite for FIN 401, and revise course description.	AFIS 13-15
FIN 405	To remove FIN 350 and add FIN 301 as pre-requisite for FIN 405.	AFIS 16-8
FIN 410	To add FIN 410 as a Finance major requirement.	AFIS 19-21
FIN 410	Syllabus	AFIS 22-24
FIN420	To remove FIN 350 and add FIN 301 as pre-requisite for FIN 420.	AFIS 25-27
FIN 424	To add FIN 424 to major requirements for General Finance and Managerial Finance options.	AFIS 28-30
FIN 424	Syllabus	AFIS 31-33
FIN 450	To change the course description that eliminates the option to repeat up to six hours; to re-design the course as a project course with instruction; to change the name of the course to Project in Finance.	AFIS 34-36
FIN 450	Syllabus	AFIS 37-38
FIN 455	To remove FIN 350 and add FIN 301 as pre-requisite for FIN 455.	AFIS 39-41



AFIS Program Revision:

Program	Action	Page
FIN Program	To remove FIN 350, and to add FIN 410 and FIN 450 as Finance major requirements; to add FIN 424 as requirements for General Finance and Managerial Finance options; to remove ACC 322 and ACC 350, and to add 3 hours from ACC 322, ACC 327, CIS 335, ACC 440, ACC 441, ACC 425, ACC 525 as a requirement for Managerial Finance option; to remove 3 hours from RST 310, 330 or FIN 304 as a requirement for General Finance option; to remove FIN 304, and to add FIN 324 and FIN 420 as requirements for Real Estate Finance option; .	AFIS 42-43

AFIS Co-Op Course Revisions

Course	Action	Page
ACC 349	Increase the number of credit hours for ACC 349 from 1-4 to 1-8. Revise the course description	AFIS 44-46
ACC 349 A-N	Increase the number of credit hours for ACC 349 from 1-4 to 1-8. Revise the course description	AFIS 47-49
CIS 349	Increase the number of credit hours for CIS 349 from 1-3 to 1-8. Revise the course description.	AFIS 50-52
CIS 349 A-N	Increase the number of credit hours for CIS 349 from 1-3 to 1-8. Revise the course description	AFIS 53-55
FIN 349	Increase the number of credit hours for FIN 349 from 1-3 to 1-8. Revise the course description.	AFIS 56-58
FIN 349 A-N	Increase the number of credit hours for FIN 349 A-N from 1-3 to 1-8. Revise the course description.	AFIS 59-61
INS 349	Increase the number of credit hours for INS 349 from 1-3 to 1-8. Revise the course description.	AFIS 62-64
INS 349 A-N	Increase the number of credit hours for INS 349 A-N from 1-3 to 1-8. Revise the course description.	AFIS 65-67
RST 349	Increase the number of credit hours for RST 349 from 1-3 to 1-8. Revise the course description.	AFIS 68-70
RST 349 A-N	Increase the number of credit hours for RST 349 A-N from 1-3 to 1-8. Revise the course description.	AFIS 71-73
Co-Op/Applied Learning	Course Outline	AFIS 74-76

AGRI Course Revisions:

Course	Action	Page
AGR 330	Revise course title to Animal Products to more adequately reflect course content.	AGRI 1-3
AGR 376	Revise course from a 3 credit lecture course to a 2 lec/2lab.	AGRI 4-6

MMAC Course Revisions:

Course	Action	Page
CCT 101	Change the name and catalog description for CCT 101 from "Introduction to Business" to "Entrepreneurship".	MMAC 1-6
CCT 349 Applied Learning	Increase the number of credit hours for CCT 349 A-N from 1-3 to 1-8. Revise the course description	MMAC 7-9
CCT 349 A-N	Increase the number of credit hours for CCT 349 A-N from 1-3 to 1-8. Revise the course description	MMAC 10-12
GBU 349	Revise Course Description	MMAC 13-15
GBU 349 A-N	Revise Course Description	MMAC 16-18
MGT 349	Revise Course Description	MMAC 19-21
MGT 349 A-N	Increase the number of credit hours MGT 349A-N from 1-3 to 1-8. Revise course description	MMAC 22-24

Course	Action	Page
MKT 349	Increase the number of credit hours MKT 349 from 1-3 to 1-8. Revise course description	MMAC 25-27
MKT 349 A-N	Increase the number of credit hours MKT 349A-N from 1-3 to 1-8. Revise course description	MMAC 28-30
Co-Op/Applied Learning	Course Outline	MMAC 31-33

TECH Course Revisions:

Course	Revision	Page
INT 406 – Manufacturing Planning Systems	Change the prerequisite requirements to a new and suitable prerequisite; from INT 308 to STA 215 or 270 or QMB 200 and change course description.	TECH 1– 3
INT 406	Syllabus	TECH 4-6

Thank you!
WED/ss



Curriculum Change Form
(Present only one proposed curriculum change per form)
(Complete only the section(s) applicable.)

Part I

(Check one)	Department Name	Accounting, Finance & Information Systems	
New Course (Parts II, IV)	College	Business & Technology	
<input checked="" type="checkbox"/> Course Revision (Parts II, IV)	*Course Prefix & Number	FIN 301	
Course Dropped (Part II)	*Course Title <small>(30 characters)</small>	Business Finance II	
New Program (Part III)	*Program Title		
Program Revision (Part III)		(Major ____, Option ____, Minor ____, or Certificate ____)	
Program Suspended (Part III)	*Provide only the information relevant to the proposal.		

Proposal Approved by:	Date		Date
Departmental Committee	10/18/2007	Graduate Council*	N/A
<i>Is this a SACS Substantive Change?</i>	Yes**** <input type="checkbox"/>	No <input checked="" type="checkbox"/>	
College Curriculum Committee	1/3/2008	Approved <input checked="" type="checkbox"/> Disapproved <input type="checkbox"/>	02/28/08
General Education Committee*	N/A	Faculty Senate**	N/A
Teacher Education Committee*	N/A	Board of Regents**	N/A
		Council on Postsecondary Edu.***	N/A

*If Applicable (Type NA if not applicable.)
** Approval needed for new, revised, or suspended programs
*** Approval/Posting needed for new degree program or certificate program
**** If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.

Completion of A, B, and C is required: (Please be specific, but concise.)

A. 1. Specific action requested:

To change course name and revise course description.

A. 2. Effective date:

Fall 2008

A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)

N/A

B. The justification for this action:

To expand coverage of topics.

C. The projected cost (or savings) of this proposal is as follows:

Personnel Impact:

None

Operating Expenses Impact:

None

Equipment/Physical Facility Needs:

None

Library Resources:

None

Part II. Recording Data for New, Revised, or Dropped Course

(For a **new required course**, complete a separate request for the appropriate program revisions.)

1. For a new course, provide the catalog text.
2. For a revised course, provide the current catalog text with the proposed text using ~~strikethrough~~ for deletions and underlines for additions.
3. For a dropped course, provide the current catalog text.

New or Revised* Catalog Text

(*Use ~~strikethrough~~ for deletions and underlines for additions. Also include Crs. Prefix, No., and description, limited to 35 words.)

FIN 301 ~~Business Finance II~~ Corporate Finance. (3) I, II.

Prerequisites: FIN 300 and QMB 240 (or MGT 340 or MAT 211) with a ~~“C”~~ “C” or better. An in-depth exploration of capital structure (including dividend policy) decisions, capital structure decisions working capital management, cash and liquidity management financial forecasting and planning, management of current assets and liabilities, and institutional arrangements for finance the agency problem and its implication for security markets and firm valuation, financial market efficiency.

Part IV. Recording Data for New or Revised Course (Record only **new or changed** course information.)

Course prefix (3 letters)	Course Number (3 Digits)	Effective Term (Example: Fall 2001)	College/Division:	Dept. (4 letters)*
FIN	301	FALL 2008	AS _____ JS _____ BT <u>x</u> _____ EM _____ ED _____ PC _____ HS _____	AFIS
Credit Hrs.	Weekly Contact Hrs.		Repeatable Maximum No. of Hrs. _____	
	Lecture _____	Laboratory _____	Other _____	
			Cip Code (first two digits only)	
Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)	
			FR _____ JR _____ SO _____ SR _____	
		Grading Information: Course is eligible for IP (in-progress grading) for: <u>Check all applicable</u>	FOR BANNER USE ONLY Date of data entry _____ Data entry person _____	
		Thesis _____		
		Internship _____		
		Independent Study _____		
		Practicum _____		
Co-Requisites and Prerequisites **See definitions on following page**				
Co-Requisite(s): (List only co-requisites. See below for prerequisites and combinations.)				
Course Prefix and No.				
Course Prefix and No.				
Prerequisite(s): (List prerequisites only. List combinations below. Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)				
Course Prefix and No.	FIN 300 and QMB 240 (or MGT 340 or MAT 211) with a “C-” <u>“C”</u> or better.			
Course Prefix and No.				
Test Scores				
Minimum GPA (when a course grouping or student cumulative GPA is required)				
Co-Requisite(s) and/or Prerequisite(s) Combination (Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)				
Course Prefix and No.				
Test Scores				
Minimum GPA (when a course grouping or student cumulative GPA is required)				
Equivalent Course(s): (credit not allowed with; or formerly:)				
Course Prefix and No.				
Course Prefix and No.				
Course Prefix and No.				

Syllabus
FIN 301: Corporate Finance
Department of Accounting, Finance, and Information Systems
College of Business and Technology
Fall 2008

CREDIT HOURS: 3

PROFESSOR: Dr. Pankaj Maskara
Department of Accounting, Finance, and Information Systems
57, Business and Technology
pankaj.maskara@eku.edu

OFFICE HOURS: M 11:25 – 11:40 a.m.
M 3:10 – 3:35 p.m.
M 4:50 – 6:00 p.m.
W 11:25 – 3:35 p.m.

COURSE DESCRIPTION:

An in-depth exploration of capital structure (including dividend policy) decisions, working capital management, financial forecasting and planning, the agency problem and its implication for security markets and firm valuation, financial market efficiency.

TEXT: *Essentials of Corporate Finance* by Ross, Westerfield, and Jordan, 5/e.

COURSE OBJECTIVES:

The responsibilities of the finance department in corporations are centered heavily around capital budgeting and working capital management. This course is designed to equip students with the appropriate skills to perform cash flow analysis of several projects to decide between several projects. After successful completion of the course the students will be able to understand the importance of working capital management. The course will introduce the students to the tools used by companies to efficiently collect accounts receivables and to manage inventory and cash. Also, the students will be able to understand the implications of capital structure and dividend policy decisions.

STUDENT LEARNING OBJECTIVES:

This course extends the analysis presented in FIN 300. As such, the Student who successfully completes this course should:

- Describe capital budgeting in an atmosphere of capital rationing, and be able to calculate costs of capital and apply it to evaluate real investments.
- Be able to calculate cost of capital using a variety of methods.
- Explain the complexity of capital structure decisions, a firm's liquidity and cash policies.
- Explain the current theory and empirical findings with respect to dividend signaling and how these signals should affect dividend policy.
- Explain modern management techniques for receivables and payables, inventory, cash and liquid securities and how these policies affect other firm decisions.

CALCULATOR:

You are expected to bring your financial calculator to class everyday. I will use TI BAI plus in the class. If you choose to use any other calculator you will be responsible for learning how to use it.

ASSIGNMENTS:

Homework will be assigned on a regular basis. I will collect some assignments randomly. The assignment will need to be turned in at the beginning of the class. The assignment will be graded based on **neatness and thoroughness** in addition to accuracy. Your assignments should be professional in presentation. You are required to refresh the basic concepts of FIN 300 before coming to class. Failure to recall such concepts in class will result in a lower homework grade. If I assign you to read a topic I may test you in the next class by administering a short pop quiz. Your grade on the pop quiz will count toward your homework grade.

QUIZZES & PROJECT:

You will have two quizzes and a project during the semester. If you are absent on any given day it is your responsibility to obtain information that was covered in the class (including announcements). There will be no make-up quizzes – no exceptions. This includes quizzes missed for any absence. The quiz will usually cover the material assigned for homework. However, I reserve the right to ask any material covered in the class. Less than 70% attendance will automatically result in a grade of F.

MIDTERM EXAM & MIDTERM GRADE:

The midterm exam will be announced at least one week in advance. As required, I will provide you with your midterm grade at the appropriate time.

FINAL EXAM:

There will be an optional comprehensive final exam during the scheduled time. You must let me know in by email by the last day of class if you plan on taking the final exam. Your final exam can lower your grade.

GRADES:

	<u>Final exam</u>	<u>NO Final Exam</u>
Assignments	20%	15%
Quizzes & Project	30%	60%
Midterm	25%	25%
Final Exam	25%	

Failure to follow directions given in class from time to time regarding assignments, quizzes, exams, or otherwise will result in lowering of your grade.

Grading Scale

A	90-100%
B	80-89%
C	70-79%
D	60-69%
F	Below 60%

Statement of Disability

If you are registered with the Office of Services for Individuals with Disabilities, please make an appointment with me to discuss any academic accommodation you need. If you need academic accommodations and are not registered with the Office of Services for Individuals with Disabilities, please contact the office on the third floor of the Students Services Building, by email at disabilities@eky.edu or by phone at (859) 622-2933 V/TDD. Upon individual request, this syllabus can be made available in alternative forms.

Academic Integrity Statement

Students are advised that ECU's Academic Integrity Policy will be strictly enforced in this course. The Academic Integrity policy is available at www.academicintegrity.eku.edu <<http://www.academicintegrity.eku.edu>>. Questions regarding the policy may be directed to the Office of Academic Integrity.

This syllabus, including topic list, class schedule, and other components, as presented here represents a tentative plan for the progression of course events. The instructor reserves the right to make changes as student needs and other factors may warrant.

Curriculum Change Form
(Present only one proposed curriculum change per form)
(Complete only the section(s) applicable.)

Part I

(Check one)	Department Name	Accounting, Finance & Information Systems
<input type="checkbox"/> New Course (Parts II, IV)	College	Business & Technology
<input checked="" type="checkbox"/> Course Revision (Parts II, IV)	*Course Prefix & Number	FIN 324
<input type="checkbox"/> Course Dropped (Part II)	*Course Title <small>(30 characters)</small>	Investments
<input type="checkbox"/> New Program (Part III)	*Program Title	
<input type="checkbox"/> Program Revision (Part III)		(Major __, Option __; Minor __; or Certificate __)
<input type="checkbox"/> Program Suspended (Part III)	*Provide only the information relevant to the proposal.	

Proposal Approved by:	Date	
Departmental Committee	10/18/2007	Graduate Council*
<i>Is this a SACS Substantive Change? Yes****</i> <input type="checkbox"/> <i>No</i> <input checked="" type="checkbox"/>		Council on Academic Affairs
College Curriculum Committee	1/3/2008	Approved <input checked="" type="checkbox"/> Disapproved <input type="checkbox"/>
General Education Committee*	N/A	Faculty Senate**
Teacher Education Committee*	N/A	Board of Regents**
		Council on Postsecondary Edu.***

*If Applicable (Type NA if not applicable.)
 ** Approval needed for new, revised, or suspended programs
 *** Approval/Posting needed for new degree program or certificate program
 **** If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.

Completion of A, B, and C is required: (Please be specific, but concise.)

A. 1. Specific action requested: To change name of course and revise prerequisite grade.
A. 2. Effective date: FALL 2008
A. 3. Effective date of suspended programs for currently enrolled students: (if applicable) N/A
B. The justification for this action: Title more accurately reflects course content.
C. The projected cost (or savings) of this proposal is as follows: Personnel Impact: NONE Operating Expenses Impact: NONE Equipment/Physical Facility Needs: NONE Library Resources: NONE

Part II. Recording Data for New, Revised, or Dropped Course

(For a **new required course**, complete a separate request for the appropriate program revisions.)

1. For a new course, provide the catalog text.
2. For a revised course, provide the current catalog text with the proposed text using ~~striethrough~~ for deletions and underlines for additions.
3. For a dropped course, provide the current catalog text.

New or Revised* Catalog Text

(*Use ~~striethrough~~ for deletions and underlines for additions. Also include Crs. Prefix, No., and description, limited to 35 words.)

FIN 324 Principles of Investments. (3) A ~~I, II~~.

Prerequisite: FIN 300, with ~~“C”~~ “C” or better. Analysis of the characteristics, valuation, and tax implications of various investments such as common and preferred stock; corporate, federal and municipal debt; mutual funds; money market accounts; options and futures. Explores methods of trading securities.

Part IV. Recording Data for New or Revised Course (Record only **new or changed** course information.)

Course prefix (3 letters)	Course Number (3 Digits)	Effective Term (Example: Fall 2001)	College/Division:	Dept. (4 letters)*
FIN	324	FALL 2008	AS _____ JS _____ BT <u>x</u> _____ EM _____ ED _____ PC _____ HS _____	AFIS
Credit Hrs.	Weekly Contact Hrs.		Repeatable Maximum No. of Hrs. _____	
	Lecture _____ Laboratory _____ Other _____		Cip Code (first two digits only)	
Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)	
			FR _____ JR _____ SO _____ SR _____	
		Grading Information: Course is eligible for IP (in-progress grading) for: <u>Check all applicable</u>	FOR BANNER USE ONLY Date of data entry _____ Data entry person _____	
		Thesis _____		
		Internship _____		
		Independent Study _____		
		Practicum _____		
Co-Requisites and Prerequisites **See definitions on following page**				
Co-Requisite(s): (List only co-requisites. See below for prerequisites and combinations.)				
Course Prefix and No.				
Course Prefix and No.				
Prerequisite(s): (List prerequisites only. List combinations below. Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)				
Course Prefix and No.	FIN 300, with “C” <u>“C”</u> or better.			
Course Prefix and No.				
Test Scores				
Minimum GPA (when a course grouping or student cumulative GPA is required)				
Co-Requisite(s) and/or Prerequisite(s) Combination (Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)				
Course Prefix and No.				
Test Scores				
Minimum GPA (when a course grouping or student cumulative GPA is required)				
Equivalent Course(s): (credit not allowed with; or formerly:)				
Course Prefix and No.				
Course Prefix and No.				
Course Prefix and No.				

Curriculum Change Form
(Present only one proposed curriculum change per form)
(Complete only the section(s) applicable.)

Part I

(Check one)	Department Name	Accounting, Finance & Information Systems
<input type="checkbox"/> New Course (Parts II, IV)	College	Business & Technology
<input checked="" type="checkbox"/> Course Revision (Parts II, IV)	*Course Prefix & Number	FIN 330
<input type="checkbox"/> Course Dropped (Part II)	*Course Title (30 characters)	International Finance
<input type="checkbox"/> New Program (Part III)	*Program Title	
<input type="checkbox"/> Program Revision (Part III)	(Major __, Option __; Minor __; or Certificate __)	
<input type="checkbox"/> Program Suspended (Part III)	*Provide only the information relevant to the proposal.	

Proposal Approved by:	Date	
Departmental Committee	10/18/2007	Graduate Council* Date N/A
<i>Is this a SACS Substantive Change? Yes**** <input type="checkbox"/> No <input checked="" type="checkbox"/></i>		
College Curriculum Committee	1/3/2008	Approved <input checked="" type="checkbox"/> Disapproved <input type="checkbox"/> Date 02/28/08
General Education Committee*	N/A	Faculty Senate** Date N/A
Teacher Education Committee*	N/A	Board of Regents** Date N/A
		Council on Postsecondary Edu.*** Date N/A

*If Applicable (Type NA if not applicable.)
 ** Approval needed for new, revised, or suspended programs
 *** Approval/Posting needed for new degree program or certificate program
 **** If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.

Completion of A, B, and C is required: (Please be specific, but concise.)

A. 1. Specific action requested:

To change name of course and revise prerequisite grade..

A. 2. Effective date:

FALL 2008

A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)

N/A

B. The justification for this action:

Title more accurately reflects course content..

C. The projected cost (or savings) of this proposal is as follows:

Personnel Impact:

NONE

Operating Expenses Impact:

NONE

Equipment/Physical Facility Needs:

NONE

Library Resources:

NONE

Part II. Recording Data for New, Revised, or Dropped Course

(For a **new required course**, complete a separate request for the appropriate program revisions.)

1. For a new course, provide the catalog text.
2. For a revised course, provide the current catalog text with the proposed text using ~~strike through~~ for deletions and underlines for additions.
3. For a dropped course, provide the current catalog text.

New or Revised* Catalog Text

(*Use ~~strike through~~ for deletions and underlines for additions. Also include Crs. Prefix, No., and description, limited to 35 words.)

FIN 330 Principles of International Finance. (3) A.

Prerequisite: FIN 300, with ~~“C”~~ “C” or better. Financial decision-making processes of multinational corporations; flow of funds; exchange rate determination and forecasting; currency futures and options; international arbitrage; measurement and management of exchange rate exposure; multinational capital budgeting; analysis of country risk.

Part IV. Recording Data for New or Revised Course (Record only **new or changed** course information.)

Course prefix (3 letters)	Course Number (3 Digits)	Effective Term (Example: Fall 2001)	College/Division:	Dept. (4 letters)*
FIN	330	FALL 2008	AS _____ JS _____ BT <u>x</u> _____ EM _____ ED _____ PC _____ HS _____	AFIS
Credit Hrs.	Weekly Contact Hrs.		Repeatable Maximum No. of Hrs. _____	
	Lecture _____ Laboratory _____ Other _____		Cip Code (first two digits only)	
Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)	
			FR _____ JR _____ SO _____ SR _____	
		Grading Information: Course is eligible for IP (in-progress grading) for: <u>Check all applicable</u>	FOR BANNER USE ONLY Date of data entry _____ Data entry person _____	
		Thesis _____		
		Internship _____		
		Independent Study _____		
		Practicum _____		
Co-Requisites and Prerequisites **See definitions on following page**				
Co-Requisite(s): (List only co-requisites. See below for prerequisites and combinations.)				
Course Prefix and No.				
Course Prefix and No.				
Prerequisite(s): (List prerequisites only. List combinations below. Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)				
Course Prefix and No.		FIN 300, with “C-” <u>“C”</u> or better.		
Course Prefix and No.				
Test Scores				
Minimum GPA (when a course grouping or student cumulative GPA is required)				
Co-Requisite(s) and/or Prerequisite(s) Combination (Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)				
Course Prefix and No.				
Test Scores				
Minimum GPA (when a course grouping or student cumulative GPA is required)				
Equivalent Course(s): (credit not allowed with; or formerly:)				
Course Prefix and No.				
Course Prefix and No.				
Course Prefix and No.				

Curriculum Change Form
(Present only one proposed curriculum change per form)
(Complete only the section(s) applicable.)

Part I

(Check one)	Department Name	Accounting, Finance & Information Systems
<input type="checkbox"/> New Course (Parts II, IV)	College	Business & Technology
<input checked="" type="checkbox"/> Course Revision (Parts II, IV)	*Course Prefix & Number	FIN 401
<input type="checkbox"/> Course Dropped (Part II)	*Course Title (30 characters)	Advanced Managerial Finance
<input type="checkbox"/> New Program (Part III)	*Program Title	
<input type="checkbox"/> Program Revision (Part III)		(Major ____, Option ____, Minor ____, or Certificate ____)
<input type="checkbox"/> Program Suspended (Part III)	*Provide only the information relevant to the proposal.	

Proposal Approved by:	Date	Date
Departmental Committee	10/18/2007	N/A
<i>Is this a SACS Substantive Change?</i> Yes**** <input type="checkbox"/> No <input checked="" type="checkbox"/>		N/A
College Curriculum Committee	1/3/2008	02/28/08
General Education Committee*	N/A	N/A
Teacher Education Committee*	N/A	N/A
	Graduate Council*	N/A
	Council on Academic Affairs	N/A
	Approved <input checked="" type="checkbox"/> Disapproved <input type="checkbox"/>	N/A
	Faculty Senate**	N/A
	Board of Regents**	N/A
	Council on Postsecondary Edu.***	N/A

*If Applicable (Type NA if not applicable.)
 ** Approval needed for new, revised, or suspended programs
 *** Approval/Posting needed for new degree program or certificate program
 **** If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.

Completion of A, B, and C is required: (Please be specific, but concise.)

<p>A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.) To remove FIN 350 and add FIN 301 as pre-requisite for FIN 401, and revise course description.</p> <p>A. 2. Effective date: (Example: Fall 2001) FALL 2008</p> <p>A. 3. Effective date of suspended programs for currently enrolled students: (if applicable) N/A</p>
<p>B. The justification for this action: FIN 350 is no longer a supporting course for FIN 401, and FIN 301 is a supporting course for FIN 401. The course description is revised to reflect the case-study orientation of the course.</p>
<p>C. The projected cost (or savings) of this proposal is as follows:</p> <p>Personnel Impact: NONE</p> <p>Operating Expenses Impact: NONE</p> <p>Equipment/Physical Facility Needs: NONE</p> <p>Library Resources: NONE</p>

Part II. Recording Data for New, Revised, or Dropped Course

(For a **new required course**, complete a separate request for the appropriate program revisions.)

1. For a new course, provide the catalog text.
2. For a revised course, provide the current catalog text with the proposed text using ~~strike through~~ for deletions and underlines for additions.
3. For a dropped course, provide the current catalog text.

New or Revised* Catalog Text

(*Use ~~strike through~~ for deletions and underlines for additions. Also include Crs. Prefix, No., and description, limited to 35 words.)

FIN 401 Advanced Managerial Finance. (3) A.

~~Prerequisite or Corequisite: FIN 350~~ FIN 301 and QMB 300 with "C" or better. Case study oriented exploration of Wworking capital management, capital budgeting, expansion, distress, and reorganization are explored in the context of equity value maximization.

Part IV. Recording Data for New or Revised Course (Record only **new or changed** course information.)

Course prefix (3 letters)	Course Number (3 Digits)	Effective Term (Example: Fall 2001)	College/Division:	Dept. (4 letters)*
FIN	401	FALL 2008	AS _____ JS _____ BT <u>x</u> _____ EM _____ ED _____ PC _____ HS _____	AFIS
Credit Hrs.	Weekly Contact Hrs.		Repeatable Maximum No. of Hrs. _____	
	Lecture _____ Laboratory _____ Other _____		Cip Code (first two digits only)	
Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)	
			FR _____ JR _____ SO _____ SR _____	
		Grading Information: Course is eligible for IP (in-progress grading) for: <u>Check all applicable</u>	FOR BANNER USE ONLY Date of data entry _____ Data entry person _____	
		Thesis _____		
		Internship _____		
		Independent Study _____		
		Practicum _____		
Co-Requisites and Prerequisites **See definitions on following page**				
Co-Requisite(s): (List only co-requisites. See below for prerequisites and combinations.)				
Course Prefix and No.				
Course Prefix and No.				
Prerequisite(s): (List prerequisites only. List combinations below. Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)				
Course Prefix and No.	FIN 350 <u>FIN 301</u> and QMB 300 with “C” or better.			
Course Prefix and No.				
Test Scores				
Minimum GPA (when a course grouping or student cumulative GPA is required)				
Co-Requisite(s) and/or Prerequisite(s) Combination (Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)				
Course Prefix and No.	Or Corequisite			
Test Scores				
Minimum GPA (when a course grouping or student cumulative GPA is required)				
Equivalent Course(s): (credit not allowed with; or formerly:)				
Course Prefix and No.				
Course Prefix and No.				
Course Prefix and No.				

Curriculum Change Form
(Present only one proposed curriculum change per form)
(Complete only the section(s) applicable.)

Part I

(Check one)	Department Name	Accounting, Finance & Information Systems
<input type="checkbox"/> New Course (Parts II, IV)	College	Business & Technology
<input checked="" type="checkbox"/> Course Revision (Parts II, IV)	*Course Prefix & Number	FIN 405
<input type="checkbox"/> Course Dropped (Part II)	*Course Title (30 characters)	Advanced Financial Institutions
<input type="checkbox"/> New Program (Part III)	*Program Title	
<input type="checkbox"/> Program Revision (Part III)		(Major ____, Option ____, Minor ____, or Certificate ____)
<input type="checkbox"/> Program Suspended (Part III)	*Provide only the information relevant to the proposal.	

Proposal Approved by:	Date	Date
Departmental Committee	10/18/2007	Graduate Council* N/A
<i>Is this a SACS Substantive Change?</i> Yes**** <input type="checkbox"/> No <input checked="" type="checkbox"/>		Council on Academic Affairs
College Curriculum Committee	1/3/2008	Approved <input checked="" type="checkbox"/> Disapproved <input type="checkbox"/> 02/28/08
General Education Committee*	N/A	Faculty Senate** N/A
Teacher Education Committee*	N/A	Board of Regents** N/A
		Council on Postsecondary Edu.*** N/A

*If Applicable (Type NA if not applicable.)
 ** Approval needed for new, revised, or suspended programs
 *** Approval/Posting needed for new degree program or certificate program
 **** If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.

Completion of A, B, and C is required: (Please be specific, but concise.)

A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)

To remove FIN 350 and add FIN 301 as pre-requisite for FIN 405.

A. 2. Effective date: (Example: Fall 2001)

FALL 2008

A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)

N/A

B. The justification for this action:

FIN 350 is no longer a supporting course for FIN 405, and FIN 301 is a supporting course for FIN 405.

C. The projected cost (or savings) of this proposal is as follows:

Personnel Impact: NONE

Operating Expenses Impact: NONE

Equipment/Physical Facility Needs: NONE

Library Resources: NONE

Part II. Recording Data for New, Revised, or Dropped Course

(For a **new required course**, complete a separate request for the appropriate program revisions.)

1. For a new course, provide the catalog text.
2. For a revised course, provide the current catalog text with the proposed text using ~~strike through~~ for deletions and underlines for additions.
3. For a dropped course, provide the current catalog text.

New or Revised* Catalog Text

(*Use ~~strike through~~ for deletions and underlines for additions. Also include Crs. Prefix, No., and description, limited to 35 words.)

FIN 405 Advanced Financial Institutions. (3) A.

Prerequisite or Corequisite: ~~FIN 350~~ FIN 301 and QMB 300, with "C" or better. A case oriented course focusing in detail on the management of financial institutions, money and capital markets, interest rate theory, financial derivatives and international topics related to financial markets and institutions.

Part IV. Recording Data for New or Revised Course (Record only **new or changed** course information.)

Course prefix (3 letters)	Course Number (3 Digits)	Effective Term (Example: Fall 2001)	College/Division:	Dept. (4 letters)*
FIN	405	FALL 2008	AS _____ JS _____ BT <u>x</u> EM _____ ED _____ PC _____ HS _____	AFIS
Credit Hrs.	Weekly Contact Hrs.		Repeatable Maximum No. of Hrs. _____	
	Lecture _____ Laboratory _____ Other _____		Cip Code (first two digits only)	
Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)	
			FR _____ JR _____ SO _____ SR _____	
		Grading Information: Course is eligible for IP (in-progress grading) for: <u>Check all applicable</u>	FOR BANNER USE ONLY Date of data entry _____ Data entry person _____	
		Thesis _____		
		Internship _____		
		Independent Study _____		
		Practicum _____		
Co-Requisites and Prerequisites **See definitions on following page**				
Co-Requisite(s): (List only co-requisites. See below for prerequisites and combinations.)				
Course Prefix and No.				
Course Prefix and No.				
Prerequisite(s): (List prerequisites only. List combinations below. Use "and" and "or" literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)				
Course Prefix and No.	FIN 350 FIN 301 and QMB 300, with "C" or better.			
Course Prefix and No.				
Test Scores				
Minimum GPA (when a course grouping or student cumulative GPA is required)				
Co-Requisite(s) and/or Prerequisite(s) Combination (Use "and" and "or" literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)				
Course Prefix and No.	Or Corequisite			
Test Scores				
Minimum GPA (when a course grouping or student cumulative GPA is required)				
Equivalent Course(s): (credit not allowed with; or formerly:)				
Course Prefix and No.				
Course Prefix and No.				
Course Prefix and No.				

Curriculum Change Form
(Present only one proposed curriculum change per form)
(Complete only the section(s) applicable.)

Part I

(Check one)	Department Name	Accounting, Finance & Information Systems
<input checked="" type="checkbox"/> New Course (Parts II, IV)	College	Business & Technology
<input type="checkbox"/> Course Revision (Parts II, IV)	*Course Prefix & Number	FIN 410
<input type="checkbox"/> Course Dropped (Part II)	*Course Title <i>(30 characters)</i>	Financial Analysis and Valuation
<input type="checkbox"/> New Program (Part III)	*Program Title	
<input type="checkbox"/> Program Revision (Part III)		(Major ____, Option ____, Minor ____, or Certificate __)
<input type="checkbox"/> Program Suspended (Part III)	*Provide only the information relevant to the proposal.	

Proposal Approved by:	Date	Date
Departmental Committee	10/18/2007	N/A
<i>Is this a SACS Substantive Change?</i> Yes**** <input type="checkbox"/> No <input checked="" type="checkbox"/>		
Graduate Council*		N/A
Council on Academic Affairs		
College Curriculum Committee	1/3/2008	02/28/08
Approved <input checked="" type="checkbox"/> Disapproved <input type="checkbox"/>		
General Education Committee*	N/A	N/A
Faculty Senate**		N/A
Teacher Education Committee*	N/A	N/A
Board of Regents**		N/A
Council on Postsecondary Edu.***		N/A

*If Applicable (Type NA if not applicable.)
** Approval needed for new, revised, or suspended programs
*** Approval/Posting needed for new degree program or certificate program
**** If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.

Completion of A, B, and C is required: (Please be specific, but concise.)

A. 1. Specific action requested: To develop a course addressing financial analysis and valuation and include it as a Finance major requirement.

A. 2. Effective date: (Example: Fall 2001)

FALL 2008

A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)

N/A

B. The justification for this action:

Finance program does not have any detailed treatment of financial statements and valuation of firms which this course will provide.

C. The projected cost (or savings) of this proposal is as follows:

Personnel Impact: NONE

Operating Expenses Impact: NONE

Equipment/Physical Facility Needs: NONE

Library Resources: NONE

Part II. Recording Data for New, Revised, or Dropped Course

(For a **new required course**, complete a separate request for the appropriate program revisions.)

1. For a new course, provide the catalog text.
2. For a revised course, provide the current catalog text with the proposed text using ~~strikethrough~~ for deletions and underlines for additions.
3. For a dropped course, provide the current catalog text.

New or Revised* Catalog Text

(*Use ~~strikethrough~~ for deletions and underlines for additions. Also include Crs. Prefix, No., and description, limited to 35 words.)

FIN 410 Financial Analysis and Valuation. (3) A.

Prerequisite: Junior standing; CCT 300, FIN 300, and QMB 300 with "C" or better; or ACC 302 with "B" or better, and department approval. Exploration of discounted residual earnings as basis for valuation; sources of value creation; methods of forecasting future financial statements. Students are required produce analyst report for a public company.

Part IV. Recording Data for New or Revised Course (Record only **new or changed** course information.)

Course prefix (3 letters)	Course Number (3 Digits)	Effective Term (Example: Fall 2001)	College/Division:	Dept. (4 letters)*
FIN	410	FALL 2008	AS _____ JS _____ BT <input checked="" type="checkbox"/> EM _____ ED _____ PC _____ HS _____	AFIS
Credit Hrs.	Weekly Contact Hrs.		Repeatable Maximum No. of Hrs. _____	
3	Lecture <u>3</u>	Laboratory _____ Other _____	Cip Code (first two digits only) 52	
Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)	
1 Lecture	3	N Normal	FR _____	JR X _____
			SO _____	SR X _____
		Grading Information: Course is eligible for IP (in-progress grading) for: <u>Check all applicable</u>	FOR BANNER USE ONLY Date of data entry _____ Data entry person _____	
		Thesis _____		
		Internship _____		
		Independent Study _____		
		Practicum _____		
Co-Requisites and Prerequisites **See definitions on following page**				
Co-Requisite(s): (List only co-requisites. See below for prerequisites and combinations.)				
Course Prefix and No.				
Course Prefix and No.				
Prerequisite(s): (List prerequisites only. List combinations below. Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)				
Course Prefix and No.	<u>CCT 300, FIN 300, and QMB 300 with “C” or better; or ACC 302 with “B” or better, and department approval.</u>			
Course Prefix and No.				
Test Scores				
Minimum GPA (when a course grouping or student cumulative GPA is required)				
Co-Requisite(s) and/or Prerequisite(s) Combination (Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)				
Course Prefix and No.				
Test Scores				
Minimum GPA (when a course grouping or student cumulative GPA is required)				
Equivalent Course(s): (credit not allowed with; or formerly:)				
Course Prefix and No.				
Course Prefix and No.				
Course Prefix and No.				

FIN 410: Financial Analysis and Valuation

Department of Accounting, Finance, and Information Systems

College of Business and Technology

Fall 2008

Professor: TBA
Office: TBA
Phone: TBA
Email: [TBA](#)
Office Hours: TBA

COURSE DESCRIPTION

Prerequisite: CCT 300, FIN 300, and QMB 300 with “C” or better; or ACC 302 with “B” or better and department approval. Exploration of discounted residual earnings as basis for valuation; sources of value creation; methods of forecasting future financial statements. Students are required to produce analyst report for a public company.

COURSE OBJECTIVES

The primary focus of this course is analysis of financial statements from the lens of fundamental equity value. As a byproduct, we will also emphasize methods of discovering the “fundamental value” of a company. Even though the course is ostensibly about valuation of entire companies, the principles and techniques that we will study can easily be used in the analysis and valuation of any kind of business activity including new and existing investment projects.

In addition to learning the principles and techniques of financial analysis and valuation, this course will also give the opportunity to work as a team. Since the course makes heavy use of accounting you should start refreshing your financial accounting knowledge very early in the semester.

STUDENT LEARNING OBJECTIVES

After completing Financial Analysis and Valuation a student will be able to:

1. Describe, for a firm, the picture that is painted by financial statements.
2. Calculate the value added from project selection.
3. Reverse engineer the discounted cash flow model.
4. Explain the differences among earnings, cash from operations, and free cash flow.
5. Calculate the value of equities and strategies from forecasts of earnings and book value.
6. Convert an analyst’s earnings forecasts into a valuation.
7. Break down valuation into its building blocks.
8. Demonstrate knowledge of the form of reformulated cash flow statements, balance sheets, and income statements.
9. Calculate return on net operating assets and net borrowing cost from reformulated statements.
10. Prepare and interpret a common-size comparative financial statement analysis.
11. Perform a complete profitability analysis on reformulated financial statements.
12. Calculate ratios that drive Return on Equity.
13. Complete and analysis of a change in return on net operating assets.
14. Analyze the effects of financial and operating leverage on Return on Equity.

COURSE MATERIALS

Most of the reading required for the course will be from the text, “Financial Statement Analysis and Security Valuation, 3rd edition (ISBN #: 0-07-312713-2)” by Stephen Penman. Any other supplementary material will be distributed via Blackboard.

COURSE RULES

1. Please bring a calculator or computer to class.
2. Cell phones or any other communication device **MUST BE** turned off **BEFORE** entering the classroom. Instructor reserves the right to excuse a student from that class period if the phone or communication device rings in the middle of the lecture.

GRADING

Class Preparation/Participation (23%)

Students are expected to arrive at class prepared to participate in class. Preparation involves careful reading of assigned material and working of assigned homework. The concepts covered in this course are inherently quantitative. Mastery of the concepts requires learning the vocabulary of the discipline and working problems in order to understand the tools used in econometrics. Students will be randomly called upon to describe the key concepts, define important vocabulary or present solutions to assigned homework problems.

Projects (50%)

There will four team projects (teams of 3 or less) assigned from time to time throughout the semester. These projects will assist you in understanding the class material. They will also help the instructor to evaluate your understanding of the course material. It is important to learn more than just technical skills. You must know how to write and present your ideas and conclusions. Correctly completing the calculations for the project will earn you a score of about 70%. If you present your correctly calculated results in an efficient and professional manner you can earn 85% credit on a project. Full credit will only be granted for those who add value through adding relevant and valuable insight through their work on the project.

Exams (27%)

There will be three equally-weighted take-home exams. The purpose of these exams is to see if you have mastered the main concepts and tools of the course. The exams will be based on the end of chapter problems in the text and on the projects assigned through the semester. The instructor is not obligated, but reserves the right to apply degree of difficulty adjustments on each exam.

While you are allowed to discuss the exams with your classmates, you are to produce your own work. Plagiarism will not be tolerated!

CLASS SCHEDULE

Part 0: Review of GAAP Accounting and Microsoft Excel

Part I: A Brief Introduction to Valuation and Financial Statements

- Covers Chs. 1-2 of the text.

Part II: Financial Statements and Valuation

- Covers Chs. 3-6 of the text.
- For different methods of accounting these chapters cover some basic methods of valuation.

Part III: Analysis of Financial Statements

- Covers Chs. 7-12 of the text.
- These chapters cover various methods of reformulating components of financial statements for the purposes of financial analysis and valuation.

Part IV: Forecasting and Valuation Analysis

- Covers Chs. 13-17 of the text.
- These chapters cover various methods of forecasting components of financial statements and their use in valuation of companies.

Statement of Disability

If you are registered with the Office of Services for Individuals with Disabilities, please make an appointment with me to discuss any academic accommodation you need. If you need academic accommodations and are not registered with the Office of Services for Individuals with Disabilities, please contact the office on the third floor of the Students Services Building, by email at disabilities@eku.edu or by phone at (859) 622-2933 V/TDD. Upon individual request, this syllabus can be made available in alternative forms.

Academic Integrity Statement

Students are advised that EKU's Academic Integrity Policy will be strictly enforced in this course. The Academic Integrity policy is available at www.academicintegrity.eku.edu <<http://www.academicintegrity.eku.edu>>. Questions regarding the policy may be directed to the Office of Academic Integrity.

This syllabus, including topic list, class schedule, and other components, as presented here represents a tentative plan for the progression of course events. The instructor reserves the right to make changes as student needs and other factors may warrant.

Curriculum Change Form
(Present only one proposed curriculum change per form)
(Complete only the section(s) applicable.)

Part I

(Check one)	Department Name	Accounting, Finance & Information Systems
<input type="checkbox"/> New Course (Parts II, IV)	College	Business & Technology
<input checked="" type="checkbox"/> Course Revision (Parts II, IV)	*Course Prefix & Number	FIN 420
<input type="checkbox"/> Course Dropped (Part II)	*Course Title (30 characters)	Investment and Portfolio Theory
<input type="checkbox"/> New Program (Part III)	*Program Title	
<input type="checkbox"/> Program Revision (Part III)		(Major ____, Option ____, Minor ____, or Certificate ____)
<input type="checkbox"/> Program Suspended (Part III)	*Provide only the information relevant to the proposal.	

Proposal Approved by:	Date	Date
Departmental Committee	10/18/2007	N/A
<i>Is this a SACS Substantive Change? Yes**** <input type="checkbox"/> No <input checked="" type="checkbox"/></i>		
Graduate Council*		N/A
Council on Academic Affairs		
College Curriculum Committee	1/3/2008	02/28/08
Approved <input checked="" type="checkbox"/> Disapproved <input type="checkbox"/>		
General Education Committee*	N/A	N/A
Faculty Senate**		N/A
Teacher Education Committee*	N/A	N/A
Board of Regents**		N/A
Council on Postsecondary Edu.***		N/A

*If Applicable (Type NA if not applicable.)
 ** Approval needed for new, revised, or suspended programs
 *** Approval/Posting needed for new degree program or certificate program
 ****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.

Completion of A, B, and C is required: (Please be specific, but concise.)

A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)

To remove FIN 350 and add FIN 301 as pre-requisite for FIN 420.

A. 2. Effective date: (Example: Fall 2001)

FALL 2008

A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)

N/A

B. The justification for this action:

FIN 350 is no longer a supporting course for FIN 420, and FIN 301 is a supporting course for FIN 420.

C. The projected cost (or savings) of this proposal is as follows:

Personnel Impact: NONE

Operating Expenses Impact: NONE

Equipment/Physical Facility Needs: NONE

Library Resources: NONE

Part II. Recording Data for New, Revised, or Dropped Course

(For a **new required course**, complete a separate request for the appropriate program revisions.)

1. For a new course, provide the catalog text.
2. For a revised course, provide the current catalog text with the proposed text using ~~strikethrough~~ for deletions and underlines for additions.
3. For a dropped course, provide the current catalog text.

New or Revised* Catalog Text

(*Use ~~strikethrough~~ for deletions and underlines for additions. Also include Crs. Prefix, No., and description, limited to 35 words.)

FIN 420 Investment and Portfolio Theory. (3) II I.

Prerequisite: ~~FIN 350~~ FIN 301, 324 and QMB 300 with "C" or better. Investment analysis including efficient market theory and empirical investigations, security valuation, riskfree borrowing and lending; portfolio selection and performance evaluation are examined. Also included are derivatives' valuation and their role in a diversified portfolio.

Part IV. Recording Data for New or Revised Course (Record only **new or changed** course information.)

Course prefix (3 letters)	Course Number (3 Digits)	Effective Term (Example: Fall 2001)	College/Division:	Dept. (4 letters)*
FIN	420	FALL 2008	AS _____ JS _____ BT <u>x</u> _____ EM _____ ED _____ PC _____ HS _____	AFIS
Credit Hrs.	Weekly Contact Hrs.		Repeatable Maximum No. of Hrs. _____	
	Lecture _____ Laboratory _____ Other _____		Cip Code (first two digits only)	
Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)	
			FR _____ JR _____ SO _____ SR _____	
		Grading Information: Course is eligible for IP (in-progress grading) for: <u>Check all applicable</u>	FOR BANNER USE ONLY Date of data entry _____ Data entry person _____	
		Thesis _____		
		Internship _____		
		Independent Study _____		
		Practicum _____		
Co-Requisites and Prerequisites **See definitions on following page**				
Co-Requisite(s): (List only co-requisites. See below for prerequisites and combinations.)				
Course Prefix and No.				
Course Prefix and No.				
Prerequisite(s): (List prerequisites only. List combinations below. Use "and" and "or" literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)				
Course Prefix and No.	FIN 350 FIN 301, 324 and QMB 300 with "C" or better.			
Course Prefix and No.				
Test Scores				
Minimum GPA (when a course grouping or student cumulative GPA is required)				
Co-Requisite(s) and/or Prerequisite(s) Combination (Use "and" and "or" literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)				
Course Prefix and No.				
Test Scores				
Minimum GPA (when a course grouping or student cumulative GPA is required)				
Equivalent Course(s): (credit not allowed with; or formerly:)				
Course Prefix and No.				
Course Prefix and No.				
Course Prefix and No.				

Curriculum Change Form
(Present only one proposed curriculum change per form)
(Complete only the section(s) applicable.)

Part I

(Check one)	Department Name	Accounting, Finance & Information Systems
<input checked="" type="checkbox"/> New Course (Parts II, IV)	College	Business & Technology
<input type="checkbox"/> Course Revision (Parts II, IV)	*Course Prefix & Number	FIN 424
<input type="checkbox"/> Course Dropped (Part II)	*Course Title <small>(30 characters)</small>	Derivatives Valuation and Accounting
<input type="checkbox"/> New Program (Part III)	*Program Title	
<input type="checkbox"/> Program Revision (Part III)		(Major ____, Option ____, Minor ____, or Certificate ____)
<input type="checkbox"/> Program Suspended (Part III)	*Provide only the information relevant to the proposal.	

Proposal Approved by:	Date	Date
Departmental Committee	10/18/2007	N/A
<i>Is this a SACS Substantive Change?</i> Yes**** <input type="checkbox"/> No <input checked="" type="checkbox"/>		
Graduate Council*		N/A
Council on Academic Affairs		
College Curriculum Committee	1/3/2008	02/28/08
Approved <input checked="" type="checkbox"/> Disapproved <input type="checkbox"/>		
General Education Committee*	N/A	N/A
Faculty Senate**		N/A
Teacher Education Committee*	N/A	N/A
Board of Regents**		N/A
Council on Postsecondary Edu.***		N/A

*If Applicable (Type NA if not applicable.)
** Approval needed for new, revised, or suspended programs
*** Approval/Posting needed for new degree program or certificate program
**** If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.

Completion of A, B, and C is required: (Please be specific, but concise.)

A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)

To develop a course addressing derivatives valuation and accounting as a major requirement for General Finance and Managerial Finance options.

A. 2. Effective date: (Example: Fall 2001)

FALL 2008

A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)

N/A

B. The justification for this action:

Derivatives have become ubiquitous in contemporary business life, ranging from executive stock options to complicated securitizations of receivables. Our current program does not cover derivative valuation in appropriate depth and does not cover accounting for transactions involving derivative securities.

C. The projected cost (or savings) of this proposal is as follows:

Personnel Impact: NONE

Operating Expenses Impact: NONE

Equipment/Physical Facility Needs: NONE

Library Resources: NONE

Part II. Recording Data for New, Revised, or Dropped Course

(For a **new required course**, complete a separate request for the appropriate program revisions.)

1. For a new course, provide the catalog text.
2. For a revised course, provide the current catalog text with the proposed text using ~~strikethrough~~ for deletions and underlines for additions.
3. For a dropped course, provide the current catalog text.

New or Revised* Catalog Text

(*Use ~~strikethrough~~ for deletions and underlines for additions. Also include Crs. Prefix, No., and description, limited to 35 words.)

FIN 424 Derivatives Valuation and Accounting. (3) A.

Prerequisite: Junior standing; FIN 301 and QMB 300 with "C" or better; or ACC 302 with "B" or better, and department approval. General valuation principles for derivatives, numerical methods of derivative valuation, regulations covering executive stock options, accounting of derivatives. Also covered are special purpose vehicles.

Part IV. Recording Data for New or Revised Course (Record only **new or changed** course information.)

Course prefix (3 letters)	Course Number (3 Digits)	Effective Term (Example: Fall 2001)	College/Division:	Dept. (4 letters)*
FIN	424	FALL 2008	AS _____ JS _____ BT <u>x</u> _____ EM _____ ED _____ PC _____ HS _____	AFIS
Credit Hrs.	Weekly Contact Hrs.		Repeatable Maximum No. of Hrs. _____	
3	Lecture <u>X</u> Laboratory _____ Other _____		Cip Code (first two digits only) 52	
Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)	
1 Lecture	3	N Normal	FR _____ JR X _____ SO _____ SR X _____	
		Grading Information: Course is eligible for IP (in-progress grading) for: <u>Check all applicable</u>	<div style="border: 2px solid black; padding: 5px;"> <p align="center">FOR BANNER USE ONLY</p> <p>Date of data entry _____</p> <p>Data entry person _____</p> </div>	
		Thesis _____		
		Internship _____		
		Independent Study _____		
		Practicum _____		
Co-Requisites and Prerequisites **See definitions on following page**				
Co-Requisite(s): (List only co-requisites. See below for prerequisites and combinations.)				
Course Prefix and No.				
Course Prefix and No.				
Prerequisite(s): (List prerequisites only. List combinations below. Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)				
Course Prefix and No.		<u>FIN 301 and QMB 300 with “C” or better; or ACC 302 with “B” or better, and department approval.</u>		
Course Prefix and No.				
Test Scores				
Minimum GPA (when a course grouping or student cumulative GPA is required)				
Co-Requisite(s) and/or Prerequisite(s) Combination (Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)				
Course Prefix and No.				
Test Scores				
Minimum GPA (when a course grouping or student cumulative GPA is required)				
Equivalent Course(s): (credit not allowed with; or formerly:)				
Course Prefix and No.				
Course Prefix and No.				
Course Prefix and No.				

FIN 424: Derivatives Valuation and Accounting

Department of Accounting, Finance, and Information Systems

College of Business and Technology

Fall 2008

Professor: TBA
Office: TBA
Phone: TBA
Email: [TBA](#)

COURSE DESCRIPTION

General valuation principles for derivatives, numerical methods of derivative valuation, regulations covering executive stock options, accounting of derivatives. Also covered are special purpose vehicles.

COURSE OBJECTIVES

A firm that can quantify and effectively manage risks will have a competitive advantage relative to its competitors. This course will focus on the financial risks that a firm must face in the course of doing business. Most financial risks are managed using derivatives. Thus, a large portion of this course will focus on derivatives, including what they are, how they work, how they are valued and when to use them. We will emphasize corporate use of derivatives for purposes of hedging as opposed to speculative uses of derivatives. A financial manager must understand how derivatives can be used to the advantage of the firm in order to avoid becoming yet another front page headline about the misuse of derivatives. In addition to covering details of valuation and uses of derivatives, we will also cover the accounting treatment of such securities.

STUDENT LEARNING OBJECTIVES

After completing Derivatives Valuation and Accounting a student will be able to:

1. Demonstrate knowledge of arbitrage pricing as the fundamental pricing principle for Futures contracts.
2. Understand workings of margin accounts in Futures and Options exchanges.
3. Distinguish between speculation and hedging as two primary motives for the use of derivative securities.
4. Distinguish between exchange traded futures contracts and over-the-counter forward contracts as it relates to liquidity and counterparty risks.
5. Quantify interest rate risk in all derivative securities and design financial hedging solutions to immunize against interest rate risk.
6. Understand interest rate swaps as a collection of forward interest rate contracts.
7. Demonstrate the knowledge of Black-Scholes differential equation as the basis for option pricing.
8. Develop risk-management solutions using options on financial and non-financial securities.
9. Distinguish between exchange-traded short term options and non-traded employee stock options.
10. Demonstrate knowledge in Accounting applications for derivative securities, especially for employee stock options and financial hedging products.
11. Understand the mechanisms behind Asset-Backed securities and Special Purpose Vehicles.
12. Understand the accounting effects of securitization and special purpose vehicles.

COURSE MATERIALS

Most of the reading required for the course will be from the text, "Options, Futures, and Other Derivatives," by Hull. Any other supplementary material, especially regarding accounting for derivatives, will be distributed either in class

via Blackboard.

Please bring a calculator or computer to class.

GRADING

Class Preparation/Participation (23%)

Students are expected to arrive at class prepared to participate in class. Preparation involves careful reading of assigned material and working of assigned homework. The concepts covered in this course are inherently quantitative. Mastery of the concepts requires learning the vocabulary of the discipline and working problems in order to understand the tools used in financial risk management. Students will be randomly called upon to describe the key concepts, define important vocabulary or present solutions to assigned homework problems.

Projects (50%)

There will be projects assigned from time to time throughout the semester. These projects will assist you in understanding the class material. They will also help the instructor to evaluate your understanding of the course material. It is important to learn more than just technical skills. You must know how to write and present your ideas and conclusions. Correctly completing the calculations for the project will earn you a score of about 60%. If you present your correctly calculated results in an efficient and professional manner you can earn 80% credit on a project. Full credit will only be granted for those who add value through adding relevant and valuable insight through their work on the project.

Exams (27%)

There will be three equally-weighted take-home midterm exams. The purpose of these exams is to see if you have mastered the main concepts and tools of the course. The exams will be based on the end of chapter problems in the text and on the projects assigned through the semester.

CLASS SCHEDULE

Following is the intended schedule of topics for the semester. Time permitting, additional topics of interest to students would be covered.

1. Futures Markets
2. Speculation and Hedging
3. Interest Rates: Duration, Term Structure
4. Forward Contracts: Exchange Rates, Interest Rates
5. Bonds: Pricing, Interest Rate and Bond Futures
6. Swaps

Take Home Midterm # 1

1. Options: Basic Pricing Theory, Numerical Pricing Methods
2. Option Strategies and Risk Management
3. Executive (Employee Stock Options)

Take Home Midterm # 2

1. Interest Rate Options: Floors, Caps, Collars
2. Bond Options
3. Swaptions
4. Asset-Backed Securities: Securitization, Mortgage-Backed Securities, Tranching

5. Special-Purpose Vehicles

Take Home Midterm # 3

Statement of Disability

If you are registered with the Office of Services for Individuals with Disabilities, please make an appointment with me to discuss any academic accommodation you need. If you need academic accommodations and are not registered with the Office of Services for Individuals with Disabilities, please contact the office on the third floor of the Students Services Building, by email at disabilities@eky.edu or by phone at (859) 622-2933 V/TDD. Upon individual request, this syllabus can be made available in alternative forms.

Academic Integrity Statement

Students are advised that EKU's Academic Integrity Policy will be strictly enforced in this course. The Academic Integrity policy is available at www.academicintegrity.eku.edu <<http://www.academicintegrity.eku.edu>>. Questions regarding the policy may be directed to the Office of Academic Integrity.

This syllabus, including topic list, class schedule, and other components, as presented here represents a tentative plan for the progression of course events. The instructor reserves the right to make changes as student needs and other factors may warrant.

Curriculum Change Form
(Present only one proposed curriculum change per form)
(Complete only the section(s) applicable.)

Part I

(Check one)	Department Name	Accounting, Finance & Information Systems
<input type="checkbox"/> New Course (Parts II, IV)	College	Business & Technology
<input checked="" type="checkbox"/> Course Revision (Parts II, IV)	*Course Prefix & Number	FIN 450
<input type="checkbox"/> Course Dropped (Part II)	*Course Title <i>(30 characters)</i>	Seminar in Finance
<input type="checkbox"/> New Program (Part III)	*Program Title	
<input type="checkbox"/> Program Revision (Part III)		(Major ____, Option ____, Minor ____, or Certificate __)
<input type="checkbox"/> Program Suspended (Part III)	*Provide only the information relevant to the proposal.	

Proposal Approved by:	<u>Date</u>	
Departmental Committee	10/18/2007	Graduate Council*
<i>Is this a SACS Substantive Change?</i> Yes**** <input type="checkbox"/> No <input checked="" type="checkbox"/>		Council on Academic Affairs
College Curriculum Committee	1/3/2008	Approved <input checked="" type="checkbox"/> Disapproved <input type="checkbox"/>
General Education Committee*	N/A	Faculty Senate**
Teacher Education Committee*	N/A	Board of Regents**
		Council on Postsecondary Edu.***
		<u>Date</u>
		N/A
		02/28/08
		N/A
		N/A
		N/A

*If Applicable (Type NA if not applicable.)
** Approval needed for new, revised, or suspended programs
*** Approval/Posting needed for new degree program or certificate program
**** If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.

Completion of A, B, and C is required: (Please be specific, but concise.)

A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)

To change the course description that eliminates the option to repeat up to six hours; to re-design the course as a project course with instruction; to change the name of the course to Project in Finance.

A. 2. Effective date: (Example: Fall 2001)

FALL 2008

A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)

N/A

B. The justification for this action:

This course is designed to act as a capstone project course, where students are required to write a paper on any finance topic they choose. Such a project may be supervised by any finance faculty.

C. The projected cost (or savings) of this proposal is as follows:

Personnel Impact: NONE

Operating Expenses Impact: NONE

Equipment/Physical Facility Needs: NONE

Library Resources: NONE

Part II. Recording Data for New, Revised, or Dropped Course

(For a **new required course**, complete a separate request for the appropriate program revisions.)

1. For a new course, provide the catalog text.
2. For a revised course, provide the current catalog text with the proposed text using ~~striketrough~~ for deletions and underlines for additions.
3. For a dropped course, provide the current catalog text.

New or Revised* Catalog Text

(*Use ~~striketrough~~ for deletions and underlines for additions. Also include Crs. Prefix, No., and description, limited to 35 words.)

FIN 450 ~~Seminar~~ Project in Finance. (1-3) ~~A, I, II~~.

Prerequisite: ~~instructor approval~~ departmental approval. Selected topics of special contemporary interest to ~~business~~ finance students. ~~May be retaken under different subtitles to a maximum of six hours.~~ Students are required, under supervision of finance faculty, to write a paper on any finance topic of their choice.

Part IV. Recording Data for New or Revised Course (Record only **new or changed** course information.)

Course prefix (3 letters)	Course Number (3 Digits)	Effective Term (Example: Fall 2001)	College/Division:	Dept. (4 letters)*
FIN	450	FALL 2008	AS _____ JS _____ BT <u>x</u> _____ EM _____ ED _____ PC _____ HS _____	AFIS
Credit Hrs.	Weekly Contact Hrs.		Repeatable Maximum No. of Hrs. <u>6</u>	
	Lecture _____	Laboratory _____	Other _____	
Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Cip Code (first two digits only)	
			Class Restriction, if any: (undergraduate only)	
			FR _____	JR _____
			SO _____	SR _____
		Grading Information: Course is eligible for IP (in-progress grading) for: <u>Check all applicable</u>	FOR BANNER USE ONLY Date of data entry _____ Data entry person _____	
		Thesis _____		
		Internship _____		
		Independent Study _____		
		Practicum _____		
Co-Requisites and Prerequisites **See definitions on following page**				
Co-Requisite(s): (List only co-requisites. See below for prerequisites and combinations.)				
Course Prefix and No.				
Course Prefix and No.				
Prerequisite(s): (List prerequisites only. List combinations below. Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)				
Course Prefix and No.	instructor approval.			
Course Prefix and No.				
Test Scores				
Minimum GPA (when a course grouping or student cumulative GPA is required)				
Co-Requisite(s) and/or Prerequisite(s) Combination (Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)				
Course Prefix and No.				
Test Scores				
Minimum GPA (when a course grouping or student cumulative GPA is required)				
Equivalent Course(s): (credit not allowed with; or formerly:)				
Course Prefix and No.				
Course Prefix and No.				
Course Prefix and No.				

Syllabus
FIN450: Project in Finance
Department of Accounting, Finance, and Information Systems
College of Business and Technology
Fall 2008

CREDIT HOURS: 1-3

PROFESSOR:

OFFICE HOURS:

COURSE DESCRIPTION:

Prerequisite: instructor approval. Selected topics of special contemporary interest to finance students. Students are required, under supervision of finance faculty, to write a research paper on an approved finance topic.

COURSE OBJECTIVES:

This is a capstone course in finance that combines theories of financial management with practical application through case analysis. Financial theories with respect to risks and returns; portfolio analysis; capital structure and cost of capital; optimal capital budget; short- and long-term financing decisions; and other topics concerning multinational financial management are among the list of topics students can choose from. While not limited to this list, students are required to write a paper on any approved finance topic they choose. The primary objective of this course is to assess student's critical thinking, oral and written presentation skills.

STUDENT LEARNING OBJECTIVES:

1. Articulate the purpose for their project the context within the firm and within the financial management context.
2. Identify specialized vocabularies required to perform the project successfully.
3. Conduct critical research related to their project area.
4. On project completion, be capable of positioning and evaluating their project within its broader financial management context.
5. Identify and carry out data collection methods appropriate for their particular project potentially including surveys and questionnaires, individual interviews, focus groups, and access already existing databases.
6. Identify and implement appropriate quantitative and qualitative data gathering and analysis methods for their particular project.
7. Situate their findings in the broader related literature.
8. Draw conclusions based on their findings.
9. Communicate their work effectively both orally and in writing

COURSE MATERIALS

N/A

GRADING AND CLASS SCHEDULE

Abstract Proposal [Due September 8] (15%)

You are required to obtain approval of Finance faculty for your topic and present an executive summary (not exceeding one double-spaced written page) by above date. At this time a member of the Finance faculty will be assigned as your primary project advisor.

Detailed Proposal [Due September 29] (25%)

Once your topic is approved, by above date, you are required to submit a detailed proposal that does not exceed 6 double-spaced written pages. At a minimum, this proposal should include: brief description of the project; justification for the proposed project topic; importance of the topic in the broader financial management context; sources and methods of data collection (if applicable); quantitative methods to be employed and their justification; description of hypotheses that are to be entertained, if any.

First Draft [Due November 14] (30%)

You must turn in a completed first draft by above date. Your project advisor will ask you for revisions in the first draft by November 21.

Final Draft [Due December 10] (30%)

Your final draft should address all the comments from your project advisor.

Statement of Disability

If you are registered with the Office of Services for Individuals with Disabilities, please make an appointment with me to discuss any academic accommodation you need. If you need academic accommodations and are not registered with the Office of Services for Individuals with Disabilities, please contact the office on the third floor of the Students Services Building, by email at disabilities@eku.edu or by phone at (859) 622-2933 V/TDD. Upon individual request, this syllabus can be made available in alternative forms.

Academic Integrity Statement

Students are advised that EKU's Academic Integrity Policy will be strictly enforced in this course. The Academic Integrity policy is available at www.academicintegrity.eku.edu <<http://www.academicintegrity.eku.edu>>. Questions regarding the policy may be directed to the Office of Academic Integrity.

This syllabus, including topic list, class schedule, and other components, as presented here represents a tentative plan for the progression of course events. The instructor reserves the right to make changes as student needs and other factors may warrant.

Curriculum Change Form
(Present only one proposed curriculum change per form)
(Complete only the section(s) applicable.)

Part I

(Check one)	Department Name	Accounting, Finance & Information Systems
<input type="checkbox"/> New Course (Parts II, IV)	College	Business & Technology
<input checked="" type="checkbox"/> Course Revision (Parts II, IV)	*Course Prefix & Number	FIN 455
<input type="checkbox"/> Course Dropped (Part II)	*Course Title <i>(30 characters)</i>	Global Financial Management
<input type="checkbox"/> New Program (Part III)	*Program Title	
<input type="checkbox"/> Program Revision (Part III)		(Major ____, Option ____, Minor ____, or Certificate ____)
<input type="checkbox"/> Program Suspended (Part III)	*Provide only the information relevant to the proposal.	

Proposal Approved by:	<u>Date</u>	
Departmental Committee	10/18/2007	Graduate Council*
<i>Is this a SACS Substantive Change? Yes****</i> <input type="checkbox"/> <i>No</i> <input checked="" type="checkbox"/>		Council on Academic Affairs
College Curriculum Committee	1/3/2008	Approved <input checked="" type="checkbox"/> Disapproved <input type="checkbox"/>
General Education Committee*	N/A	Faculty Senate**
Teacher Education Committee*	N/A	Board of Regents**
		Council on Postsecondary Edu.***
		Date
		N/A
		02/28/08
		N/A
		N/A
		N/A

*If Applicable (Type NA if not applicable.)
 ** Approval needed for new, revised, or suspended programs
 *** Approval/Posting needed for new degree program or certificate program
 **** If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.

Completion of A, B, and C is required: (Please be specific, but concise.)

A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)

To remove FIN 350 and add FIN 301 as pre-requisite for FIN 455.

A. 2. Effective date: (Example: Fall 2001)

FALL 2008

A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)

N/A

B. The justification for this action:

FIN 350 is no longer a supporting course for FIN 455, and FIN 301 is a supporting course for FIN 455.

C. The projected cost (or savings) of this proposal is as follows:

Personnel Impact: NONE

Operating Expenses Impact: NONE

Equipment/Physical Facility Needs: NONE

Library Resources: NONE

Part II. Recording Data for New, Revised, or Dropped Course

(For a **new required course**, complete a separate request for the appropriate program revisions.)

1. For a new course, provide the catalog text.
2. For a revised course, provide the current catalog text with the proposed text using ~~strikethrough~~ for deletions and underlines for additions.
3. For a dropped course, provide the current catalog text.

New or Revised* Catalog Text

(*Use ~~strikethrough~~ for deletions and underlines for additions. Also include Crs. Prefix, No., and description, limited to 35 words.)

FIN 455 Global Financial Management. (3) A.

Prerequisites: ~~FIN 350~~ FIN 301 and QMB 300 with "C" or better. Advanced global dimensions of corporate finance including working capital, capital budgeting, and international borrowing for multinational companies. Case studies of international capital markets, international financial institutions, foreign exchange risks, and international portfolio diversification.

Part IV. Recording Data for New or Revised Course (Record only **new or changed** course information.)

Course prefix (3 letters)	Course Number (3 Digits)	Effective Term (Example: Fall 2001)	College/Division:	Dept. (4 letters)*
FIN	455	FALL 2008	AS _____ JS _____ BT <u>x</u> EM _____ ED _____ PC _____ HS _____	AFIS
Credit Hrs.	Weekly Contact Hrs.		Repeatable Maximum No. of Hrs. _____	
	Lecture _____ Laboratory _____ Other _____		Cip Code (first two digits only)	
Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)	
			FR _____ JR _____ SO _____ SR _____	
		Grading Information: Course is eligible for IP (in-progress grading) for: <u>Check all applicable</u>	FOR BANNER USE ONLY Date of data entry _____ Data entry person _____	
		Thesis _____		
		Internship _____		
		Independent Study _____		
		Practicum _____		
Co-Requisites and Prerequisites **See definitions on following page**				
Co-Requisite(s): (List only co-requisites. See below for prerequisites and combinations.)				
Course Prefix and No.				
Course Prefix and No.				
Prerequisite(s): (List prerequisites only. List combinations below. Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)				
Course Prefix and No.	FIN 350 FIN 301 and QMB 300 with “C” or better.			
Course Prefix and No.				
Test Scores				
Minimum GPA (when a course grouping or student cumulative GPA is required)				
Co-Requisite(s) and/or Prerequisite(s) Combination (Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)				
Course Prefix and No.				
Test Scores				
Minimum GPA (when a course grouping or student cumulative GPA is required)				
Equivalent Course(s): (credit not allowed with; or formerly:)				
Course Prefix and No.				
Course Prefix and No.				
Course Prefix and No.				

Curriculum Change Form
(Present only one proposed curriculum change per form)
(Complete only the section(s) applicable.)

Part I

(Check one)	Department Name	Accounting, Finance & Information Systems
<input type="checkbox"/> New Course (Parts II, IV)	College	Business & Technology
<input type="checkbox"/> Course Revision (Parts II, IV)	*Course Prefix & Number	
<input type="checkbox"/> Course Dropped (Part II)	*Course Title (30 characters)	
<input type="checkbox"/> New Program (Part III)	*Program Title	Finance
<input checked="" type="checkbox"/> Program Revision (Part III)	Finance	(Major <u> x </u> , Option <u> </u> ; Minor <u> </u> ; or Certificate <u> </u>)
<input type="checkbox"/> Program Suspended (Part III)	*Provide only the information relevant to the proposal.	

Proposal Approved by:	Date	Date
Departmental Committee	10/18/2007	Graduate Council* N/A
<i>Is this a SACS Substantive Change?</i> Yes**** <input type="checkbox"/> No <input checked="" type="checkbox"/>		Council on Academic Affairs
College Curriculum Committee	1/3/2008	Approved <u> X </u> Disapproved <u> </u> 02/28/08
General Education Committee*	N/A	Faculty Senate** N/A
Teacher Education Committee*	N/A	Board of Regents** N/A
		Council on Postsecondary Edu.*** N/A

*If Applicable (Type NA if not applicable.)
** Approval needed for new, revised, or suspended programs
*** Approval/Posting needed for new degree program or certificate program
**** If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.

Completion of A, B, and C is required: (Please be specific, but concise.)

A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)
To remove FIN 350, and to add FIN 410 and FIN 450 as Finance major requirements; to add FIN 424 as requirements for General Finance and Managerial Finance options; to remove ACC 322 and ACC 350, and to add 3 hours from ACC 322, ACC 327, CIS 335, ACC 440, ACC 441, ACC 425, ACC 525 as a requirement for Managerial Finance option; to remove 3 hours from RST 310, 330 or FIN 304 as a requirement for General Finance option; to remove FIN 304, and to add FIN 324 and FIN 420 as requirements for Real Estate Finance option.

A. 2. Effective date: (Example: Fall 2001)
FALL 2008

A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)
N/A

B. The justification for this action:
FIN 450 acts as an undergraduate capstone project course for Finance majors. FIN 410 fills the need for a detailed treatment of valuation methods. FIN 424 fills the need for a detailed treatment of derivative securities including their accounting. ACC 350 is no longer offered, hence is dropped from the Managerial Finance option. Removing ACC 327 from Managerial Finance requirements is done to allow more flexibility to students. FIN 304 is removed as a requirement or an option since FIN 405 is already required. FIN 304 will serve as an upper level FIN elective for GBU majors. FIN 324 and FIN 420 is added to Real Estate Finance option to emphasize the investment aspect of Real Estate.

C. The projected cost (or savings) of this proposal is as follows:

Personnel Impact: NONE

Operating Expenses Impact: NONE

Equipment/Physical Facility Needs: NONE

Library Resources: NONE

Part III. Recording Data for New, Revised, or Suspended Program

1. For a new program, provide the catalog description as being proposed.
2. For a revised program, provide the current program requirements using ~~striketrough~~ for deletions and *underlines* for additions.
3. For a suspended program, provide the current program requirements as shown in catalog. List any options and/or minors affected by the program's suspension.

New or Revised* Program Text
(*Use ~~striketrough~~ for deletions and underlines for additions.)

University Requirement 1 hour

BTO 100.

General Education Requirements 39 hours

Standard General Education program, excluding general education blocks II, VB, and VC. Refer to Section Four of this *Catalog* for details on the General Education and University requirements.

Supporting Course Requirements 12-15 hours

MAT 211 or the combined courses of MAT 107 and QMB 240; SOC 131; ECO 230, 231.

Free Electives (non-business) ~~13-19~~ 12-18 hours

Business Requirements

Pre-Business Core 12 hours

ACC 201, 202; GBU 204; QMB 200.

Business Core 21 hours

CCT 300, CIS 300, FIN 300, MGT 300, MGT 370, MKT 300, GBU 480.

Major Requirements ~~24-27~~ 25-28 hours

QMB 300; FIN 301, ~~350~~, 410, 450(1); and one of the following options:

Managerial Finance Option:

FIN 401, 424, 455, ACC 301, 302, and 3 hours from ACC 322, 327, 425, 440, 441, 525, CIS 335~~327, 350~~.

General Finance Option:

FIN 324, 401, 405, 420, 424, 455. and ~~three hours from RST310, 330 or FIN 304.~~

Real Estate Finance Option:

FIN ~~304~~, 324, 405, 420; RST 310, 330, 401.

Total Curriculum Requirements 128 hours

Curriculum Change Form
(Present only one proposed curriculum change per form)
(Complete only the section(s) applicable.)

Part I

(Check one) <input type="checkbox"/> New Course (Parts II, IV) <input checked="" type="checkbox"/> Course Revision (Parts II, IV) <input type="checkbox"/> Course Dropped (Part II) <input type="checkbox"/> New Program (Part III) <input type="checkbox"/> Program Revision (Part III) <input type="checkbox"/> Program Suspended (Part III)	Department Name Accounting, Finance, and Information Systems <hr/> College Business and Technology <hr/> *Course Prefix & Number ACC 349 <hr/> *Course Title (30 characters) Applied Learning in Accounting <hr/> *Program Title (Major ____, Option ____, Minor ____, or Certificate ____) <hr/> *Provide only the information relevant to the proposal.	
Proposal Approved by:		
	<u>Date</u> 12/7/2007	<u>Date</u> N/A
		Graduate Council*
		Council on Academic Affairs
		Approved <input checked="" type="checkbox"/> Disapproved <input type="checkbox"/>
College Curriculum Committee	<u>Date</u> 1/3/08	<u>Date</u> 02/28/08
General Education Committee*	<u>Date</u> N/A	<u>Date</u> N/A
Teacher Education Committee*	<u>Date</u> N/A	<u>Date</u> N/A
		Council on Postsecondary Edu.***
*If Applicable (Type NA if not applicable.) **Approval needed for new, revised, or suspended programs ***Approval/Posting needed for new degree program or certificate program ****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.		

Completion of A, B, and C is required: (Please be specific, but concise.)

<p>A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.) Increase the number of credit hours for ACC 349 from 1-4 to 1-8. Revise the course description</p> <p>A. 2. Effective date: Fall 2008</p> <p>A. 3. Effective date of suspended programs for currently enrolled students: (if applicable) N/A</p>
<p>B. The justification for this action:</p> <p>The changes in the course description will more accurately describe the experience, more clearly define Co-op eligibility, and specify the academic requirement(s) this course will fulfill. This request will also permit students in full-time Co-op employment (alternating Co-op experiences) to maintain full-time student status.</p>
<p>C. The projected cost (or savings) of this proposal is as follows:</p> <p>Personnel Impact: None.</p> <p>Operating Expenses Impact: None</p> <p>Equipment/Physical Facility Needs: None.</p> <p>Library Resources: None.</p>

Part II. Recording Data for New, Revised, or Dropped Course

(For a **new required course**, complete a separate request for the appropriate program revisions.)

1. For a new course, provide the catalog text.
2. For a revised course, provide the current catalog text with the proposed text using ~~striketrough~~ for deletions and underlines for additions.
3. For a dropped course, provide the current catalog text.

New or Revised* Catalog Text

(*Use ~~striketrough~~ for deletions and underlines for additions. Also include Crs. Prefix, No., and description, limited to 35 words.)

ACC 349 Applied Learning in Accounting. ~~(1-4)~~ (1-8) A. Prerequisites: minimum GPA of 2.25 and 60 credit hours. Co-op Coordinator approval is required. and BBA majors only. Co-curricular work experience under faculty and field supervisors in placements related to academic studies. Training plan required. Normally one to four hours credit per semester or summer. Approved work experience directly related to academic major and/or career goals. Minimum of 80 hours work required for each academic credit hour. Three hours may be used as a major elective. Additional hours may be used to fulfill the 150-hour CPA exam requirement. May be repeated for a total of 16 credit hours.

Part IV. Recording Data for New or Revised Course (Record only **new or changed** course information.)

Course prefix (3 letters)	Course Number (3 Digits)	Effective Term (Example: Fall 2001)	College/Division:	Dept. (4 letters)*
ACC	349	Fall 2008	AS _____ JS _____ BT <u>X</u> EM _____ ED _____ PC _____ HS _____	AFIS
Credit Hrs.	Weekly Contact Hrs.		Repeatable Maximum No. of Hrs. <u>16</u>	
1-8	Lecture _____	Laboratory _____	Other _____	
			Cip Code (first two digits only)	
Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)	
			FR _____ JR _____ SO _____ SR _____	
		Grading Information: Course is eligible for IP (in-progress grading) for: <u>Check all applicable</u>	FOR BANNER USE ONLY Date of data entry _____ Data entry person _____	
		Thesis _____		
		Internship _____		
		Independent Study _____		
		Practicum _____		

Co-Requisites and Prerequisites **See definitions on following page**

Co-Requisite(s): (List only co-requisites. See below for prerequisites and combinations.)

Course Prefix and No.	
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Prerequisite(s): (List prerequisites only. List combinations below. Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D .)

Course Prefix and No.	Minimum GPA of 2.25 and 60 credit hours. Co-op Coordinator approval is required. and BBA majors only.
Course Prefix and No.	
Test Scores	
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Co-Requisite(s) and/or Prerequisite(s) Combination (Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)

Course Prefix and No.	
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	

Equivalent Course(s): (credit not allowed with; or formerly:)

Course Prefix and No.	
Course Prefix and No.	
Course Prefix and No.	

Proposed General Education Block: Please mark (X) in the appropriate Block or Blocks (e.g. – IVB(3) X).

Block I (9)	Block II (3)	Block III (6)	Block IV (6)	Block V (9)	Block VI (3)	Block VII (6)	Block VIII (6)
IA (3)	II (3)	IIIA (3)	IVA (3)	VA (3)	VI (3)	VII (3)	VIII (3)
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Curriculum Change Form
(Present only one proposed curriculum change per form)
(Complete only the section(s) applicable.)

Part I

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Proposal Approved by:		
	<u>Date</u> 12/07/2007	<u>Date</u> N/A
		Graduate Council*
		Council on Academic Affairs
		Approved <input checked="" type="checkbox"/> Disapproved _____
		02/28/08
		Faculty Senate**
		Board of Regents**
		Council on Postsecondary Edu.***
		N/A
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<p>B. The justification for this action:</p> <p>The changes in the course description will more accurately describe the experience, more clearly define Co-op eligibility, and specify the academic requirement(s) this course will fulfill. This request will also permit students in full-time Co-op employment (alternating Co-op experiences) to maintain full-time student status.</p>
<p>C. The projected cost (or savings) of this proposal is as follows:</p> <p>Personnel Impact: None.</p> <p>Operating Expenses Impact: None.</p> <p>Equipment/Physical Facility Needs: None.</p> <p>Library Resources: None.</p>

Part II. Recording Data for New, Revised, or Dropped Course

(For a **new required course**, complete a separate request for the appropriate program revisions.)

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2. For a revised course, provide the current catalog text with the proposed text using ~~striketrough~~ for deletions and underlines for additions.
3. For a dropped course, provide the current catalog text.

New or Revised* Catalog Text

(*Use ~~striketrough~~ for deletions and underlines for additions. Also include Crs. Prefix, No., and description, limited to 35 words.)

ACC 349 A-N Cooperative Study: Accounting. ~~(1-4)~~ (1-8) A. Prerequisites: minimum GPA of 2.25 and 60 credit hours. Co-op Coordinator approval is required, and BBA majors only. Co-curricular work experience under faculty and field supervisors in placements related to academic studies. Training plan required. Normally one to four hours credit per semester or summer. Approved work experience directly related to academic major and/or career goals. Minimum of 80 hours work required for each academic credit hour. Three hours may be used as a major elective. Additional hours may be used to fulfill the 150-hour CPA exam requirement. May be repeated for a total of 16 credit hours.

Part IV. Recording Data for New or Revised Course (Record only **new or changed** course information.)

Course prefix (3 letters)	Course Number (3 Digits)	Effective Term (Example: Fall 2001)	College/Division:	Dept. (4 letters)*
ACC	349 A-N	Fall 2008	AS _____ JS _____ BT <u>X</u> EM _____ ED _____ PC _____ HS _____	AFIS
Credit Hrs.	Weekly Contact Hrs.		Repeatable Maximum No. of Hrs. <u>16</u>	
1-8	Lecture _____	Laboratory _____	Other _____	
			Cip Code (first two digits only)	
Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)	
			FR _____ JR _____ SO _____ SR _____	
		Grading Information: Course is eligible for IP (in-progress grading) for: <u>Check all applicable</u>	FOR BANNER USE ONLY Date of data entry _____ Data entry person _____	
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Course Prefix and No. _____

Course Prefix and No. _____

Prerequisite(s): (List prerequisites only. List combinations below. Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)

Course Prefix and No. _____ Minimum GPA of 2.25 and 60 credit hours. Co-op Coordinator approval is required. and BBA majors only

Course Prefix and No. _____

Test Scores _____

Minimum GPA (when a course grouping or student cumulative GPA is required) _____

Co-Requisite(s) and/or Prerequisite(s) Combination (Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)

Course Prefix and No. _____

Test Scores _____

Minimum GPA (when a course grouping or student cumulative GPA is required) _____

Equivalent Course(s): (credit not allowed with; or formerly:)

Course Prefix and No. _____

Course Prefix and No. _____

Course Prefix and No. _____

Proposed General Education Block: Please mark (X) in the appropriate Block or Blocks (e.g. – IVB(3) X).

Block I (9)	Block II (3)	Block III (6)	Block IV (6)	Block V (9)	Block VI (3)	Block VII (6)	Block VIII (6)
IA (3)	II (3)	IIIA (3)	IVA (3)	VA (3)	VI (3)	VII (3)	VIII (3)
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Curriculum Change Form
(Present only one proposed curriculum change per form)
(Complete only the section(s) applicable.)

Part I

(Check one) <input type="checkbox"/> New Course (Parts II, IV) <input checked="" type="checkbox"/> Course Revision (Parts II, IV) <input type="checkbox"/> Course Dropped (Part II) <input type="checkbox"/> New Program (Part III) <input type="checkbox"/> Program Revision (Part III) <input type="checkbox"/> Program Suspended (Part III)	Department Name Accounting, Finance, and Information Systems <hr/> College Business and Technology <hr/> *Course Prefix & Number CIS 349 <hr/> *Course Title (30 characters) Applied Learning in Computer Information Systems <hr/> *Program Title (Major ____, Option ____, Minor ____, or Certificate ____) <hr/> *Provide only the information relevant to the proposal.																													
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Part II. Recording Data for New, Revised, or Dropped Course

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New or Revised* Catalog Text

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CIS 349 Applied Learning in Computer Information Systems. ~~(1-3)~~ (1-8) A. Prerequisites: minimum GPA of 2.25 and 60 credit hours. Co-op Coordinator approval is required, and BBA major, only. Co-curricular work experience under the direction of faculty and field supervisors. Training plan required. Normally limited to a maximum of six hours. Approved work experience directly related to academic major and/or career goals. Minimum of 80 hours work for each experience per credit hour. May count only three hours toward major. Three hours may be used as a major elective. May be repeated for a total of 16 credit hours.

Part IV. Recording Data for New or Revised Course (Record only **new or changed** course information.)

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Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)	
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Grading Information: Course is eligible for IP (in-progress grading) for: <u>Check all applicable</u>			FOR BANNER USE ONLY Date of data entry _____ Data entry person _____	
Thesis _____				
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Curriculum Change Form
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New or Revised* Catalog Text

(*Use ~~striketrough~~ for deletions and underlines for additions. Also include Crs. Prefix, No., and description, limited to 35 words.)

CIS 349 A-N Cooperative Study: Computer Information Systems. ~~(1-3)~~ (1-8) A. Prerequisites: minimum GPA of 2.25 and 60 credit hours. Co-op Coordinator approval is required, and BBA major, only. Co-curricular work experience under the direction of faculty and field supervisors. Training plan required. Normally limited to a maximum of six hours. Approved work experience directly related to academic major and/or career goals. Minimum of 80 hours work for each experience per credit hour. May count only three hours toward major. Three hours may be used as a major elective. May be repeated for a total of 16 credit hours.

Part IV. Recording Data for New or Revised Course (Record only **new or changed** course information.)

Course prefix (3 letters)	Course Number (3 Digits)	Effective Term (Example: Fall 2001)	College/Division:	Dept. (4 letters)*
CIS	349 A-N	Fall 2008	AS _____ JS _____ BT <u>X</u> EM _____ ED _____ PC _____ HS _____	AFIS
Credit Hrs.	Weekly Contact Hrs.		Repeatable Maximum No. of Hrs. <u>16</u>	
1-8	Lecture _____ Laboratory _____ Other _____		Cip Code (first two digits only)	
Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)	
			FR _____ JR _____ SO _____ SR _____	
		Grading Information: Course is eligible for IP (in-progress grading) for: <u>Check all applicable</u>	FOR BANNER USE ONLY Date of data entry _____ Data entry person _____	
		Thesis _____		
		Internship _____		
		Independent Study _____		
		Practicum _____		

Co-Requisites and Prerequisites **See definitions on following page**

Co-Requisite(s): (List only co-requisites. See below for prerequisites and combinations.)

Course Prefix and No.	
Course Prefix and No.	

Prerequisite(s): (List prerequisites only. List combinations below. Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D .)

Course Prefix and No.	<u>Minimum GPA of 2.25 and 60 credit hours. Co-op Coordinator approval is required. and BBA major, only</u>
Course Prefix and No.	
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	

Co-Requisite(s) and/or Prerequisite(s) Combination (Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)

Course Prefix and No.	
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	

Equivalent Course(s): (credit not allowed with; or formerly:)

Course Prefix and No.	
Course Prefix and No.	
Course Prefix and No.	

Proposed General Education Block: Please mark (X) in the appropriate Block or Blocks (e.g. – IVB(3) X).

Block I (9)	Block II (3)	Block III (6)	Block IV (6)	Block V (9)	Block VI (3)	Block VII (6)	Block VIII (6)
IA (3)	II (3)	IIIA (3)	IVA (3)	VA (3)	VI (3)	VII (3)	VIII (3)
IB (3)		IIIB (3)	IVB (3)	VB (3)		VII (3)	VIII (3)
IC (3)				VC (3)			

Curriculum Change Form
(Present only one proposed curriculum change per form)
(Complete only the section(s) applicable.)

Part I

(Check one) <input type="checkbox"/> New Course (Parts II, IV) <input checked="" type="checkbox"/> Course Revision (Parts II, IV) <input type="checkbox"/> Course Dropped (Part II) <input type="checkbox"/> New Program (Part III) <input type="checkbox"/> Program Revision (Part III) <input type="checkbox"/> Program Suspended (Part III)	Department Name Accounting, Finance, and Information Systems <hr/> College Business and Technology <hr/> *Course Prefix & Number FIN 349 <hr/> *Course Title (30 characters) Applied Learning in Finance <hr/> *Program Title (Major __, Option __; Minor __; or Certificate __) <hr/> *Provide only the information relevant to the proposal.	
Proposal Approved by:		
	<u>Date</u> 12/7/2007	<u>Date</u> N/A
		Graduate Council*
		Council on Academic Affairs
		Approved <input checked="" type="checkbox"/> Disapproved <input type="checkbox"/>
		02/28/08
		Faculty Senate**
		N/A
		Board of Regents**
		N/A
		Council on Postsecondary Edu.***
		N/A
*If Applicable (Type NA if not applicable.) **Approval needed for new, revised, or suspended programs ***Approval/Posting needed for new degree program or certificate program ****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.		

Completion of A, B, and C is required: (Please be specific, but concise.)

<p>A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.) Increase the number of credit hours for FIN 349 from 1-3 to 1-8. Revise the course description.</p> <p>A. 2. Effective date: Fall 2008</p> <p>A. 3. Effective date of suspended programs for currently enrolled students: (if applicable) N/A</p>
<p>B. The justification for this action:</p> <p>The changes in the course description will more accurately describe the experience, more clearly define Co-op eligibility, and specify the academic requirement(s) this course will fulfill. This request will also permit students in full-time Co-op employment (alternating Co-op experiences) to maintain full-time student status.</p>
<p>C. The projected cost (or savings) of this proposal is as follows:</p> <p>Personnel Impact: None</p> <p>Operating Expenses Impact: None</p> <p>Equipment/Physical Facility Needs: None.</p> <p>Library Resources: None.</p>

Part II. Recording Data for New, Revised, or Dropped Course

(For a **new required course**, complete a separate request for the appropriate program revisions.)

1. For a new course, provide the catalog text.
2. For a revised course, provide the current catalog text with the proposed text using ~~striketrough~~ for deletions and underlines for additions.
3. For a dropped course, provide the current catalog text.

New or Revised* Catalog Text

(*Use ~~striketrough~~ for deletions and underlines for additions. Also include Crs. Prefix, No., and description, limited to 35 words.)

FIN 349 Applied Learning in Finance. ~~(1-3)~~ (1-8) A Prerequisites: minimum GPA of 2.25 and 60 credit hours. Co-op Coordinator approval is required. and BBA major only. ~~Co-curricular work experience under the direction of faculty and field supervisors. Training plan required. May be retaken to a maximum of six hours. Approved work experience directly related to academic major and/or career goals. Minimum of 80 hours experience work per for each credit hour. May not count toward major. May be repeated for a total of 16 credit hours.~~

Part IV. Recording Data for New or Revised Course (Record only **new or changed** course information.)

Course prefix (3 letters)	Course Number (3 Digits)	Effective Term (Example: Fall 2001)	College/Division:	Dept. (4 letters)*
FIN	349	Fall 2008	AS _____ JS _____ BT <u>X</u> EM _____ ED _____ PC _____ HS _____	AFIS
Credit Hrs.	Weekly Contact Hrs.		Repeatable Maximum No. of Hrs. <u>16</u>	
1-8	Lecture _____	Laboratory _____	Other _____	
			Cip Code (first two digits only)	
Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)	
			FR _____ JR _____ SO _____ SR _____	
		Grading Information: Course is eligible for IP (in-progress grading) for: <u>Check all applicable</u>	FOR BANNER USE ONLY Date of data entry _____ Data entry person _____	
		Thesis _____		
		Internship _____		
		Independent Study _____		
		Practicum _____		

Co-Requisites and Prerequisites **See definitions on following page**

Co-Requisite(s): (List only co-requisites. See below for prerequisites and combinations.)

Course Prefix and No.	
Course Prefix and No.	

Prerequisite(s): (List prerequisites only. List combinations below. Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)

Course Prefix and No.	Minimum GPA of <u>2.25</u> and <u>60</u> credit hours. <u>Co-op Coordinator approval is required, and BBA major only</u>
Course Prefix and No.	
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	

Co-Requisite(s) and/or Prerequisite(s) Combination (Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)

Course Prefix and No.	
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	

Equivalent Course(s): (credit not allowed with; or formerly:)

Course Prefix and No.	
Course Prefix and No.	
Course Prefix and No.	

Proposed General Education Block: Please mark (X) in the appropriate Block or Blocks (e.g. – IVB(3) X).

Block I (9)	Block II (3)	Block III (6)	Block IV (6)	Block V (9)	Block VI (3)	Block VII (6)	Block VIII (6)
IA (3)	II (3)	IIIA (3)	IVA (3)	VA (3)	VI (3)	VII (3)	VIII (3)
IB (3)		IIIB (3)	IVB (3)	VB (3)		VII (3)	VIII (3)
IC (3)				VC (3)			

Curriculum Change Form
(Present only one proposed curriculum change per form)
(Complete only the section(s) applicable.)

Part I

(Check one) <input type="checkbox"/> New Course (Parts II, IV) <input checked="" type="checkbox"/> Course Revision (Parts II, IV) <input type="checkbox"/> Course Dropped (Part II) <input type="checkbox"/> New Program (Part III) <input type="checkbox"/> Program Revision (Part III) <input type="checkbox"/> Program Suspended (Part III)	Department Name Accounting, Finance, and Information Systems <hr/> College Business and Technology <hr/> *Course Prefix & Number FIN 349 A-N <hr/> *Course Title (30 characters) Cooperative Study: Finance <hr/> *Program Title (Major ____, Option ____, Minor ____, or Certificate ____) <hr/> *Provide only the information relevant to the proposal.	
Proposal Approved by:		
	<u>Date</u> 12/7/2007	<u>Date</u> N/A
		Graduate Council*
		Council on Academic Affairs
		Approved <input checked="" type="checkbox"/> Disapproved <input type="checkbox"/>
	1/3/08	02/28/08
	N/A	N/A
	N/A	N/A
		N/A
*If Applicable (Type NA if not applicable.) **Approval needed for new, revised, or suspended programs ***Approval/Posting needed for new degree program or certificate program ****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.		

Completion of A, B, and C is required: (Please be specific, but concise.)

<p>A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.) Increase the number of credit hours for FIN 349 A-N from 1-3 to 1-8. Revise the course description.</p> <p>A. 2. Effective date: Fall 2008</p> <p>A. 3. Effective date of suspended programs for currently enrolled students: (if applicable) N/A</p>
<p>B. The justification for this action:</p> <p>The changes in the course description will more accurately describe the experience, more clearly define Co-op eligibility, and specify the academic requirement(s) this course will fulfill. This request will also permit students in full-time Co-op employment (alternating Co-op experiences) to maintain full-time student status.</p>
<p>C. The projected cost (or savings) of this proposal is as follows:</p> <p>Personnel Impact: None.</p> <p>Operating Expenses Impact: None.</p> <p>Equipment/Physical Facility Needs: None.</p> <p>Library Resources: None.</p>

Part II. Recording Data for New, Revised, or Dropped Course

(For a **new required course**, complete a separate request for the appropriate program revisions.)

1. For a new course, provide the catalog text.
2. For a revised course, provide the current catalog text with the proposed text using ~~striketrough~~ for deletions and underlines for additions.
3. For a dropped course, provide the current catalog text.

New or Revised* Catalog Text

(*Use ~~striketrough~~ for deletions and underlines for additions. Also include Crs. Prefix, No., and description, limited to 35 words.)

FIN 349 A-N Cooperative Study: Finance. ~~(1-3)~~ (1-8) A Prerequisites: minimum GPA of 2.25 and 60 credit hours. Co-op Coordinator approval is required. ~~and BBA major only. Co-curricular work experience under the direction of faculty and field supervisors. Training plan required. May be retaken to a maximum of six hours. Approved work experience directly related to academic major and/or career goals. Minimum of 80 hours experience work per for each credit hour. May not count toward major. May be repeated for a total of 16 credit hours.~~

Part IV. Recording Data for New or Revised Course (Record only **new or changed** course information.)

Course prefix (3 letters)	Course Number (3 Digits)	Effective Term (Example: Fall 2001)	College/Division:	Dept. (4 letters)*
FIN	349 A-N	Fall 2008	AS _____ JS _____ BT <u>X</u> EM _____ ED _____ PC _____ HS _____	AFIS
Credit Hrs.	Weekly Contact Hrs.		Repeatable Maximum No. of Hrs. <u>16</u>	
1-8	Lecture _____	Laboratory _____	Other _____	
			Cip Code (first two digits only)	
Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)	
			FR _____ JR _____ SO _____ SR _____	
		Grading Information: Course is eligible for IP (in-progress grading) for: <u>Check all applicable</u>	FOR BANNER USE ONLY Date of data entry _____ Data entry person _____	
		Thesis _____		
		Internship _____		
		Independent Study _____		
		Practicum _____		

Co-Requisites and Prerequisites **See definitions on following page**

Co-Requisite(s): (List only co-requisites. See below for prerequisites and combinations.)

Course Prefix and No.	
Course Prefix and No.	

Prerequisite(s): (List prerequisites only. List combinations below. Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D .)

Course Prefix and No.	Minimum GPA of <u>2.25</u> and 60 credit hours. Co-op Coordinator approval is required. and BBA major only
Course Prefix and No.	
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	

Co-Requisite(s) and/or Prerequisite(s) Combination (Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)

Course Prefix and No.	
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	

Equivalent Course(s): (credit not allowed with; or formerly:)

Course Prefix and No.	
Course Prefix and No.	
Course Prefix and No.	

Proposed General Education Block: Please mark (X) in the appropriate Block or Blocks (e.g. – IVB(3) X).

Block I (9)	Block II (3)	Block III (6)	Block IV (6)	Block V (9)	Block VI (3)	Block VII (6)	Block VIII (6)
IA (3)	II (3)	IIIA (3)	IVA (3)	VA (3)	VI (3)	VII (3)	VIII (3)
IB (3)		IIIB (3)	IVB (3)	VB (3)		VII (3)	VIII (3)
IC (3)				VC (3)			

Curriculum Change Form
(Present only one proposed curriculum change per form)
(Complete only the section(s) applicable.)

Part I

(Check one) <input type="checkbox"/> New Course (Parts II, IV) <input checked="" type="checkbox"/> Course Revision (Parts II, IV) <input type="checkbox"/> Course Dropped (Part II) <input type="checkbox"/> New Program (Part III) <input type="checkbox"/> Program Revision (Part III) <input type="checkbox"/> Program Suspended (Part III)	Department Name Accounting, Finance, and Information Systems <hr/> College Business and Technology <hr/> *Course Prefix & Number INS 349 <hr/> *Course Title (30 characters) Applied Learning in Insurance Studies <hr/> *Program Title _____ (Major __, Option __; Minor __; or Certificate __) <hr/> *Provide only the information relevant to the proposal.																																	
Proposal Approved by: <table style="width: 100%; border: none;"> <tr> <td style="width: 30%;"></td> <td style="width: 30%; text-align: center;"><u>Date</u></td> <td style="width: 30%;"></td> <td style="width: 10%; text-align: center;"><u>Date</u></td> </tr> <tr> <td>Departmental Committee</td> <td style="text-align: center;">12/7/2007</td> <td>Graduate Council*</td> <td style="text-align: center;">N/A</td> </tr> <tr> <td colspan="4"> <i>Is this a SACS Substantive Change?</i> <table style="display: inline-table; border: none;"> <tr> <td style="border: 1px solid black; padding: 2px;">Yes****</td> <td style="border: 1px solid black; padding: 2px;"><input type="checkbox"/></td> <td style="border: 1px solid black; padding: 2px;">No</td> <td style="border: 1px solid black; padding: 2px;"><input checked="" type="checkbox"/></td> </tr> </table> </td> </tr> <tr> <td>College Curriculum Committee</td> <td style="text-align: center;">1/3/08</td> <td>Approved <input checked="" type="checkbox"/> Disapproved</td> <td style="text-align: center;">02/28/08</td> </tr> <tr> <td>General Education Committee*</td> <td style="text-align: center;">N/A</td> <td>Faculty Senate**</td> <td style="text-align: center;">N/A</td> </tr> <tr> <td>Teacher Education Committee*</td> <td style="text-align: center;">N/A</td> <td>Board of Regents**</td> <td style="text-align: center;">N/A</td> </tr> <tr> <td></td> <td></td> <td>Council on Postsecondary Edu.***</td> <td style="text-align: center;">N/A</td> </tr> </table>				<u>Date</u>		<u>Date</u>	Departmental Committee	12/7/2007	Graduate Council*	N/A	<i>Is this a SACS Substantive Change?</i> <table style="display: inline-table; border: none;"> <tr> <td style="border: 1px solid black; padding: 2px;">Yes****</td> <td style="border: 1px solid black; padding: 2px;"><input type="checkbox"/></td> <td style="border: 1px solid black; padding: 2px;">No</td> <td style="border: 1px solid black; padding: 2px;"><input checked="" type="checkbox"/></td> </tr> </table>				Yes****	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>	College Curriculum Committee	1/3/08	Approved <input checked="" type="checkbox"/> Disapproved	02/28/08	General Education Committee*	N/A	Faculty Senate**	N/A	Teacher Education Committee*	N/A	Board of Regents**	N/A			Council on Postsecondary Edu.***	N/A
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Completion of A, B, and C is required: (Please be specific, but concise.)

A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.) Increase the number of credit hours for INS 349 from 1-3 to 1-8. Revise the course description A. 2. Effective date: Fall 2008 A. 3. Effective date of suspended programs for currently enrolled students: (if applicable) N/A	
B. The justification for this action: The changes in the course description will more accurately describe the experience, more clearly define Co-op eligibility, and specify the academic requirement(s) this course will fulfill. This request will also permit students in full-time Co-op employment (alternating Co-op experiences) to maintain full-time student status.	
C. The projected cost (or savings) of this proposal is as follows: Personnel Impact: None. Operating Expenses Impact: None Equipment/Physical Facility Needs: None. Library Resources: None.	

Part II. Recording Data for New, Revised, or Dropped Course

(For a **new required course**, complete a separate request for the appropriate program revisions.)

1. For a new course, provide the catalog text.
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3. For a dropped course, provide the current catalog text.

New or Revised* Catalog Text

(*Use ~~striketrough~~ for deletions and underlines for additions. Also include Crs. Prefix, No., and description, limited to 35 words.)

INS 349 Applied Learning in Insurance. ~~(1-3)~~ (1-8) A. Prerequisites: minimum GPA of 2.0 2.25 and 60 credit hours. Co-op Coordinator approval is required. and departmental approval. Approved work experience directly related to academic major and/or career goals. Co-curricular work experience under the direction of faculty and field supervisors. Training plan required. May be retaken to a maximum of six hours. Minimum of 80 hours work required per credit hour. Six hours may be used as a major elective. May be repeated for a total of 16 credit hours.

Part IV. Recording Data for New or Revised Course (Record only **new or changed** course information.)

Course prefix (3 letters)	Course Number (3 Digits)	Effective Term (Example: Fall 2001)	College/Division:	Dept. (4 letters)*
INS	349	Fall 2008	AS _____ JS _____ BT <u>X</u> EM _____ ED _____ PC _____ HS _____	AFIS
Credit Hrs.	Weekly Contact Hrs.		Repeatable Maximum No. of Hrs. <u>16</u>	
1-8	Lecture _____ Laboratory _____ Other _____		Cip Code (first two digits only)	
Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)	
			FR _____ JR _____ SO _____ SR _____	
		Grading Information: Course is eligible for IP (in-progress grading) for: <u>Check all applicable</u>	FOR BANNER USE ONLY Date of data entry _____ Data entry person _____	
		Thesis _____		
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		Independent Study _____		
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Co-Requisites and Prerequisites **See definitions on following page**

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Course Prefix and No. _____

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Prerequisite(s): (List prerequisites only. List combinations below. Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D .)

Course Prefix and No. _____ Minimum GPA of 2.0 2.25 and 60 credit hours. Co-op Coordinator approval is required, and departmental approval

Course Prefix and No. _____

Test Scores _____

Minimum GPA (when a course grouping or student cumulative GPA is required)

Co-Requisite(s) and/or Prerequisite(s) Combination (Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)

Course Prefix and No. _____

Test Scores _____

Minimum GPA (when a course grouping or student cumulative GPA is required)

Equivalent Course(s): (credit not allowed with; or formerly:)

Course Prefix and No. _____

Course Prefix and No. _____

Course Prefix and No. _____

Proposed General Education Block: Please mark (X) in the appropriate Block or Blocks (e.g. – IVB(3) X).

Block I (9)	Block II (3)	Block III (6)	Block IV (6)	Block V (9)	Block VI (3)	Block VII (6)	Block VIII (6)
IA (3)	II (3)	IIIA (3)	IVA (3)	VA (3)	VI (3)	VII (3)	VIII (3)
IB (3)		IIIB (3)	IVB (3)	VB (3)		VII (3)	VIII (3)
IC (3)				VC (3)			

Curriculum Change Form
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Part I

(Check one) <input type="checkbox"/> New Course (Parts II, IV) <input checked="" type="checkbox"/> Course Revision (Parts II, IV) <input type="checkbox"/> Course Dropped (Part II) <input type="checkbox"/> New Program (Part III) <input type="checkbox"/> Program Revision (Part III) <input type="checkbox"/> Program Suspended (Part III)	Department Name Accounting, Finance, and Information Systems <hr/> College Business and Technology <hr/> *Course Prefix & Number INS 349 A-N <hr/> *Course Title (30 characters) Cooperative Study: Insurance <hr/> *Program Title (Major __, Option __; Minor __; or Certificate __) <hr/> *Provide only the information relevant to the proposal.	
Proposal Approved by:		
	<u>Date</u> 12/7/2007	<u>Date</u> N/A
		Graduate Council*
		Council on Academic Affairs
		Approved <input checked="" type="checkbox"/> Disapproved
		02/28/08
		Faculty Senate**
		N/A
		Board of Regents**
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<p>A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.) Increase the number of credit hours for INS 349 A-N from 1-3 to 1-8. Revise the course description</p> <p>A. 2. Effective date: Fall 2008</p> <p>A. 3. Effective date of suspended programs for currently enrolled students: (if applicable) N/A</p>
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<p>C. The projected cost (or savings) of this proposal is as follows:</p> <p>Personnel Impact: None.</p> <p>Operating Expenses Impact: None</p> <p>Equipment/Physical Facility Needs: None.</p> <p>Library Resources: None.</p>

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INS 349 A-N Cooperative Study: Insurance. ~~(1-3)~~ (1-8) A. Prerequisites: minimum GPA of 2.0 2.25 and 60 credit hours. Co-op Coordinator approval is required, and departmental approval. Co-curricular work experience under the direction of faculty and field supervisors. Training plan required. May be retaken to a maximum of six hours. Approved work experience directly related to academic major and/or career goals. Minimum of 80 hours work required per credit hour. Six hours may be used as a major elective. May be repeated for a total of 16 credit hours.

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Course prefix (3 letters)	Course Number (3 Digits)	Effective Term (Example: Fall 2001)	College/Division:	Dept. (4 letters)*
INS	349 A-N	Fall 2008	AS _____ JS _____ BT <u>X</u> EM _____ ED _____ PC _____ HS _____	AFIS
Credit Hrs.	Weekly Contact Hrs.		Repeatable Maximum No. of Hrs. <u>16</u>	
1-8	Lecture _____	Laboratory _____	Other _____	
			Cip Code (first two digits only)	
Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)	
			FR _____ JR _____ SO _____ SR _____	
		Grading Information: Course is eligible for IP (in-progress grading) for: <u>Check all applicable</u>	FOR BANNER USE ONLY Date of data entry _____ Data entry person _____	
		Thesis _____		
		Internship _____		
		Independent Study _____		
		Practicum _____		

Co-Requisites and Prerequisites **See definitions on following page**

Co-Requisite(s): (List only co-requisites. See below for prerequisites and combinations.)

Course Prefix and No.	
Course Prefix and No.	

Prerequisite(s): (List prerequisites only. List combinations below. Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D .)

Course Prefix and No.	<u>Minimum GPA of 2.0 2.25 and 60 credit hours. Co-op Coordinator approval is required, and departmental approval</u>
Course Prefix and No.	
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	

Co-Requisite(s) and/or Prerequisite(s) Combination (Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)

Course Prefix and No.	
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	

Equivalent Course(s): (credit not allowed with; or formerly:)

Course Prefix and No.	
Course Prefix and No.	
Course Prefix and No.	

Proposed General Education Block: Please mark (X) in the appropriate Block or Blocks (e.g. – IVB(3) X).

Block I (9)	Block II (3)	Block III (6)	Block IV (6)	Block V (9)	Block VI (3)	Block VII (6)	Block VIII (6)
IA (3)	II (3)	IIIA (3)	IVA (3)	VA (3)	VI (3)	VII (3)	VIII (3)
IB (3)		IIIB (3)	IVB (3)	VB (3)		VII (3)	VIII (3)
IC (3)				VC (3)			

Curriculum Change Form
(Present only one proposed curriculum change per form)
(Complete only the section(s) applicable.)

Part I

(Check one) <input type="checkbox"/> New Course (Parts II, IV) <input checked="" type="checkbox"/> Course Revision (Parts II, IV) <input type="checkbox"/> Course Dropped (Part II) <input type="checkbox"/> New Program (Part III) <input type="checkbox"/> Program Revision (Part III) <input type="checkbox"/> Program Suspended (Part III)	Department Name Accounting, Finance, and Information Systems <hr/> College Business and Technology <hr/> *Course Prefix & Number RST 349 <hr/> *Course Title (30 characters) Applied Learning in Real Estate <hr/> *Program Title (Major __, Option __; Minor __; or Certificate __) <hr/> *Provide only the information relevant to the proposal.	
Proposal Approved by:		
	<u>Date</u> 12/7/2007	<u>Date</u> N/A
		Graduate Council*
		Council on Academic Affairs
		Approved <input checked="" type="checkbox"/> Disapproved
		02/28/08
		Faculty Senate**
		N/A
		Board of Regents**
		N/A
		Council on Postsecondary Edu.***
		N/A
*If Applicable (Type NA if not applicable.) **Approval needed for new, revised, or suspended programs ***Approval/Posting needed for new degree program or certificate program ****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.		

Completion of A, B, and C is required: (Please be specific, but concise.)

<p>A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.) Increase the number of credit hours for RST 349 from 1-3 to 1-8. Revise the course description.</p> <p>A. 2. Effective date: Fall 2008</p> <p>A. 3. Effective date of suspended programs for currently enrolled students: (if applicable) N/A</p>
<p>B. The justification for this action:</p> <p>The changes in the course description will more accurately describe the experience, more clearly define Co-op eligibility, and specify the academic requirement(s) this course will fulfill. This request will also permit students in full-time Co-op employment (alternating Co-op experiences) to maintain full-time student status.</p>
<p>C. The projected cost (or savings) of this proposal is as follows:</p> <p>Personnel Impact: None.</p> <p>Operating Expenses Impact: None.</p> <p>Equipment/Physical Facility Needs: None.</p> <p>Library Resources: None.</p>

Part II. Recording Data for New, Revised, or Dropped Course

(For a **new required course**, complete a separate request for the appropriate program revisions.)

1. For a new course, provide the catalog text.
2. For a revised course, provide the current catalog text with the proposed text using ~~striketrough~~ for deletions and underlines for additions.
3. For a dropped course, provide the current catalog text.

New or Revised* Catalog Text

(*Use ~~striketrough~~ for deletions and underlines for additions. Also include Crs. Prefix, No., and description, limited to 35 words.)

RST 349 Applied Learning in Real Estate. ~~(1-3)~~ (1-8) A. Prerequisites: ~~junior~~, minimum GPA of 2.25-GPA and 60 credit hours. Co-op Coordinator approval is required. and ~~BBA majors only.~~ Co-curricular work experience under the direction of faculty and field supervisors. Training plan required. ~~May be retaken to a maximum of six hours.~~ Approved work experience directly related to academic major and/or career goals. Minimum of 80 hours experience work required per credit hour. ~~May not count toward major.~~ May be repeated for a total of 16 credit hours.

Part IV. Recording Data for New or Revised Course (Record only **new or changed** course information.)

Course prefix (3 letters)	Course Number (3 Digits)	Effective Term (Example: Fall 2001)	College/Division:	Dept. (4 letters)*
RST	349	Fall 2008	AS _____ JS _____ BT <u>X</u> EM _____ ED _____ PC _____ HS _____	AFIS
Credit Hrs.	Weekly Contact Hrs.		Repeatable Maximum No. of Hrs. <u>16</u>	
1-8	Lecture _____	Laboratory _____	Other _____	
			Cip Code (first two digits only)	
Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)	
			FR _____ JR _____ SO _____ SR _____	
		Grading Information: Course is eligible for IP (in-progress grading) for: <u>Check all applicable</u>	FOR BANNER USE ONLY Date of data entry _____ Data entry person _____	
		Thesis _____		
		Internship _____		
		Independent Study _____		
		Practicum _____		

Co-Requisites and Prerequisites **See definitions on following page**

Co-Requisite(s): (List only co-requisites. See below for prerequisites and combinations.)

Course Prefix and No.	
Course Prefix and No.	

Prerequisite(s): (List prerequisites only. List combinations below. Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D .)

Course Prefix and No.	Junior, minimum GPA of 2.25-GPA and 60 credit hours. Co-op Coordinator approval is required, and BBA majors only
Course Prefix and No.	
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	

Co-Requisite(s) and/or Prerequisite(s) Combination (Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)

Course Prefix and No.	
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	

Equivalent Course(s): (credit not allowed with; or formerly:)

Course Prefix and No.	
Course Prefix and No.	
Course Prefix and No.	

Proposed General Education Block: Please mark (X) in the appropriate Block or Blocks (e.g. – IVB(3) X).

Block I (9)	Block II (3)	Block III (6)	Block IV (6)	Block V (9)	Block VI (3)	Block VII (6)	Block VIII (6)
IA (3)	II (3)	IIIA (3)	IVA (3)	VA (3)	VI (3)	VII (3)	VIII (3)
IB (3)		IIIB (3)	IVB (3)	VB (3)		VII (3)	VIII (3)
IC (3)				VC (3)			

Curriculum Change Form
(Present only one proposed curriculum change per form)
(Complete only the section(s) applicable.)

Part I

(Check one) <input type="checkbox"/> New Course (Parts II, IV) <input checked="" type="checkbox"/> Course Revision (Parts II, IV) <input type="checkbox"/> Course Dropped (Part II) <input type="checkbox"/> New Program (Part III) <input type="checkbox"/> Program Revision (Part III) <input type="checkbox"/> Program Suspended (Part III)	Department Name Accounting, Finance, and Information Systems College Business and Technology *Course Prefix & Number RST 349 A-N *Course Title (30 characters) Cooperative Study: Real Estate *Program Title _____ (Major ____, Option ____, Minor ____, or Certificate ____) *Provide only the information relevant to the proposal.	
Proposal Approved by:		
	<u>Date</u> 12/7/2007	<u>Date</u> N/A
		Graduate Council*
		Council on Academic Affairs
		Approved <input checked="" type="checkbox"/> Disapproved _____
		02/28/08
		Faculty Senate**
		Board of Regents**
		Council on Postsecondary Edu.***
		N/A
*If Applicable (Type NA if not applicable.) **Approval needed for new, revised, or suspended programs ***Approval/Posting needed for new degree program or certificate program ****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.		

Completion of A, B, and C is required: (Please be specific, but concise.)

<p>A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.) Increase the number of credit hours for RST 349 A-N from 1-3 to 1-8. Revise the course description.</p> <p>A. 2. Effective date: Fall 2008</p> <p>A. 3. Effective date of suspended programs for currently enrolled students: (if applicable) N/A</p>
<p>B. The justification for this action:</p> <p>The changes in the course description will more accurately describe the experience, more clearly define Co-op eligibility, and specify the academic requirement(s) this course will fulfill. This request will also permit students in full-time Co-op employment (alternating Co-op experiences) to maintain full-time student status.</p>
<p>C. The projected cost (or savings) of this proposal is as follows:</p> <p>Personnel Impact: None.</p> <p>Operating Expenses Impact: None.</p> <p>Equipment/Physical Facility Needs: None.</p> <p>Library Resources: None.</p>

Part II. Recording Data for New, Revised, or Dropped Course

(For a **new required course**, complete a separate request for the appropriate program revisions.)

1. For a new course, provide the catalog text.
2. For a revised course, provide the current catalog text with the proposed text using ~~striketrough~~ for deletions and underlines for additions.
3. For a dropped course, provide the current catalog text.

New or Revised* Catalog Text

(*Use ~~striketrough~~ for deletions and underlines for additions. Also include Crs. Prefix, No., and description, limited to 35 words.)

RST 349 A-N Cooperative Study: Real Estate. ~~(1-3)~~ (1-8) A. Prerequisites: ~~junior~~, minimum GPA of 2.25-GPA and 60 credit hours. Co-op Coordinator approval is required. and ~~BBA majors only.~~ Co-curricular work experience under the direction of faculty and field supervisors. Training plan required. May be retaken to a maximum of six hours. Approved work experience directly related to academic major and/or career goals. Minimum of 80 hours experience work required per credit hour. ~~May not count toward major.~~ May be repeated for a total of 16 credit hours.

Part IV. Recording Data for New or Revised Course (Record only **new or changed** course information.)

Course prefix (3 letters)	Course Number (3 Digits)	Effective Term (Example: Fall 2001)	College/Division:	Dept. (4 letters)*
RST	349 A-N	Fall 2008	AS _____ JS _____ BT <u>X</u> EM _____ ED _____ PC _____ HS _____	AFIS
Credit Hrs.	Weekly Contact Hrs.		Repeatable Maximum No. of Hrs. <u>16</u>	
1-8	Lecture _____	Laboratory _____	Other _____	
			Cip Code (first two digits only)	
Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)	
			FR _____ JR _____ SO _____ SR _____	
		Grading Information: Course is eligible for IP (in-progress grading) for: <u>Check all applicable</u>	FOR BANNER USE ONLY Date of data entry _____ Data entry person _____	
		Thesis _____		
		Internship _____		
		Independent Study _____		
		Practicum _____		

Co-Requisites and Prerequisites **See definitions on following page**

Co-Requisite(s): (List only co-requisites. See below for prerequisites and combinations.)

Course Prefix and No.	
Course Prefix and No.	

Prerequisite(s): (List prerequisites only. List combinations below. Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D .)

Course Prefix and No.	Junior, minimum GPA of 2.25-GPA and 60 credit hours. Co-op Coordinator approval is required, and BBA majors only
Course Prefix and No.	
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	

Co-Requisite(s) and/or Prerequisite(s) Combination (Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)

Course Prefix and No.	
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	

Equivalent Course(s): (credit not allowed with; or formerly:)

Course Prefix and No.	
Course Prefix and No.	
Course Prefix and No.	

Proposed General Education Block: Please mark (X) in the appropriate Block or Blocks (e.g. – IVB(3) X).

Block I (9)	Block II (3)	Block III (6)	Block IV (6)	Block V (9)	Block VI (3)	Block VII (6)	Block VIII (6)
IA (3)	II (3)	IIIA (3)	IVA (3)	VA (3)	VI (3)	VII (3)	VIII (3)
IB (3)		IIIB (3)	IVB (3)	VB (3)		VII (3)	VIII (3)
IC (3)				VC (3)			

the student to the disciplinary and corrective procedures of the employer and will be reflected in the evaluation record completed for each work period by the employer. The evaluation record is used in determining a grade for co-op. It is emphasized that personal appearance and attendance are extremely important factors.

ORIENTATION

Each Co-op/Applied Learning student must complete the Online Orientation in Blackboard. The Orientation must be completed prior to registering for Co-op. Your Orientation score must be 87% or above to successfully complete the orientation. If your score falls below 87%, you will be required to retake the Orientation or parts of the Orientation. You will be notified by email if you have to retake the Orientation. After you have successfully completed the Orientation, you will receive credit and will be eligible for Co-op.

STUDENT REPORTS

Student Report is to be completed in the **My Placements & Evaluations** section in the Co-op **PlacePro database**.

1st semester to Co-op or new Co-op job. First semester and new Co-op assignments must answer questions 1-7. The total responses must be a minimum of 400-500 words in complete, detailed, and coherent sentences.

1. Provide a brief history of your co-op employer (must include the functions, products/services provided). Your response should be at least one paragraph.
2. What were your primary work responsibilities as a co-op student and were your duties consistent with the job description on file in the Co-op Office? Your response should be at least one paragraph.
3. Identify three courses (at least one in your major) and explain how these courses prepared you for your Co-op position? (Example: English 102 enhanced my writing skills that helped in preparing weekly reports.)
4. Relate how your co-op assignment enabled you to apply the theory learned in the classroom.
5. What specific "on-the-job" activities (minimum of two) do you feel helped you to gain the most knowledge in your career field? (These activities may be either positive or negative. Also, please share this information with your departmental faculty). How did this knowledge prepare you for your career field?
6. What was the most beneficial aspect of your on-the-job co-op experience and why?
7. What was the least beneficial aspect of your on-the-job co-op experience and why? (Please be honest. This information is confidential.)

Submit report by clicking on **FINISHED** after question 11.

Multiple semesters (2 or more semesters in the same job) must answer questions 8-11.

In order for you to gain the most from your multiple semesters Co-op, your employer is required to expand and increase your job responsibilities; therefore, please respond to the following questions in complete, detailed, and coherent sentences:

8. Indicate at least two of the most important things that you learned while on your Co-op assignment this semester? (Please share this information with your departmental faculty and peers.)
9. Indicate additional courses that prepared you for the increased responsibilities for your continuing Co-op assignment and explain in detail? (example: Computer Science 390 enhanced my computer programming skills in Visual Basic)
10. What was your most beneficial aspect of your on-the-job Co-op experience and why?
11. What was your least beneficial aspect of your on-the-job Co-op experience and why? (Please be honest. This information is confidential.)

Submit report by clicking on **FINISHED** after question 11.

Do not submit reports prepared for the employer. Sometimes the work will be of a classified nature and cannot be discussed freely. In such cases, a description of the general nature of the duties will be sufficient. These reports are kept on file by the co-op coordinator and in the academic departments.

Timesheet - Student must submit a record of the hours worked with supervisor verification (signature). Timesheets are available on the Co-op website.

Performance Skills Assessment (Evaluation) - completed in the **My Placements & Evaluations** section in the Co-op **PlacePro database**. - This is an opportunity for you to evaluate your own progress in developing knowledge and skills from your co-op experience. It is important that you make every effort to be realistic as possible in order to track your own growth as you move forward in progressively responsible assignments. Please let us know if we can better serve you. This is also an opportunity for the student to provide input into the program.

Final Interview - At the end of each co-op and applied learning assignment, you will meet with your assigned co-op faculty coordinator to discuss your completed work experience and future plans. All written reports will be reviewed by your coordinator and kept on file. They will not be returned unless they are unsatisfactory, but they may be seen and reviewed at any time. These reports will be used as a means of assessing co-op experiences, employment situations and used by the career counselor as reference materials.

Curriculum Change Form
(Present only one proposed curriculum change per form)
(Complete only the section(s) applicable.)

Part I

<input type="checkbox"/> (Check one) New Course (Parts II, IV)	Department Name	Agriculture
<input type="checkbox"/> Course Revision (Parts II, IV)	College	Business and Technology
<input checked="" type="checkbox"/> Course Dropped (Part II)	*Course Prefix & Number	AGR 330
<input type="checkbox"/> New Program (Part III)	*Course Title (30 characters)	Meat Identification and Consumer Evaluation
<input type="checkbox"/> Program Revision (Part III)	*Program Title	
<input type="checkbox"/> Program Suspended (Part III)	(Major ____, Option ____, Minor ____, or Certificate ____)	
*Provide only the information relevant to the proposal.		

Proposal Approved by:	<u>Date</u>	
Departmental Committee	09/14/2007	Graduate Council*
<i>Is this a SACS Substantive Change? Yes**** <input type="checkbox"/> No <input checked="" type="checkbox"/></i>		Council on Academic Affairs
College Curriculum Committee	1/18/2008	Approved <input checked="" type="checkbox"/> Disapproved <input type="checkbox"/>
General Education Committee*	NA	Faculty Senate**
Teacher Education Committee*	NA	Board of Regents**
		Council on Postsecondary Edu.***

*If Applicable (Type NA if not applicable.)
**Approval needed for new, revised, or suspended programs
***Approval/Posting needed for new degree program or certificate program
****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.

Completion of A, B, and C is required: (Please be specific, but concise.)

A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)
To change the course title from "Meat Identification and Consumer Evaluation" to "Animal Products"

A. 2. Effective date: (Example: Fall 2001)
Fall 2008

A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)
N/A

B. The justification for this action:
This name change will better describe the general purpose and objectives of the class.

C. The projected cost (or savings) of this proposal is as follows:

Personnel Impact:
None

Operating Expenses Impact:
None

Equipment/Physical Facility Needs:
None

Library Resources:
None

Part II. Recording Data for New, Revised, or Dropped Course

(For a **new required course**, complete a separate request for the appropriate program revisions.)

1. For a new course, provide the catalog text.
2. For a revised course, provide the current catalog text with the proposed text using ~~striethrough~~ for deletions and underlines for additions.
3. For a dropped course, provide the current catalog text.

New or Revised* Catalog Text

(*Use ~~striethrough~~ for deletions and underlines for additions. Also include Crs. Prefix, No., and description, limited to 35 words.)

AGR 330 ~~Meat Identification and Consumer Evaluation~~ Animal Products. (2) A. Principles of grading, cutting, identifying, pricing, and consumer evaluation of poultry, beef, pork, and lamb cuts, and related products.

Part IV. Recording Data for New or Revised Course (Record only **new or changed** course information.)

Course prefix (3 letters)	Course Number (3 Digits)	Effective Term (Example: Fall 2001)	College/Division:	Dept. (4 letters)*
AGR	330	Fall 2008	AS _____ JS _____ BT <u>X</u> EM _____ ED _____ PC _____ HS _____	AGRI
Credit Hrs.	Weekly Contact Hrs.		Repeatable Maximum No. of Hrs. _____	
	Lecture _____	Laboratory _____	Other _____	
Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Cip Code (first two digits only)	
			Class Restriction, if any: (undergraduate only)	
			FR _____ JR _____	
			SO _____ SR _____	
		Grading Information: Course is eligible for IP (in-progress grading) for: <u>Check all applicable</u>	FOR BANNER USE ONLY Date of data entry _____ Data entry person _____	
		Thesis _____		
		Internship _____		
		Independent Study _____		
		Practicum _____		

Co-Requisites and Prerequisites **See definitions on following page**

Co-Requisite(s): (List only co-requisites. See below for prerequisites and combinations.)

Course Prefix and No. _____

Course Prefix and No. _____

Prerequisite(s): (List prerequisites only. List combinations below. Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)

Course Prefix and No. _____

Course Prefix and No. _____

Test Scores _____

Minimum GPA (when a course grouping or student cumulative GPA is required) _____

Co-Requisite(s) and/or Prerequisite(s) Combination (Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)

Course Prefix and No. _____

Test Scores _____

Minimum GPA (when a course grouping or student cumulative GPA is required) _____

Equivalent Course(s): (credit not allowed with; or formerly☺)

Course Prefix and No. _____

Course Prefix and No. _____

Course Prefix and No. _____

Proposed General Education Block: Please mark (X) in the appropriate Block or Blocks (e.g. – IVB(3) X).

Block I (9)	Block II (3)	Block III (6)	Block IV (6)	Block V (9)	Block VI (3)	Block VII (6)	Block VIII (6)
IA (3)	II (3)	IIIA (3)	IVA (3)	VA (3)	VI (3)	VII (3)	VIII (3)
IB (3)		IIIB (3)	IVB (3)	VB (3)		VII (3)	VIII (3)
IC (3)				VC (3)			

Anatomy and Physiology of Domestic Animals
AGR 376
M W F 11:15 – 12:05
3 Credit Hours
Fall Semester 2007

Instructor: Dr. Laurie Rincker
Room 5 A. B. Carter Building
Phone: 622-2231
Email: laurie.rincker@eku.edu
Office Hours: Please call, email, or stop by to make an appointment. Feel free to stop by my office at any time for a short visit.

Text: *Anatomy and Physiology of Farm Animals* by Frandson, Wilke, and Fails 2003 (6th edition)

Course Objectives:

1. To understand basic anatomy and physiology terminology as it relates to specific systems.
2. To identify basic anatomical parts both on a micro and macro level.
3. To understand the interaction between structure and function of basic tissues, organs, and systems within farm animals.
4. To understand the physiological mechanisms used by the various body systems to perform the basic functions of farm animals.

Evaluation:

The final grade for the course will be determined by the following. Dates for the tests are listed below and will not change. Exams will cover lecture material from the previous exam. Make up exams are at the discretion of the instructor. Exams will be primarily fill in the blank, short answer, picture identification, matching of terminology, and short essay.

	Points	Date
Reports from scientific journals (2)*	100 (50 each)	Oct 5 and Nov 16
Exam 1	100	Sept 7 (Friday)
Exam 2	100	Sept 28 (Friday)
Exam 3	100	Oct 19 (Friday)
Exam 4	100	Nov 9 (Friday)
Lab Practical	100	Dec 7 (Friday)
Exam 5	<u>100</u>	Dec 14 (Friday)
Total	700	

* More information on the reports will be provided on a separate hand-out.

Grading:

The final letter grade will be based on a percentage of the semester total. Examinations will be graded and distributed to students as soon as possible and will be reviewed in class.

- A ≥ 90%
- B = 80 - 89%
- C = 70 - 79%
- D = 60 - 69%
- F < 60%

Class polices:

Students are expected to be ready for lecture at 11:15. Please refrain from all tobacco use in this class. Turn off cell phones before lecture begins.

Student Progress:

Last day to drop this class is October 26, 2007. Students will have two exams and one report returned before this date.

Agriculture Department Attendance Policy:

Students are required to attend all scheduled meetings of this class. If a student has a legitimate reason to be absent they are expected to discuss with the instructor **prior** to the anticipated absence and make arrangements for any make-up work that must be completed. The instructor will judge the validity of the reason for the absence. In case of an emergency where the above can not be met, students should inform the instructor at the first opportunity after student's return to campus. Absences in excess of 20% of a class will result in a failing grade unless this is waived by the instructor and department chair.

Students with unexcused absences forfeit the right to do make-up work especially quizzes and exams given that day. Enforcement of this policy is the responsibility of the instructor. Unexcused absences may be used as a factor in determining a grade for the course.

Academic Integrity Statement:

Students are advised that EKU's Academic Integrity Policy will strictly be enforced in this course. The Academic Integrity policy is available at www.academicintegrity.eku.edu regarding the policy may be directed to the Office of Academic Integrity.

Students with disabilities:

If you are registered with the Office of Services for Individuals with Disabilities, please make an appointment with the course instructor to discuss any academic accommodations you need. If you need academic accommodations and are not registered with the Office of Services for Individuals with Disabilities, please contact the office on the third floor of the Student Services Building, by email at disserv@eku.edu or by telephone at (859) 622-2933 V/TDD. Upon individual request, this syllabus can be made available in alternative forms.

Lecture Outline:

Introduction, organization of class
Cell structure and function
Histology
Embryology
Integument system
Skeletal system
Muscle system
Growth
Nervous system
Sensory system
Cardiovascular system
Endocrinology
Lactation
Reproduction
Urinary system
Digestive system

Laboratory Outline:

Using the microscope, preparing slides for viewing

Histology – types of epithelium

Histology – tissue types

Bone lab: structure of bone, bone ID

Blood lab: centrifugation, analysis

Anatomy – dissection of fetal pigs (5 weeks)

Nervous system – nerve response

Anatomy – dissection of bovine reproductive tract

Anatomy – dissection of stomach compartments, digestion

Digestive Physiology Laboratory

Curriculum Change Form
(Present only one proposed curriculum change per form)
(Complete only the section(s) applicable.)

Part I

(Check one)	Department Name	Agriculture
<input type="checkbox"/> New Course (Parts II, IV)	College	Business and Technology
<input checked="" type="checkbox"/> Course Revision (Parts II, IV)	*Course Prefix & Number	AGR 376
<input type="checkbox"/> Course Dropped (Part II)	*Course Title (30 characters)	Anatomy and Physiology of Domestic Animals
<input type="checkbox"/> New Program (Part III)	*Program Title	
<input type="checkbox"/> Program Revision (Part III)		(Major ____, Option ____, Minor ____, or Certificate ____)
<input type="checkbox"/> Program Suspended (Part III)	*Provide only the information relevant to the proposal.	

Proposal Approved by:	<u>Date</u>	
Departmental Committee	09/14/2007	Graduate Council* <u>Date</u> NA
<i>Is this a SACS Substantive Change? Yes**** <input type="checkbox"/> No <input checked="" type="checkbox"/></i>		
College Curriculum Committee	1/18/2008	Council on Academic Affairs <u>Date</u> 02/28/08
General Education Committee*	NA	Approved <input checked="" type="checkbox"/> Disapproved <input type="checkbox"/> Faculty Senate** <u>Date</u> N/A
Teacher Education Committee*	NA	Board of Regents** <u>Date</u> N/A
		Council on Postsecondary Edu.*** <u>Date</u> N/A

*If Applicable (Type NA if not applicable.)
 **Approval needed for new, revised, or suspended programs
 ***Approval/Posting needed for new degree program or certificate program
 ****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.

Completion of A, B, and C is required: (Please be specific, but concise.)

A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)
 To change credit hour description from 3 lec to 2 lec / 2 lab and change prerequisites

A. 2. Effective date: (Example: Fall 2001)
 Fall 2008

A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)
 N/A

B. The justification for this action:
 The anatomical portion of this class is best suited to be taught in a laboratory setting.

C. The projected cost (or savings) of this proposal is as follows:

Personnel Impact:
 None

Operating Expenses Impact:
 None

Equipment/Physical Facility Needs:
 None

Library Resources:
 None

Part II. Recording Data for New, Revised, or Dropped Course

(For a **new required course**, complete a separate request for the appropriate program revisions.)

1. For a new course, provide the catalog text.
2. For a revised course, provide the current catalog text with the proposed text using ~~striethrough~~ for deletions and underlines for additions.
3. For a dropped course, provide the current catalog text.

New or Revised* Catalog Text

(*Use ~~striethrough~~ for deletions and underlines for additions. Also include Crs. Prefix, No., and description, limited to 35 words.)

AGR 376 Anatomy and Physiology of Domestic Animals. (3) A. Prerequisite: ~~six hours of animal science~~ AGR 125.
Fundamental physiological processes of livestock relating to production, nutrition, and diseases. 2 lec / 2 lab.

Part IV. Recording Data for New or Revised Course (Record only **new** or **changed** course information.)

Course prefix (3 letters)	Course Number (3 Digits)	Effective Term (Example: Fall 2001)	College/Division:	Dept. (4 letters)*
AGR	376	Fall 2008	AS _____ JS _____ BT <u>X</u> EM _____ ED _____ PC _____ HS _____	AGRI
Credit Hrs.	Weekly Contact Hrs.		Repeatable Maximum No. of Hrs. _____	
	Lecture <u>2</u>	Laboratory <u>2</u>	Other _____	Cip Code (first two digits only)
Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)	
2	3	N	FR _____	JR _____
			SO _____	SR _____
		Grading Information: Course is eligible for IP (in-progress grading) for: <u>Check all applicable</u>	FOR BANNER USE ONLY Date of data entry _____ Data entry person _____	
		Thesis _____		
		Internship _____		
		Independent Study _____		
		Practicum _____		

Co-Requisites and Prerequisites **See definitions on following page**

Co-Requisite(s): (List only co-requisites. See below for prerequisites and combinations.)

Course Prefix and No. _____

Course Prefix and No. _____

Prerequisite(s): (List prerequisites only. List combinations below. Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)

Course Prefix and No. _____ AGR 125

Course Prefix and No. _____ Six hours of animal science

Test Scores _____

Minimum GPA (when a course grouping or student cumulative GPA is required) _____

Co-Requisite(s) and/or Prerequisite(s) Combination (Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)

Course Prefix and No. _____

Test Scores _____

Minimum GPA (when a course grouping or student cumulative GPA is required) _____

Equivalent Course(s): (credit not allowed with; or formerly:)

Course Prefix and No. _____

Course Prefix and No. _____

Course Prefix and No. _____

Proposed General Education Block: Please mark (X) in the appropriate Block or Blocks (e.g. – IVB(3) X).

Block I (9)	Block II (3)	Block III (6)	Block IV (6)	Block V (9)	Block VI (3)	Block VII (6)	Block VIII (6)
IA (3)	II (3)	IIIA (3)	IVA (3)	VA (3)	VI (3)	VII (3)	VIII (3)
IB (3)		IIIB (3)	IVB (3)	VB (3)		VII (3)	VIII (3)
IC (3)				VC (3)			

Curriculum Change Form
(Present only one proposed curriculum change per form)
(Complete only the section(s) applicable.)

Part I

(Check one)	Department Name	MMAC
<input type="checkbox"/> New Course (Parts II, IV)	College	Business & Technology
<input checked="" type="checkbox"/> Course Revision (Parts II, IV)	*Course Prefix & Number	CCT 101
<input type="checkbox"/> Course Dropped (Part II)	*Course Title (30 characters)	Introduction to Business
<input type="checkbox"/> New Program (Part III)	*Program Title	
<input type="checkbox"/> Program Revision (Part III)	(Major ____, Option ____, Minor ____, or Certificate __)	
<input type="checkbox"/> Program Suspended (Part III)	*Provide only the information relevant to the proposal.	

Proposal Approved by:	<u>Date</u>		<u>Date</u>
Departmental Committee	1/25/08	Graduate Council*	NA
<i>Is this a SACS Substantive Change? Yes**** <input type="checkbox"/> No <input checked="" type="checkbox"/></i>		Council on Academic Affairs	
College Curriculum Committee	2/1/08	Approved <input checked="" type="checkbox"/> Disapproved <input type="checkbox"/>	02/28/08
General Education Committee*	NA	Faculty Senate**	N/A
Teacher Education Committee*	NA	Board of Regents**	N/A
		Council on Postsecondary Edu.***	N/A

*If Applicable (Type NA if not applicable.)

**Approval needed for new, revised, or suspended programs

***Approval/Posting needed for new degree program or certificate program

****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.

Completion of A, B, and C is required: (Please be specific, but concise.)

A. 1. Specific action requested:

To change the name and catalog description for CCT 101 from Introduction to Business to Entrepreneurship.

A. 2. Effective date: FALL 2008

A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)

B. The justification for this action:

CCT 101 is currently a survey business course designed for pre-business majors or undeclared majors who may be interested in business as a major. More students are taking the course to learn how to start a small business, and the course currently helps students in the preparation of a business plan. These students are not business majors and are usually interested in a business minor. The course will also support a perspective entrepreneurship minor or certificate for a non-business or business major.

C. The projected cost (or savings) of this proposal is as follows:

Personnel Impact: None

Operating Expenses Impact: None

Equipment/Physical Facility Needs: None

Library Resources: Resources are currently available so no new resources will be required.

Part II. Recording Data for New, Revised, or Dropped Course

(For a **new required course**, complete a separate request for the appropriate program revisions.)

1. For a new course, provide the catalog text.
2. For a revised course, provide the current catalog text with the proposed text using ~~striethrough~~ for deletions and underlines for additions.
3. For a dropped course, provide the current catalog text.

New or Revised* Catalog Text

(*Use ~~striethrough~~ for deletions and underlines for additions. Also include Crs. Prefix, No., and description, limited to 35 words.)

~~CCT 101 Introduction to Business~~Entrepreneurship. (3) I, II. ~~A survey of business organizations,~~ An introduction of entrepreneurship in the global economy. The processes of creating and launching a new business based on the economic environment, types of business ownership, and the functions of business. For pre-business, business, and non-business majors.

Part IV. Recording Data for New or Revised Course (Record only **new** or **changed** course information.)

Course prefix (3 letters)	Course Number (3 Digits)	Effective Term (Example: Fall 2001)	College/Division:	Dept. (4 letters)*
CCT	101	Fall 2008	AS _____ JS _____ BT <u>X</u> EM _____ ED _____ PC _____ HS _____	MMAC
Credit Hrs.	Weekly Contact Hrs.		Repeatable Maximum No. of Hrs. _____	
	Lecture _____	Laboratory _____	Other _____	
Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Cip Code (first two digits only)	
			Class Restriction, if any: (undergraduate only)	
			FR _____	JR _____
			SO _____	SR _____
		Grading Information: Course is eligible for IP (in-progress grading) for: <u>Check all applicable</u>	FOR BANNER USE ONLY Date of data entry _____ Data entry person _____	
		Thesis _____		
		Internship _____		
		Independent Study _____		
		Practicum _____		

Co-Requisites and Prerequisites **See definitions on following page**

Co-Requisite(s): (List only co-requisites. See below for prerequisites and combinations.)

Course Prefix and No. _____

Course Prefix and No. _____

Prerequisite(s): (List prerequisites only. List combinations below. Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)

Course Prefix and No. _____

Course Prefix and No. _____

Test Scores _____

Minimum GPA (when a course grouping or student cumulative GPA is required) _____

Co-Requisite(s) and/or Prerequisite(s) Combination (Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)

Course Prefix and No. _____

Test Scores _____

Minimum GPA (when a course grouping or student cumulative GPA is required) _____

Equivalent Course(s): (credit not allowed with; or formerly:)

Course Prefix and No. _____

Course Prefix and No. _____

Course Prefix and No. _____

Proposed General Education Block: Please mark (X) in the appropriate Block or Blocks (e.g. – IVB(3) X).

Block I (9)	Block II (3)	Block III (6)	Block IV (6)	Block V (9)	Block VI (3)	Block VII (6)	Block VIII (6)
IA (3)	II (3)	IIIA (3)	IVA (3)	VA (3)	VI (3)	VII (3)	VIII (3)
IB (3)		IIIB (3)	IVB (3)	VB (3)		VII (3)	VIII (3)
IC (3)				VC (3)			

EASTERN KENTUCKY UNIVERSITY
College of Business and Technology
Department of Management, Marketing, and Administrative Communication

COURSE NUMBER: CCT 101

COURSE TITLE: Entrepreneurship

PREREQUISITES: None

INSTRUCTOR:

OFFICE HOURS:

REQUIRED TEXT: Zimmerer, Thomas W.; Scarborough, Norman M. (2008), *Essentials of Entrepreneurship and Small Business Management*, Fifth Edition; New Jersey: Pearson/Prentice Hall Publishers.

DESCRIPTION: The course focuses on the process of creating a new venture and provides the student with the knowledge needed to launch a business so that it has the greatest chance of success. The emphasis will be a very practical, “hands-on” approach to entrepreneurship with the development of a Business Plan. Topics are covered from the perspective of an economic revolution of a global economy that will prepare students to make informed personal and professional choices about creating and marketing innovative, customer-focused new products and services. The course uses an integrated framework of social, legal, economic, and ethical issues to examine business practices for entrepreneurial leadership in a technical and global society.

STUDENT LEARNING OBJECTIVES: Upon completing this course, students should be able to:

- Explain the forces that are driving the growth of entrepreneurship and the important role small businesses play in our nation’s economy.
- Describe why creativity and innovation are such integral parts of entrepreneurship, as well as knowing the steps in the creative process.
- Understand the strategic planning process of developing a small business.
- Describe the elements in developing a business plan including marketing and financial considerations.
- Identify forms of business ownership.
- Discuss the ethical and social responsibilities of businesses.
- Explain the fundamentals of technical advances in business systems (information management, the Internet, and E-Commerce).
- Demonstrate an understanding of relationships in business including leaders, customers, employees, legal, and government entities, knowledge diffusion, and technology transfer.
- Analyze the ethical issues in the workplace.
- Describe the principal strategies small businesses have for going global.

- Explain how to build a new venture team that includes hiring and retaining the right employees.
- Employ technology (e.g., the Internet and electronic databases) to research current workplace trends and issues.
- Write a Business Plan.

COURSE CONTENT:

1. The Foundations of Entrepreneurship
2. From Entrepreneur Ideas to Reality
3. Design of a Business Model & Strategic Plan
4. Conducting a Feasibility Analysis & a Winning Business Plan
5. Forms of Business Ownership
6. Building a Marketing Plan
7. E-Commerce and the Entrepreneur
8. Creating a Financial Plan & Sources of Financing
9. Managing Cash Flow
10. Choosing a Location & Layout
11. Global Aspects of Entrepreneurship
12. Building a New Venture Team
13. Leadership Skills for a New Business & the New Economy

COURSE REQUIREMENTS: The following items comprise the grade in CCT 101:

- | | |
|-------------------------------------|------------|
| • Internet and homework assignments | 200 points |
| • In-class activities and quizzes | 100 points |
| • Business Plan | 200 points |
| • Exams | 300 points |

The following scale will be used to determine the overall grade:

720-800 points	= A
640-719 points	= B
560-718 points	= C
480-559 points	= D
Below 479 points	= F

ATTENDANCE POLICY: Students must attend at least 80 percent of the total number of class periods to pass the course. For this class, ___ absences equals an automatic F.

CBT POLICY: The professor reserves the right to retain for pedagogical reasons either the original or a copy of any student work. Students' names will be deleted from assignments unless permission is granted for his/her name to appear on the work.

REPEAT POLICY: Students have two opportunities to satisfactorily complete a class. If failed, a course may be repeated once.

SERVICES FOR STUDENTS WITH DISABILITIES:

If there is any individual in this class who is in need of academic accommodations and who is registered with

the Office of Services for Individuals with Disabilities, please make an individual appointment with the course instructor to discuss accommodations. Upon individual request, this syllabus can be made available in alternative forms. If any student who is not registered with the Office of Services for Individuals with Disabilities has need of academic accommodations, please contact the Office directly either in person at SSB 315 or by telephone at 859- 622-1500 V/TTY.

ACADEMIC INTEGRITY STATEMENT

Students are advised that EKU's Academic Integrity Policy will strictly be enforced in this course. The Academic Integrity policy is available at www.academicintegrity.eku.edu. Questions regarding the policy may be directed to the Office of Academic Integrity.

Curriculum Change Form
(Present only one proposed curriculum change per form)
(Complete only the section(s) applicable.)

Part I

(Check one) <input type="checkbox"/> New Course (Parts II, IV) <input checked="" type="checkbox"/> Course Revision (Parts II, IV) <input type="checkbox"/> Course Dropped (Part II) <input type="checkbox"/> New Program (Part III) <input type="checkbox"/> Program Revision (Part III) <input type="checkbox"/> Program Suspended (Part III)	Department Name Management, Marketing, and Administrative Communication College Business and Technology *Course Prefix & Number CCT 349 *Course Title (<u>30 characters</u>) Applied Learning in Corporate Communication and Technology *Program Title _____ (Major __, Option __; Minor __; or Certificate __) *Provide only the information relevant to the proposal.																																				
Proposal Approved by:		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;"></td> <td style="width: 30%; text-align: center;"><u>Date</u></td> <td style="width: 30%;"></td> <td style="width: 10%;"></td> <td style="width: 30%; text-align: center;"><u>Date</u></td> </tr> <tr> <td>Departmental Committee</td> <td style="text-align: center;">12/7/2007</td> <td>Graduate Council*</td> <td></td> <td style="text-align: center;">N/A</td> </tr> <tr> <td colspan="2"> Is this a SACS Substantive Change? Yes**** <input type="checkbox"/> No <input checked="" type="checkbox"/> </td> <td>Council on Academic Affairs</td> <td></td> <td></td> </tr> <tr> <td>College Curriculum Committee</td> <td style="text-align: center;">1/3/08</td> <td>Approved <input checked="" type="checkbox"/> Disapproved</td> <td></td> <td style="text-align: center;">02/28/08</td> </tr> <tr> <td>General Education Committee*</td> <td style="text-align: center;">N/A</td> <td>Faculty Senate**</td> <td></td> <td style="text-align: center;">N/A</td> </tr> <tr> <td>Teacher Education Committee*</td> <td style="text-align: center;">N/A</td> <td>Board of Regents**</td> <td></td> <td style="text-align: center;">N/A</td> </tr> <tr> <td></td> <td></td> <td>Council on Postsecondary Edu.***</td> <td></td> <td style="text-align: center;">N/A</td> </tr> </table>		<u>Date</u>			<u>Date</u>	Departmental Committee	12/7/2007	Graduate Council*		N/A	Is this a SACS Substantive Change? Yes**** <input type="checkbox"/> No <input checked="" type="checkbox"/>		Council on Academic Affairs			College Curriculum Committee	1/3/08	Approved <input checked="" type="checkbox"/> Disapproved		02/28/08	General Education Committee*	N/A	Faculty Senate**		N/A	Teacher Education Committee*	N/A	Board of Regents**		N/A			Council on Postsecondary Edu.***		N/A
	<u>Date</u>			<u>Date</u>																																	
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*If Applicable (Type NA if not applicable.) **Approval needed for new, revised, or suspended programs ***Approval/Posting needed for new degree program or certificate program ****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.																																					

Completion of A, B, and C is required: (Please be specific, but concise.)

<p>A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.) Increase the number of credit hours for CCT 349 from 1-3 to 1-8. Revise the course description.</p> <p>A. 2. Effective date: Fall 2008</p> <p>A. 3. Effective date of suspended programs for currently enrolled students: (if applicable) N/A</p>
<p>B. The justification for this action:</p> <p>The changes in the course description will more accurately describe the experience, more clearly define Co-op eligibility, and specify the academic requirement(s) this course will fulfill. This request will also permit students in full-time Co-op employment (alternating Co-op experiences) to maintain full-time student status.</p>
<p>C. The projected cost (or savings) of this proposal is as follows:</p> <p>Personnel Impact: None.</p> <p>Operating Expenses Impact: None</p> <p>Equipment/Physical Facility Needs: None.</p> <p>Library Resources: None.</p>

Part II. Recording Data for New, Revised, or Dropped Course

(For a **new required course**, complete a separate request for the appropriate program revisions.)

1. For a new course, provide the catalog text.
2. For a revised course, provide the current catalog text with the proposed text using ~~strike through~~ for deletions and underlines for additions.
3. For a dropped course, provide the current catalog text.

New or Revised* Catalog Text

(*Use ~~strike through~~ for deletions and underlines for additions. Also include Crs. Prefix, No., and description, limited to 35 words.)

CCT 349 Applied Learning in Corporate Communication and Technology. ~~(1-3)~~ **(1-8) A.** Prerequisites: minimum GPA of 2.25; ~~sophomore classification for associate degree; junior classification for baccalaureate degree;~~ and 30 hours for associate degree, 60 hours for baccalaureate degree. Co-op Coordinator approval is required. Approved work experience directly related to academic major and/or career goals. Supervised co-curricular work experience. Training plan required. Minimum of 80 hours work required for each academic credit hour. May be retaken to a maximum of six hours. Three hours required in Office Systems Technology. Three hours may be used as an upper division business elective in the undergraduate program. May be repeated up to 8 credit hours for the associate degree and 16 credit hours for undergraduate program.

Part IV. Recording Data for New or Revised Course (Record only **new or changed** course information.)

Course prefix (3 letters)	Course Number (3 Digits)	Effective Term (Example: Fall 2001)	College/Division:	Dept. (4 letters)*
CCT	349	Fall 2008	AS _____ JS _____ BT <u>X</u> EM _____ ED _____ PC _____ HS _____	MMAC
Credit Hrs. 1-8	Weekly Contact Hrs. Lecture _____ Laboratory _____ Other _____		Repeatable Maximum No. of Hrs. _____ 16	
			Cip Code (first two digits only)	
Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)	
			FR _____	JR _____
			SO _____	SR _____
		Grading Information: Course is eligible for IP (in-progress grading) for: <u>Check all applicable</u>	FOR BANNER USE ONLY Date of data entry _____ Data entry person _____	
		Thesis _____		
		Internship _____		
		Independent Study _____		
		Practicum _____		

Co-Requisites and Prerequisites **See definitions on following page**

Co-Requisite(s): (List only co-requisites. See below for prerequisites and combinations.)

Course Prefix and No.	
Course Prefix and No.	

Prerequisite(s): (List prerequisites only. List combinations below. Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)

Course Prefix and No.	<u>Minimum</u> GPA of 2.25; sophomore classification for associate degree; junior classification for baccalaureate degree. <u>and 30 hours for associate degree, 60 hours for baccalaureate degree.</u>
Course Prefix and No.	
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	

Co-Requisite(s) and/or Prerequisite(s) Combination (Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)

Course Prefix and No.	
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	

Equivalent Course(s): (credit not allowed with; or formerly:)

Course Prefix and No.	
Course Prefix and No.	
Course Prefix and No.	

Proposed General Education Block: Please mark (X) in the appropriate Block or Blocks (e.g. – IVB(3) X).

Block I (9)	Block II (3)	Block III (6)	Block IV (6)	Block V (9)	Block VI (3)	Block VII (6)	Block VIII (6)
IA (3)	II (3)	IIIA (3)	IVA (3)	VA (3)	VI (3)	VII (3)	VIII (3)
IB (3)		IIIB (3)	IVB (3)	VB (3)		VII (3)	VIII (3)
C (3)				VC (3)			

Curriculum Change Form
(Present only one proposed curriculum change per form)
(Complete only the section(s) applicable.)

Part I

(Check one) <input type="checkbox"/> New Course (Parts II, IV) <input checked="" type="checkbox"/> Course Revision (Parts II, IV) <input type="checkbox"/> Course Dropped (Part II) <input type="checkbox"/> New Program (Part III) <input type="checkbox"/> Program Revision (Part III) <input type="checkbox"/> Program Suspended (Part III)	Department Name Management, Marketing, and Administrative Communication College Business and Technology *Course Prefix & Number CCT 349 A-N *Course Title (<u>30 characters</u>) Cooperative Study: Corporate Communication and Technology *Program Title _____ (Major __, Option __; Minor __; or Certificate __) *Provide only the information relevant to the proposal.																													
Proposal Approved by:		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;"></td> <td style="width: 30%; text-align: center;"><u>Date</u></td> <td style="width: 30%;"></td> <td style="width: 30%; text-align: center;"><u>Date</u></td> </tr> <tr> <td>Departmental Committee</td> <td style="text-align: center;">12/7/2007</td> <td>Graduate Council*</td> <td style="text-align: center;">N/A</td> </tr> <tr> <td colspan="2"> Is this a SACS Substantive Change? Yes**** <input type="checkbox"/> No <input checked="" type="checkbox"/> </td> <td>Council on Academic Affairs</td> <td></td> </tr> <tr> <td>College Curriculum Committee</td> <td style="text-align: center;">1/3/08</td> <td>Approved <input checked="" type="checkbox"/> Disapproved</td> <td style="text-align: center;">02/28/08</td> </tr> <tr> <td>General Education Committee*</td> <td style="text-align: center;">N/A</td> <td>Faculty Senate**</td> <td style="text-align: center;">N/A</td> </tr> <tr> <td>Teacher Education Committee*</td> <td style="text-align: center;">N/A</td> <td>Board of Regents**</td> <td style="text-align: center;">N/A</td> </tr> <tr> <td></td> <td></td> <td>Council on Postsecondary Edu.***</td> <td style="text-align: center;">N/A</td> </tr> </table>		<u>Date</u>		<u>Date</u>	Departmental Committee	12/7/2007	Graduate Council*	N/A	Is this a SACS Substantive Change? Yes**** <input type="checkbox"/> No <input checked="" type="checkbox"/>		Council on Academic Affairs		College Curriculum Committee	1/3/08	Approved <input checked="" type="checkbox"/> Disapproved	02/28/08	General Education Committee*	N/A	Faculty Senate**	N/A	Teacher Education Committee*	N/A	Board of Regents**	N/A			Council on Postsecondary Edu.***	N/A
	<u>Date</u>		<u>Date</u>																											
Departmental Committee	12/7/2007	Graduate Council*	N/A																											
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Completion of A, B, and C is required: (Please be specific, but concise.)

<p>A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.) Increase the number of credit hours for CCT 349 A-N from 1-3 to 1-8. Revise the course description</p> <p>A. 2. Effective date: Fall 2008</p> <p>A. 3. Effective date of suspended programs for currently enrolled students: (if applicable) N/A</p>
<p>B. The justification for this action:</p> <p>The changes in the course description will more accurately describe the experience, more clearly define Co-op eligibility, and specify the academic requirement(s) this course will fulfill. This request will also permit students in full-time Co-op employment (alternating Co-op experiences) to maintain full-time student status.</p>
<p>C. The projected cost (or savings) of this proposal is as follows:</p> <p>Personnel Impact: None.</p> <p>Operating Expenses Impact: None</p> <p>Equipment/Physical Facility Needs: None.</p> <p>Library Resources: None.</p>

Part II. Recording Data for New, Revised, or Dropped Course

(For a **new required course**, complete a separate request for the appropriate program revisions.)

1. For a new course, provide the catalog text.
2. For a revised course, provide the current catalog text with the proposed text using ~~strike through~~ for deletions and underlines for additions.
3. For a dropped course, provide the current catalog text.

New or Revised* Catalog Text

(*Use ~~strike through~~ for deletions and underlines for additions. Also include Crs. Prefix, No., and description, limited to 35 words.)

CCT 349 A-N Cooperative Study: Corporate Communication and Technology. ~~(1-3) (1-8)~~ A. Prerequisites: minimum GPA of 2.25; ~~sophomore classification for associate degree; junior classification for baccalaureate degree.~~ and 30 hours for associate degree. 60 hours for baccalaureate degree. Co-op Coordinator approval is required. Approved work experience directly related to academic major and/or career goals. Supervised co-curricular work experience. Training plan required. Minimum of 80 hours work required for each academic credit hour. May be retaken to a maximum of six hours. Three hours required in Office Systems Technology. Three hours may be used as an upper division business elective in the undergraduate program. May be repeated up to 8 credit hours for the associate degree and 16 credit hours for undergraduate program.

Part IV. Recording Data for New or Revised Course (Record only **new or changed** course information.)

Course prefix (3 letters)	Course Number (3 Digits)	Effective Term (Example: Fall 2001)	College/Division:	Dept. (4 letters)*
CCT	349 A-N	Fall 2008	AS _____ JS _____ BT <u>X</u> EM _____ ED _____ PC _____ HS _____	MMAC
Credit Hrs.	Weekly Contact Hrs.		Repeatable Maximum No. of Hrs. <u>16</u>	
1-8	Lecture _____	Laboratory _____	Other _____	
			Cip Code (first two digits only)	
Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)	
			FR _____	JR _____
			SO _____	SR _____
		Grading Information: Course is eligible for IP (in-progress grading) for: <u>Check all applicable</u>	FOR BANNER USE ONLY Date of data entry _____ Data entry person _____	
		Thesis _____		
		Internship _____		
		Independent Study _____		
		Practicum _____		

Co-Requisites and Prerequisites **See definitions on following page**

Co-Requisite(s): (List only co-requisites. See below for prerequisites and combinations.)

Course Prefix and No.	
Course Prefix and No.	

Prerequisite(s): (List prerequisites only. List combinations below. Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)

Course Prefix and No.	<u>Minimum GPA of 2.25; sophomore classification for associate degree; junior classification for baccalaureate degree. and 30 hours for associate degree, 60 hours for baccalaureate degree</u>
Course Prefix and No.	
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	

Co-Requisite(s) and/or Prerequisite(s) Combination (Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)

Course Prefix and No.	
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	

Equivalent Course(s): (credit not allowed with; or formerly:)

Course Prefix and No.	
Course Prefix and No.	
Course Prefix and No.	

Proposed General Education Block: Please mark (X) in the appropriate Block or Blocks (e.g. – IVB(3) X).

Block I (9)	Block II (3)	Block III (6)	Block IV (6)	Block V (9)	Block VI (3)	Block VII (6)	Block VIII (6)
IA (3)	II (3)	IIIA (3)	IVA (3)	VA (3)	VI (3)	VII (3)	VIII (3)
IB (3)		IIIB (3)	IVB (3)	VB (3)		VII (3)	VIII (3)
IC (3)				VC (3)			

Curriculum Change Form
(Present only one proposed curriculum change per form)
(Complete only the section(s) applicable.)

Part I

(Check one)	Department Name	Management, Marketing & Administrative Communication
<input type="checkbox"/> New Course (Parts II, IV)	College	Business & Technology
<input checked="" type="checkbox"/> Course Revision (Parts II, IV)	*Course Prefix & Number	GBU 349
<input type="checkbox"/> Course Dropped (Part II)	*Course Title (30 characters)	Applied Learning in General Business
<input type="checkbox"/> New Program (Part III)	*Program Title	
<input type="checkbox"/> Program Revision (Part III)		(Major ____, Option ____, Minor ____, or Certificate ____)
<input type="checkbox"/> Program Suspended (Part III)	*Provide only the information relevant to the proposal.	

Proposal Approved by:	<u>Date</u>	
Departmental Committee	12/7/2007	Graduate Council* <u>Date</u> N/A
<i>Is this a SACS Substantive Change? Yes**** <input type="checkbox"/> No <input checked="" type="checkbox"/></i>		
College Curriculum Committee	1/3/08	Council on Academic Affairs <u>Date</u> 02/28/08
General Education Committee*	N/A	Approved <input checked="" type="checkbox"/> Disapproved <u>Date</u> N/A
Teacher Education Committee*	N/A	Faculty Senate** <u>Date</u> N/A
		Board of Regents** <u>Date</u> N/A
		Council on Postsecondary Edu.*** <u>Date</u> N/A

*If Applicable (Type NA if not applicable.)
 **Approval needed for new, revised, or suspended programs
 ***Approval/Posting needed for new degree program or certificate program
 ****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.

Completion of A, B, and C is required: (Please be specific, but concise.)

<p>A. 1. Specific action requested:</p> <p>Increase the number of credit hours for GBU 349 from 1-3 to 1-8. Revise the course description</p> <p>A. 2. Effective date:</p> <p>Fall 2008</p> <p>A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)</p> <p>N/A</p>	
<p>B. The justification for this action:</p> <p>Clarify wording to clearly define co-op eligibility and to specify academic requirements this course will fulfill.</p>	
<p>C. The projected cost (or savings) of this proposal is as follows:</p> <p>Personnel Impact: None</p> <p>Operating Expenses Impact: None</p> <p>Equipment/Physical Facility Needs: None</p> <p>Library Resources: None</p>	

Part II. Recording Data for New, Revised, or Dropped Course

(For a **new required course**, complete a separate request for the appropriate program revisions.)

1. For a new course, provide the catalog text.
2. For a revised course, provide the current catalog text with the proposed text using ~~strickthrough~~ for deletions and underlines for additions.
3. For a dropped course, provide the current catalog text.

New or Revised* Catalog Text

(*Use ~~strickthrough~~ for deletions and underlines for additions. Also include Crs. Prefix, No., and description, limited to 35 words.)

GBU 349 Applied Learning in General Business. ~~(1-3) (1-8)~~. A. Prerequisites: minimum GPA 2.25 ~~and BBA major only and 60 credit hours.~~ Co-Op Coordinator approval is required. Approved work experience directly related to academic major and/or career goals. Co-curricular work experience under faculty and field supervisor training plan required. May be retaken to a maximum of six hours. Minimum of 80 hours work required for each academic credit hour. ~~May not count toward major.~~ May be used as upper division business electives and/or free electives as approved. General Business Majors, depending on option, are limited to a maximum of nine Co-Op hours counting toward degree. Co-Op hours maybe repeated up to nine hours.

Part IV. Recording Data for New or Revised Course (Record only **new** or **changed** course information.)

Course prefix (3 letters)	Course Number (3 Digits)	Effective Term (Example: Fall 2001)	College/Division:	Dept. (4 letters)*
GBU	349	Fall 2008	AS _____ JS _____ BT <input checked="" type="checkbox"/> EM _____ ED _____ PC _____ HS _____	MMAC
Credit Hrs.	Weekly Contact Hrs.		Repeatable Maximum No. of Hrs. 9	
1-8	Lecture _____ Laboratory _____ Other _____		Cip Code (first two digits only)	
Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)	
			FR _____ JR _____ SO _____ SR _____	
		Grading Information: Course is eligible for IP (in-progress grading) for: <u>Check all applicable</u>	FOR BANNER USE ONLY Date of data entry _____ Data entry person _____	
		Thesis _____		
		Internship _____		
		Independent Study _____		
		Practicum _____		

Co-Requisites and Prerequisites **See definitions on following page**

Co-Requisite(s): (List only co-requisites. See below for prerequisites and combinations.)

Course Prefix and No.	
Course Prefix and No.	

Prerequisite(s): (List prerequisites only. List combinations below. Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)

Course Prefix and No.	minimum GPA 2.25 and BBA major only and 60 credit hours.
Course Prefix and No.	
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	

Co-Requisite(s) and/or Prerequisite(s) Combination (Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)

Course Prefix and No.	
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	

Equivalent Course(s): (credit not allowed with; or formerly:)

Course Prefix and No.	
Course Prefix and No.	
Course Prefix and No.	

Proposed General Education Block: Please mark (X) in the appropriate Block or Blocks (e.g. – IVB(3) X).

Block I (9)	Block II (3)	Block III (6)	Block IV (6)	Block V (9)	Block VI (3)	Block VII (6)	Block VIII (6)
IA (3)	II (3)	IIIA (3)	IVA (3)	VA (3)	VI (3)	VII (3)	VIII (3)
IB (3)		IIIB (3)	IVB (3)	VB (3)		VII (3)	VIII (3)
IC (3)				VC (3)			

Curriculum Change Form
(Present only one proposed curriculum change per form)
(Complete only the section(s) applicable.)

Part I

(Check one)	Department Name	Management, Marketing & Administrative Communication
<input type="checkbox"/> New Course (Parts II, IV)	College	Business & Technology
<input checked="" type="checkbox"/> Course Revision (Parts II, IV)	*Course Prefix & Number	GBU 349 A-N
<input type="checkbox"/> Course Dropped (Part II)	*Course Title <i>(30 characters)</i>	Cooperative Study: General Business
<input type="checkbox"/> New Program (Part III)	*Program Title	
<input type="checkbox"/> Program Revision (Part III)		(Major ____, Option ____, Minor ____, or Certificate ____)
<input type="checkbox"/> Program Suspended (Part III)	*Provide only the information relevant to the proposal.	

Proposal Approved by:	<u>Date</u>	
Departmental Committee	12/7/2007	Graduate Council* <u>Date</u> N/A
<i>Is this a SACS Substantive Change? Yes**** <input type="checkbox"/> No <input checked="" type="checkbox"/></i>		
College Curriculum Committee	1/3/08	Council on Academic Affairs <u>Date</u> 02/28/08
General Education Committee*	N/A	Approved <input checked="" type="checkbox"/> Disapproved <u>Date</u> N/A
Teacher Education Committee*	N/A	Faculty Senate** <u>Date</u> N/A
		Board of Regents** <u>Date</u> N/A
		Council on Postsecondary Edu.*** <u>Date</u> N/A

*If Applicable (Type NA if not applicable.)
 **Approval needed for new, revised, or suspended programs
 ***Approval/Posting needed for new degree program or certificate program
 ****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.

Completion of A, B, and C is required: (Please be specific, but concise.)

A. 1. Specific action requested:	Increase the number of credit hours for GBU 349 A-N from 1-3 to 1-8. Revise the course description
A. 2. Effective date:	Fall 2008
A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)	N/A
B. The justification for this action:	Clarify wording to clearly define co-op eligibility and to specify academic requirements this course will fulfill.
C. The projected cost (or savings) of this proposal is as follows:	
Personnel Impact:	None
Operating Expenses Impact:	None
Equipment/Physical Facility Needs:	None
Library Resources:	None

Part II. Recording Data for New, Revised, or Dropped Course

(For a **new required course**, complete a separate request for the appropriate program revisions.)

1. For a new course, provide the catalog text.
2. For a revised course, provide the current catalog text with the proposed text using ~~striethrough~~ for deletions and underlines for additions.
3. For a dropped course, provide the current catalog text.

New or Revised* Catalog Text

(*Use ~~striethrough~~ for deletions and underlines for additions. Also include Crs. Prefix, No., and description, limited to 35 words.)

GBU 349 A-N Cooperative Study: General Business. (1-3) (1-8). A. Prerequisites: minimum GPA 2.25 and ~~BBA major only~~ and 60 credit hours. Co-Op Coordinator approval is required. Approved work experience directly related to academic major and/or career goals. Co-curricular work experience under faculty and field supervisors—training plan required. May be retaken to a maximum of six hours. Minimum of 80 hours work required for each academic credit hour. May not count toward major. May be used as upper division business electives and/or free electives as approved. General Business Majors, depending on option, are limited to a maximum of nine co-op hours counting toward degree. Co-Op hours maybe repeated up to nine hours.

Part IV. Recording Data for New or Revised Course (Record only **new** or **changed** course information.)

Course prefix (3 letters)	Course Number (3 Digits)	Effective Term (Example: Fall 2001)	College/Division:	Dept. (4 letters)*
GBU	349 A-N	Fall 2008	AS _____ JS _____ BT <input checked="" type="checkbox"/> EM _____ ED _____ PC _____ HS _____	MMAC
Credit Hrs.	Weekly Contact Hrs.		Repeatable Maximum No. of Hrs. 9	
1-8	Lecture _____ Laboratory _____ Other _____		Cip Code (first two digits only)	
Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)	
			FR _____ JR _____ SO _____ SR _____	
		Grading Information: Course is eligible for IP (in-progress grading) for: <u>Check all applicable</u>	FOR BANNER USE ONLY Date of data entry _____ Data entry person _____	
		Thesis _____		
		Internship _____		
		Independent Study _____		
		Practicum _____		

Co-Requisites and Prerequisites **See definitions on following page**

Co-Requisite(s): (List only co-requisites. See below for prerequisites and combinations.)

Course Prefix and No. _____

Course Prefix and No. _____

Prerequisite(s): (List prerequisites only. List combinations below. Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)

Course Prefix and No. _____ minimum GPA 2.25 ~~and BBA major only~~ and 60 credit hours.

Course Prefix and No. _____

Test Scores _____

Minimum GPA (when a course grouping or student cumulative GPA is required) _____

Co-Requisite(s) and/or Prerequisite(s) Combination (Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)

Course Prefix and No. _____

Test Scores _____

Minimum GPA (when a course grouping or student cumulative GPA is required) _____

Equivalent Course(s): (credit not allowed with; or formerly:)

Course Prefix and No. _____

Course Prefix and No. _____

Course Prefix and No. _____

Proposed General Education Block: Please mark (X) in the appropriate Block or Blocks (e.g. – IVB(3) X).

Block I (9)	Block II (3)	Block III (6)	Block IV (6)	Block V (9)	Block VI (3)	Block VII (6)	Block VIII (6)
IA (3)	II (3)	IIIA (3)	IVA (3)	VA (3)	VI (3)	VII (3)	VIII (3)
IB (3)		IIIB (3)	IVB (3)	VB (3)		VII (3)	VIII (3)
IC (3)				VC (3)			

Curriculum Change Form
(Present only one proposed curriculum change per form)
(Complete only the section(s) applicable.)

Part I

(Check one)	Department Name	Management, Marketing & Administrative Communication
<input type="checkbox"/> New Course (Parts II, IV)	College	Business & Technology
<input checked="" type="checkbox"/> Course Revision (Parts II, IV)	*Course Prefix & Number	MGT 349
<input type="checkbox"/> Course Dropped (Part II)	*Course Title (30 characters)	Applied Learning in Management
<input type="checkbox"/> New Program (Part III)	*Program Title	
<input type="checkbox"/> Program Revision (Part III)		(Major ____, Option ____, Minor ____, or Certificate ____)
<input type="checkbox"/> Program Suspended (Part III)	*Provide only the information relevant to the proposal.	

Proposal Approved by:	<u>Date</u>	
Departmental Committee	12/7/2007	Graduate Council* <u>Date</u> N/A
<i>Is this a SACS Substantive Change? Yes**** <input type="checkbox"/> No <input checked="" type="checkbox"/></i>		
College Curriculum Committee	1/3/08	Council on Academic Affairs <u>Date</u> 02/28/08
General Education Committee*	N/A	Approved <input checked="" type="checkbox"/> Disapproved <input type="checkbox"/> Faculty Senate** <u>Date</u> N/A
Teacher Education Committee*	N/A	Board of Regents** <u>Date</u> N/A
		Council on Postsecondary Edu.*** <u>Date</u> N/A

*If Applicable (Type NA if not applicable.)
 **Approval needed for new, revised, or suspended programs
 ***Approval/Posting needed for new degree program or certificate program
 ****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.

Completion of A, B, and C is required: (Please be specific, but concise.)

<p>A. 1. Specific action requested:</p> <p> Increase the number of credit hours for MGT 349 from 1-3 to 1-8. Revise the course description.</p> <p>A. 2. Effective date:</p> <p>Fall 2008</p> <p>A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)</p> <p>N/A</p>	
<p>B. The justification for this action:</p> <p>Clarify wording to clearly define co-op eligibility and to specify academic requirements this course will fulfill.</p>	
<p>C. The projected cost (or savings) of this proposal is as follows:</p> <p>Personnel Impact: None</p> <p>Operating Expenses Impact: None</p> <p>Equipment/Physical Facility Needs: None</p> <p>Library Resources: None</p>	

Part II. Recording Data for New, Revised, or Dropped Course

(For a **new required course**, complete a separate request for the appropriate program revisions.)

1. For a new course, provide the catalog text.
2. For a revised course, provide the current catalog text with the proposed text using ~~striethrough~~ for deletions and underlines for additions.
3. For a dropped course, provide the current catalog text.

New or Revised* Catalog Text

(*Use ~~striethrough~~ for deletions and underlines for additions. Also include Crs. Prefix, No., and description, limited to 35 words.)

MGT 349 Applied Learning in Management. ~~(1-3)~~ (1-8). A. Prerequisites: minimum GPA 2.25 and ~~BBA major only~~ and 60 credit hours. Co-Op Coordinator approval is required. Approved work experience directly related to academic major and/or career goals. Co-curricular work experience under faculty and field supervisors—training plan required. May be retaken to a maximum of six hours. Minimum of 80 hours work required for each academic credit hour. May not count toward major. May be used for upper division business electives and/or free electives as approved. Will not count as Management elective. Management Majors (All Options) are limited to a maximum of 9 co-op hours counting toward degree. Co-Op hours maybe repeated up to nine hours.

Part IV. Recording Data for New or Revised Course (Record only **new** or **changed** course information.)

Course prefix (3 letters)	Course Number (3 Digits)	Effective Term (Example: Fall 2001)	College/Division:	Dept. (4 letters)*
MGT	349	Fall 2008	AS _____ JS _____ BT <input checked="" type="checkbox"/> EM _____ ED _____ PC _____ HS _____	MMAC
Credit Hrs.	Weekly Contact Hrs.		Repeatable Maximum No. of Hrs. 9	
1-8	Lecture _____ Laboratory _____ Other _____		Cip Code (first two digits only)	
Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)	
			FR _____ JR _____ SO _____ SR _____	
		Grading Information: Course is eligible for IP (in-progress grading) for: <u>Check all applicable</u>	FOR BANNER USE ONLY Date of data entry _____ Data entry person _____	
		Thesis _____		
		Internship _____		
		Independent Study _____		
		Practicum _____		

Co-Requisites and Prerequisites **See definitions on following page**

Co-Requisite(s): (List only co-requisites. See below for prerequisites and combinations.)

Course Prefix and No.	
Course Prefix and No.	

Prerequisite(s): (List prerequisites only. List combinations below. Use **“and”** and **“or”** literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)

Course Prefix and No.	minimum GPA 2.25 and BBA major only and 60 credit hours.
Course Prefix and No.	
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	

Co-Requisite(s) and/or Prerequisite(s) Combination (Use **“and”** and **“or”** literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)

Course Prefix and No.	
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	

Equivalent Course(s): (credit not allowed with; or formerly:)

Course Prefix and No.	
Course Prefix and No.	
Course Prefix and No.	

Proposed General Education Block: Please mark (X) in the appropriate Block or Blocks (e.g. – IVB(3) X).

Block I (9)	Block II (3)	Block III (6)	Block IV (6)	Block V (9)	Block VI (3)	Block VII (6)	Block VIII (6)
IA (3)	II (3)	IIIA (3)	IVA (3)	VA (3)	VI (3)	VII (3)	VIII (3)
IB (3)		IIIB (3)	IVB (3)	VB (3)		VII (3)	VIII (3)
IC (3)				VC (3)			

Curriculum Change Form
(Present only one proposed curriculum change per form)
(Complete only the section(s) applicable.)

Part I

(Check one)	Department Name	Management, Marketing & Administrative Communication
<input type="checkbox"/> New Course (Parts II, IV)	College	Business & Technology
<input checked="" type="checkbox"/> Course Revision (Parts II, IV)	*Course Prefix & Number	MGT 349 A-N
<input type="checkbox"/> Course Dropped (Part II)	*Course Title (30 characters)	Cooperative Study: Management
<input type="checkbox"/> New Program (Part III)	*Program Title	
<input type="checkbox"/> Program Revision (Part III)		(Major ____, Option ____, Minor ____, or Certificate ____)
<input type="checkbox"/> Program Suspended (Part III)	*Provide only the information relevant to the proposal.	

Proposal Approved by:	<u>Date</u>	
Departmental Committee	12/7/2007	Graduate Council* <u>Date</u> N/A
<i>Is this a SACS Substantive Change? Yes**** <input type="checkbox"/> No <input checked="" type="checkbox"/></i>		
College Curriculum Committee	1/3/08	Council on Academic Affairs <u>Date</u> 02/28/08
General Education Committee*	N/A	Approved <input checked="" type="checkbox"/> Disapproved <u>Date</u> N/A
Teacher Education Committee*	N/A	Faculty Senate** <u>Date</u> N/A
		Board of Regents** <u>Date</u> N/A
		Council on Postsecondary Edu.*** <u>Date</u> N/A

*If Applicable (Type NA if not applicable.)
**Approval needed for new, revised, or suspended programs
***Approval/Posting needed for new degree program or certificate program
****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.

Completion of A, B, and C is required: (Please be specific, but concise.)

A. 1. Specific action requested:	Increase the number of credit hours for MGT 349 A-N from 1-3 to 1-8. Revise course description.
A. 2. Effective date:	Fall 2008
A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)	N/A
B. The justification for this action:	Clarify wording to clearly define co-op eligibility and to specify academic requirements this course will fulfill.
C. The projected cost (or savings) of this proposal is as follows:	
Personnel Impact:	None
Operating Expenses Impact:	None
Equipment/Physical Facility Needs:	None
Library Resources:	None

Part II. Recording Data for New, Revised, or Dropped Course

(For a **new required course**, complete a separate request for the appropriate program revisions.)

1. For a new course, provide the catalog text.
2. For a revised course, provide the current catalog text with the proposed text using ~~strickthrough~~ for deletions and underlines for additions.
3. For a dropped course, provide the current catalog text.

New or Revised* Catalog Text

(*Use ~~strickthrough~~ for deletions and underlines for additions. Also include Crs. Prefix, No., and description, limited to 35 words.)

MGT 349 A-N Cooperative Study: Management. (1-3) (1-8). A. Prerequisites: minimum GPA 2.25 and ~~BBA major only~~ and 60 credit hours. Co-Op Coordinator approval is required. Approved work experience directly related to academic major and/or career goals. Co-curricular work experience under faculty and field supervisors—training plan required. May be retaken to a maximum of six hours. Minimum of 80 hours work required for each academic credit hour. May not count toward major. May be used for upper division business electives and/or free electives as approved. Will not count as Management elective. Management Majors (All Options) are limited to a maximum of 9 co-op hours counting toward degree. Co-Op hours maybe repeated up to nine hours.

Part IV. Recording Data for New or Revised Course (Record only **new** or **changed** course information.)

Course prefix (3 letters) MGT	Course Number (3 Digits) 349 A-N	Effective Term (Example: Fall 2001) Fall 2008	College/Division: AS _____ JS _____ BT <input checked="" type="checkbox"/> EM _____ ED _____ PC _____ HS _____	Dept. (4 letters)* MMAC
Credit Hrs. 1-8	Weekly Contact Hrs. Lecture _____ Laboratory _____ Other _____		Repeatable Maximum No. of Hrs. 9	
Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Cip Code (first two digits only)	
			Class Restriction, if any: (undergraduate only)	
			FR _____ JR _____ SO _____ SR _____	
		Grading Information: Course is eligible for IP (in-progress grading) for: <u>Check all applicable</u>	FOR BANNER USE ONLY Date of data entry _____ Data entry person _____	
		Thesis _____		
		Internship _____		
		Independent Study _____		
		Practicum _____		

Co-Requisites and Prerequisites **See definitions on following page**

Co-Requisite(s): (List only co-requisites. See below for prerequisites and combinations.)

Course Prefix and No.	
Course Prefix and No.	

Prerequisite(s): (List prerequisites only. List combinations below. Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)

Course Prefix and No.	minimum GPA 2.25 and BBA major only and 60 credit hours.
Course Prefix and No.	
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	

Co-Requisite(s) and/or Prerequisite(s) Combination (Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)

Course Prefix and No.	
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	

Equivalent Course(s): (credit not allowed with; or formerly:)

Course Prefix and No.	
Course Prefix and No.	
Course Prefix and No.	

Proposed General Education Block: Please mark (X) in the appropriate Block or Blocks (e.g. – IVB(3) X).

Block I (9)	Block II (3)	Block III (6)	Block IV (6)	Block V (9)	Block VI (3)	Block VII (6)	Block VIII (6)
IA (3)	II (3)	IIIA (3)	IVA (3)	VA (3)	VI (3)	VII (3)	VIII (3)
IB (3)		IIIB (3)	IVB (3)	VB (3)		VII (3)	VIII (3)
IC (3)				VC (3)			

Curriculum Change Form
(Present only one proposed curriculum change per form)
(Complete only the section(s) applicable.)

Part I

(Check one)	Department Name	Management, Marketing, and Administrative Communication
<input type="checkbox"/> New Course (Parts II, IV)	College	Business and Technology
<input checked="" type="checkbox"/> Course Revision (Parts II, IV)	*Course Prefix & Number	MKT 349
<input type="checkbox"/> Course Dropped (Part II)	*Course Title (30 characters)	Applied Learning in Marketing
<input type="checkbox"/> New Program (Part III)	*Program Title	
<input type="checkbox"/> Program Revision (Part III)	(Major __, Option __; Minor __; or Certificate __)	
<input type="checkbox"/> Program Suspended (Part III)	*Provide only the information relevant to the proposal.	

Proposal Approved by:	<u>Date</u>	
Departmental Committee	12/7/2007	Graduate Council*
<i>Is this a SACS Substantive Change?</i> Yes**** <input type="checkbox"/> No <input checked="" type="checkbox"/>		N/A
College Curriculum Committee	1/3/08	Council on Academic Affairs
General Education Committee*	N/A	Approved <input checked="" type="checkbox"/> Disapproved
Teacher Education Committee*	N/A	02/028/08
		Faculty Senate**
		N/A
		Board of Regents**
		N/A
		Council on Postsecondary Edu.***
		N/A

*If Applicable (Type NA if not applicable.)
**Approval needed for new, revised, or suspended programs
***Approval/Posting needed for new degree program or certificate program
****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.

Completion of A, B, and C is required: (Please be specific, but concise.)

<p>A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.) Increase the number of credit hours for MKT 349 from 1-3 to 1-8. Revise the course description</p> <p>A. 2. Effective date: Fall 2008</p> <p>A. 3. Effective date of suspended programs for currently enrolled students: (if applicable) N/A</p> <hr/> <p>B. The justification for this action: The changes in the course description will more accurately describe the experience, more clearly define Co-op eligibility, and specify the academic requirement(s) this course will fulfill. This request will also permit students in full-time Co-op employment (alternating Co-op experiences) to maintain full-time student status.</p> <hr/> <p>C. The projected cost (or savings) of this proposal is as follows:</p> <p>Personnel Impact: None.</p> <p>Operating Expenses Impact: None</p> <p>Equipment/Physical Facility Needs: None.</p> <p>Library Resources: None.</p>

Part II. Recording Data for New, Revised, or Dropped Course

(For a **new required course**, complete a separate request for the appropriate program revisions.)

1. For a new course, provide the catalog text.
2. For a revised course, provide the current catalog text with the proposed text using ~~strike through~~ for deletions and underlines for additions.
3. For a dropped course, provide the current catalog text.

New or Revised* Catalog Text

(*Use ~~strike through~~ for deletions and underlines for additions. Also include Crs. Prefix, No., and description, limited to 35 words.)

MKT 349 Applied Learning in Marketing. ~~(1-3)~~ **(1-8) A.** Prerequisites: minimum GPA 2.25 and ~~BBA major only.~~ 60 credit hours. Co-op Coordinator approval is required. Co-curricular work experience under faculty and field supervisors—training plan required. May be retaken to a maximum of six hours. Approved work experience directly related to academic major and/or career goals. Minimum of 80 hours work required for each academic credit hour. May not count toward major. Three hours may be used as an upper division business elective in the Marketing option. Three hours are required in the Music Marketing option. May be repeated for a total of 16 credit hours.

Part IV. Recording Data for New or Revised Course (Record only **new or changed** course information.)

Course prefix (3 letters)	Course Number (3 Digits)	Effective Term (Example: Fall 2001)	College/Division:	Dept. (4 letters)*
MKT	349	Fall 2008	AS _____ JS _____ BT <input checked="" type="checkbox"/> EM _____ ED _____ PC _____ HS _____	MMAC
Credit Hrs.	Weekly Contact Hrs.		Repeatable Maximum No. of Hrs. 16	
1-8	Lecture _____	Laboratory _____	Other _____	
			Cip Code (first two digits only)	
Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)	
			FR _____	JR _____
			SO _____	SR _____
		Grading Information: Course is eligible for IP (in-progress grading) for: <u>Check all applicable</u>	FOR BANNER USE ONLY Date of data entry _____ Data entry person _____	
		Thesis _____		
		Internship _____		
		Independent Study _____		
		Practicum _____		

Co-Requisites and Prerequisites **See definitions on following page**

Co-Requisite(s): (List only co-requisites. See below for prerequisites and combinations.)

Course Prefix and No.	
Course Prefix and No.	

Prerequisite(s): (List prerequisites only. List combinations below. Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)

Course Prefix and No.	minimum GPA 2.25 and BBA major only <u>60 credit hours.</u>
Course Prefix and No.	
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	

Co-Requisite(s) and/or Prerequisite(s) Combination (Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)

Course Prefix and No.	
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	

Equivalent Course(s): (credit not allowed with; or formerly:)

Course Prefix and No.	
Course Prefix and No.	
Course Prefix and No.	

Proposed General Education Block: Please mark (X) in the appropriate Block or Blocks (e.g. – IVB(3) X).

Block I (9)	Block II (3)	Block III (6)	Block IV (6)	Block V (9)	Block VI (3)	Block VII (6)	Block VIII (6)
IA (3)	II (3)	IIIA (3)	IVA (3)	VA (3)	VI (3)	VII (3)	VIII (3)
IB (3)		IIIB (3)	IVB (3)	VB (3)		VII (3)	VIII (3)
IC (3)				VC (3)			

Curriculum Change Form
(Present only one proposed curriculum change per form)
(Complete only the section(s) applicable.)

Part I

(Check one) <input type="checkbox"/> New Course (Parts II, IV) <input checked="" type="checkbox"/> Course Revision (Parts II, IV) <input type="checkbox"/> Course Dropped (Part II) <input type="checkbox"/> New Program (Part III) <input type="checkbox"/> Program Revision (Part III) <input type="checkbox"/> Program Suspended (Part III)	Department Name Management, Marketing, and Administrative Communication <hr/> College Business and Technology <hr/> *Course Prefix & Number MKT 349 A-N <hr/> *Course Title (30 characters) Cooperative Study: Marketing <hr/> *Program Title (Major __, Option __; Minor __; or Certificate __) <hr/> *Provide only the information relevant to the proposal.	
Proposal Approved by:		
Departmental Committee	<u>Date</u> 12/7/2007	Graduate Council* Council on Academic Affairs
<i>Is this a SACS Substantive Change? Yes**** <input type="checkbox"/> No <input checked="" type="checkbox"/></i>		
College Curriculum Committee	<u>Date</u> 1/3/08	Approved <input checked="" type="checkbox"/> Disapproved
General Education Committee*	<u>Date</u> N/A	Faculty Senate**
Teacher Education Committee*	<u>Date</u> N/A	Board of Regents** Council on Postsecondary Edu.***
<u>Date</u> N/A		
*If Applicable (Type NA if not applicable.) **Approval needed for new, revised, or suspended programs ***Approval/Posting needed for new degree program or certificate program ****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.		

Completion of A, B, and C is required: (Please be specific, but concise.)

<p>A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.) Increase the number of credit hours for MKT 349 A-N from 1-3 to 1-8. Revise the course description</p> <p>A. 2. Effective date: Fall 2008</p> <p>A. 3. Effective date of suspended programs for currently enrolled students: (if applicable) N/A</p>
<p>B. The justification for this action:</p> <p>The changes in the course description will more accurately describe the experience, more clearly define Co-op eligibility, and specify the academic requirement(s) this course will fulfill. This request will also permit students in full-time Co-op employment (alternating Co-op experiences) to maintain full-time student status.</p>
<p>C. The projected cost (or savings) of this proposal is as follows:</p> <p>Personnel Impact: None.</p> <p>Operating Expenses Impact: None</p> <p>Equipment/Physical Facility Needs: None.</p> <p>Library Resources: None.</p>

Part II. Recording Data for New, Revised, or Dropped Course

(For a **new required course**, complete a separate request for the appropriate program revisions.)

1. For a new course, provide the catalog text.
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New or Revised* Catalog Text

(*Use ~~strike through~~ for deletions and underlines for additions. Also include Crs. Prefix, No., and description, limited to 35 words.)

MKT 349 Cooperative Study: Marketing. ~~(1-3)~~ (1-8) A. Prerequisites: minimum GPA 2.25 and ~~BBA major only.~~ 60 credit hours. Co-op Coordinator approval is required. Co-curricular work experience under faculty and field supervisors—training plan required. May be retaken to a maximum of six hours. Approved work experience directly related to academic major and/or career goals. Minimum of 80 hours work required for each academic credit hour. May not count toward major. Three hours may be used as an upper division business elective in the Marketing option. Three hours are required in the Music Marketing option. May be repeated for a total of 16 credit hours.

CO-OP/APPLIED LEARNING COURSE OUTLINE

Welcome to Co-op

Assignments must be submitted to the Co-op Office to receive academic credit. The required assignments are also available on the Co-op website under Students: www.coop.eku.edu.

FALL 2008

Submit the following items:

1. ___Resume
2. ___Online Orientation - Accessible through **Blackboard** - **Due prior to your first day on your job.**
3. ___Performance Skills Assessment - Completed in PlacePro under **My Placements & Evaluations**
4. ___Student Report - In PlacePro under **My Placements & Evaluations.**
5. ___Timesheet (Due **last week of the semester**) **Must be signed by supervisor.**

Additional assignments may be required by your Coordinator

GOALS OF THE COURSE

The Co-op/Applied Learning course provides a means for students to achieve academic, professional and personal outcomes as follows:

- Academic - integrates classroom theory with workplace practical training;
- Professional - clarify career goals, understand workplace culture, gain workplace competencies, benefit from professional networking, and have better access to after-graduation employment opportunities;
- Personal - learn your strengths and weaknesses, develop/enhance interpersonal skills, and obtain earnings to assist in supporting your college expenses.

CO-OP/APPLIED LEARNING CREDIT

Academic credit will be awarded for Cooperative Education/Applied Learning only when the student is enrolled at Eastern Kentucky University in the Cooperative Education Program. **Credit may not be awarded for past experiences or for anticipated future experiences.** A maximum of eight hours may be applied toward meeting graduation requirements for the associate degree and a total of sixteen hours toward the bachelor degree. The total hours earned may vary depending on your department. However, all co-op terms (semesters) will be noted on your transcript (Co-op 349a-h). Students should plan to be employed in a co-op position a minimum of two terms for the alternating plan and a minimum of three for the parallel plan with the same employer; however, if that placement is not beneficial or you would like to gain a different type of experience within your field, you may co-op with a different employer. The Co-op Program requires a minimum of 30 full-time weeks or 1200 hours of employment to complete the requirements for Cooperative Education and to receive a Cooperative Education Certificate. Hours may be worked over two or more semesters for full time employment or three or more semesters for part time employment. Each student must earn a salary, but must fall within state and federal wage guidelines. The Co-op Program also offers Applied Learning for one-semester work experience, available through Applied Learning 349 (contact the Co-op Office for the requirement for one term assignments).

RESPONSIBILITY OF THE STUDENT

To participate in the Cooperative Education and Applied Learning Programs, prior to your first co-op assignment or during the first two weeks of your co-op semester, you must successfully complete the Co-op Orientation on Blackboard. You must also demonstrate above average academic performance, maintain that level of achievement after placement with an employer, and meet all other requirements of the program. You, your employer, your co-op faculty coordinator, and the co-op director will sign an agreement.

ACADEMIC/JOB PERFORMANCE:

1. Maintain a minimum grade point average of 2.25. A higher grade point average is highly encouraged.
2. Remain dedicated to the completion of the co-op program and degree program.
3. Satisfactorily perform the work assignment for each work period.
4. Adhere to all policies of the employing firm.
5. **Report to work promptly, and in the event of illness or emergency notify the employer and coordinator promptly.**
6. Direct your energies to the completion of work assignments.
7. Continue to pursue academic requirements toward a degree.
8. Not apply for unemployment benefits with the State Office of Human Resources, due to the fact that you are leaving voluntarily and without cause attributable to the employer.
9. Adhere to all policies of the Cooperative Education Program.
10. **Do not quit your job prior to the end of the semester. You must work the entire semester to earn Co-op credit.**

The employer will advise students of the policies governing working conditions, hours of work, and other matters concerning employment. **It is expected that the student will conform explicitly to these rules and regulations.** Failure to do so will subject

Part IV. Recording Data for New or Revised Course (Record only **new or changed** course information.)

Course prefix (3 letters)	Course Number (3 Digits)	Effective Term (Example: Fall 2001)	College/Division:	Dept. (4 letters)*
MKT	349 A-N	Fall 2008	AS _____ JS _____ BT <u>X</u> EM _____ ED _____ PC _____ HS _____	MMAC
Credit Hrs.	Weekly Contact Hrs.		Repeatable Maximum No. of Hrs. <u>16</u>	
1-8	Lecture _____	Laboratory _____	Other _____	
			Cip Code (first two digits only)	
Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)	
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Course Prefix and No.	
Course Prefix and No.	
Course Prefix and No.	

Proposed General Education Block: Please mark (X) in the appropriate Block or Blocks (e.g. – IVB(3) X).

Block I (9)	Block II (3)	Block III (6)	Block IV (6)	Block V (9)	Block VI (3)	Block VII (6)	Block VIII (6)
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ACADEMIC/JOB PERFORMANCE:

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2. Remain dedicated to the completion of the co-op program and degree program.
3. Satisfactorily perform the work assignment for each work period.
4. Adhere to all policies of the employing firm.
5. **Report to work promptly, and in the event of illness or emergency notify the employer and coordinator promptly.**
6. Direct your energies to the completion of work assignments.
7. Continue to pursue academic requirements toward a degree.
8. Not apply for unemployment benefits with the State Office of Human Resources, due to the fact that you are leaving voluntarily and without cause attributable to the employer.
9. Adhere to all policies of the Cooperative Education Program.
10. **Do not quit your job prior to the end of the semester. You must work the entire semester to earn Co-op credit.**

The employer will advise students of the policies governing working conditions, hours of work, and other matters concerning employment. **It is expected that the student will conform explicitly to these rules and regulations.** Failure to do so will subject

the student to the disciplinary and corrective procedures of the employer and will be reflected in the evaluation record completed for each work period by the employer. The evaluation record is used in determining a grade for co-op. It is emphasized that personal appearance and attendance are extremely important factors.

ORIENTATION

Each Co-op/Applied Learning student must complete the Online Orientation in Blackboard. The Orientation must be completed prior to registering for Co-op. Your Orientation score must be 87% or above to successfully complete the orientation. If your score falls below 87%, you will be required to retake the Orientation or parts of the Orientation. You will be notified by email if you have to retake the Orientation. After you have successfully completed the Orientation, you will receive credit and will be eligible for Co-op.

STUDENT REPORTS

Student Report is to be completed in the **My Placements & Evaluations** section in the Co-op **PlacePro database**.

1st semester to Co-op or new Co-op job. First semester and new Co-op assignments must answer questions 1-7. The total responses must be a minimum of 400-500 words in complete, detailed, and coherent sentences.

1. Provide a brief history of your co-op employer (must include the functions, products/services provided). Your response should be at least one paragraph.
2. What were your primary work responsibilities as a co-op student and were your duties consistent with the job description on file in the Co-op Office? Your response should be at least one paragraph.
3. Identify three courses (at least one in your major) and explain how these courses prepared you for your Co-op position? (Example: English 102 enhanced my writing skills that helped in preparing weekly reports.)
4. Relate how your co-op assignment enabled you to apply the theory learned in the classroom.
5. What specific "on-the-job" activities (minimum of two) do you feel helped you to gain the most knowledge in your career field? (These activities may be either positive or negative. Also, please share this information with your departmental faculty). How did this knowledge prepare you for your career field?
6. What was the most beneficial aspect of your on-the-job co-op experience and why?
7. What was the least beneficial aspect of your on-the-job co-op experience and why? (Please be honest. This information is confidential.)

Submit report by clicking on **FINISHED** after question 11.

Multiple semesters (2 or more semesters in the same job) must answer questions 8-11.

In order for you to gain the most from your multiple semesters Co-op, your employer is required to expand and increase your job responsibilities; therefore, please respond to the following questions in complete, detailed, and coherent sentences:

8. Indicate at least two of the most important things that you learned while on your Co-op assignment this semester? (Please share this information with your departmental faculty and peers.)
9. Indicate additional courses that prepared you for the increased responsibilities for your continuing Co-op assignment and explain in detail? (example: Computer Science 390 enhanced my computer programming skills in Visual Basic)
10. What was your most beneficial aspect of your on-the-job Co-op experience and why?
11. What was your least beneficial aspect of your on-the-job Co-op experience and why? (Please be honest. This information is confidential.)

Submit report by clicking on **FINISHED** after question 11.

Do not submit reports prepared for the employer. Sometimes the work will be of a classified nature and cannot be discussed freely. In such cases, a description of the general nature of the duties will be sufficient. These reports are kept on file by the co-op coordinator and in the academic departments.

Timesheet - Student must submit a record of the hours worked with supervisor verification (signature). Timesheets are available on the Co-op website.

Performance Skills Assessment (Evaluation) - completed in the **My Placements & Evaluations** section in the Co-op **PlacePro database**. - This is an opportunity for you to evaluate your own progress in developing knowledge and skills from your co-op experience. It is important that you make every effort to be realistic as possible in order to track your own growth as you move forward in progressively responsible assignments. Please let us know if we can better serve you. This is also an opportunity for the student to provide input into the program.

Final Interview - At the end of each co-op and applied learning assignment, you will meet with your assigned co-op faculty coordinator to discuss your completed work experience and future plans. All written reports will be reviewed by your coordinator and kept on file. They will not be returned unless they are unsatisfactory, but they may be seen and reviewed at any time. These reports will be used as a means of assessing co-op experiences, employment situations and used by the career counselor as reference materials.

Curriculum Change Form
(Present only one proposed curriculum change per form)
(Complete only the section(s) applicable.)

Part I

(Check one) <input type="checkbox"/> New Course (Parts II, IV) <input checked="" type="checkbox"/> Course Revision (Parts II, IV) <input type="checkbox"/> Course Dropped (Part II) <input type="checkbox"/> New Program (Part III) <input type="checkbox"/> Program Revision (Part III) <input type="checkbox"/> Program Suspended (Part III)	Department Name Technology College Business and Technology *Course Prefix & Number INT 406 *Course Title (30 characters) Manufacturing Planning Systems *Program Title (Major __, Option __; Minor __; or Certificate __) *Provide only the information relevant to the proposal.	
Proposal Approved by:		
	<u>Date</u> 12-07-2007	<u>Date</u> N/A
		Graduate Council*
		Council on Academic Affairs
		Approved <input checked="" type="checkbox"/> Disapproved <input type="checkbox"/>
		02/28/08
	01-18-08	
	N/A	Faculty Senate**
	N/A	Board of Regents**
		Council on Postsecondary Edu.***
		N/A

Is this a SACS Substantive Change? Yes**** No

*If Applicable (Type NA if not applicable.)
 **Approval needed for new, revised, or suspended programs
 ***Approval/Posting needed for new degree program or certificate program
 ****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.

Completion of A, B, and C is required: (Please be specific, but concise.)

A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.) Change the prerequisite requirements to a new and suitable prerequisite; from INT 308 to STA 215 or 270 or QMB 200. Change the course description.	
A. 2. Effective date: (Example: Fall 2001) Fall, 2008	
A. 3. Effective date of suspended programs for currently enrolled students: (if applicable) N/A	
B. The justification for this action: The use of statistics is the major requirement for manufacturing planning. Recent changes in content of the previous prerequisite (INT 308) to an emphasis on lean manufacturing are no longer relevant to INT 406. The changes made in the course description are the first since 1992. These changes reflect the evolution of course content that is being delivered to the consumer during the term.	
C. The projected cost (or savings) of this proposal is as follows: Personnel Impact: None Operating Expenses Impact: None Equipment/Physical Facility Needs: None Library Resources: None	

Part II. Recording Data for New, Revised, or Dropped Course

(For a **new required course**, complete a separate request for the appropriate program revisions.)

1. For a new course, provide the catalog text.
2. For a revised course, provide the current catalog text with the proposed text using ~~striketrough~~ for deletions and underlines for additions.
3. For a dropped course, provide the current catalog text.

New or Revised* Catalog Text

(*Use ~~striketrough~~ for deletions and underlines for additions. Also include Crs. Prefix, No., and description, limited to 35 words.)

INT 406 Manufacturing Planning Systems. (3) I, II. Prerequisite: ~~INT 308~~ STA 215 or 270 or QMB 200. ~~A senior project course which examines consumer needs, product design, product engineering, tooling up for production, establishing production and quality standards, planning and controlling production, and quality.~~
A senior course which examines consumer demand characteristics, product bill of materials, establishing sales and operations plans, planning and controlling production and inventory in the supply chain.

Part IV. Recording Data for New or Revised Course (Record only **new or changed** course information.)

Course prefix (3 letters)	Course Number (3 Digits)	Effective Term (Example: Fall 2001)	College/Division:	Dept. (4 letters)*
INT	406	Fall, 2008	AS _____ JS _____ BT <input checked="" type="checkbox"/> EM _____ ED _____ PC _____ HS _____	TECH
Credit Hrs.	Weekly Contact Hrs.		Repeatable Maximum No. of Hrs. _____	
	Lecture _____	Laboratory _____	Other _____	
Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Cip Code (first two digits only)	
			Class Restriction, if any: (undergraduate only)	
			FR _____ JR _____ SO _____ SR _____	
		Grading Information: Course is eligible for IP (in-progress grading) for: <u>Check all applicable</u>	FOR BANNER USE ONLY Date of data entry _____ Data entry person _____	
		Thesis _____		
		Internship _____		
		Independent Study _____		
		Practicum _____		

Co-Requisites and Prerequisites **See definitions on following page**

Co-Requisite(s): (List only co-requisites. See below for prerequisites and combinations.)

Course Prefix and No.	
Course Prefix and No.	

Prerequisite(s): (List prerequisites only. List combinations below. Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)

Course Prefix and No.	INT-308 STA 215 or 270 or QMB 200
Course Prefix and No.	
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	

Co-Requisite(s) and/or Prerequisite(s) Combination (Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)

Course Prefix and No.	
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	

Equivalent Course(s): (credit not allowed with; or formerly:)

Course Prefix and No.	
Course Prefix and No.	
Course Prefix and No.	

Proposed General Education Block: Please mark (X) in the appropriate Block or Blocks (e.g. – IVB(3) X).

Block I (9)	Block II (3)	Block III (6)	Block IV (6)	Block V (9)	Block VI (3)	Block VII (6)	Block VIII (6)
IA (3)	II (3)	IIIA (3)	IVA (3)	VA (3)	VI (3)	VII (3)	VIII (3)
IB (3)		IIIB (3)	IVB (3)	VB (3)		VII (3)	VIII (3)
IC (3)				VC (3)			

**EASTERN KENTUCKY UNIVERSITY
COLLEGE OF BUSINESS & TECHNOLOGY
DEPARTMENT OF TECHNOLOGY**

**MAIN RULES: NO TOBACCO PRODUCTS IN CLASS.
ATTEND ALL CLASS SESSIONS.
PLEASE TURN OFF CELL PHONES**

Instructor: Mr. Theodore (Ted) J. Lloyd, CPIM
Office: 221 Whalin Technology Complex
Phone: Office Ext. 622-1189

Office Hours: M & W (10:00 – 12:00) & 1:00 – 4:00
T & R (9:00 – 11:00)
Friday by Appointment

E-mail: Ted.lloyd@eku.edu

Course: INT-406; Manufacturing Planning Systems
Credit: (3) Three Hours
Prerequisites: STA 215 or STA 270 or QMB 200

NOTE: 1. Reporting Mid-term Progress – The instructor will provide students with a summary of progress within the class prior to the midterm point (March 7TH, 2008) in the class. Students are encouraged to maintain records of evaluation for reference. The last day to withdraw from this course is March 21st, 2008.

NOTE: 2. Individuals with Disabilities – If you are registered with the Office of Services for Individuals with Disabilities, please make an appointment with the course instructor to discuss any academic accommodations you need. If you need academic accommodations and are not registered with the Office of Services for Individuals with Disabilities, please contact the Office directly either in person on the third floor of the Student Services Building by telephone at (859) 622 – 1500 V/TDY or 859-622-2933 V/TDD or email at disabilities@eku.edu. Upon individual request, this syllabus can be made available in alternative forms.

NOTE: 3. Academic Integrity Statement – Students are advised that EKU's Academic Integrity Policy will strictly be enforced in this course. The Academic Integrity Policy is available at www.academicintegrity.eku.edu. Questions regarding the policy may be directed to the Office of Academic Integrity.

COURSE DESCRIPTION

A senior course which examines consumer demand characteristics, product bill of materials, establishing sales and operations plans, planning and controlling production and inventory in the supply chain.

COURSE INTRODUCTION

More often than not, the decisions you make in your personal or professional life can be made with out a lot of fuss. Either your best choice is dear to you without analysis, or the decision is not important enough to warrant any great amount of attention. Occasionally however, you probably find yourself in a situation where you feel it is worthy of your time and effort to think systematically and hard about the different courses of action you might pursue. You might be willing to push a few numbers around, if you thought it would help make a better decision. This course is particularly concerned with situations in which consequences of alternative actions are not known with certainty, because events may intervene that you cannot control or predict with certainty and whose outcomes will inevitably affect the final conditions. An atmosphere of such uncertainty overcasts many real life decisions and situations in which you have to make a decision of lasting importance.

This course heavily emphasizes problem solving; relating numerical problems to such areas as consumer forecasting, materials management, resource requirements, production activity control, and the influence of inventory on your decisions. These problems will help assist you, the student, with a better understanding of the manufacturing control system. The course will also allow you to become aware of the usefulness as well as the limitations of each area of the system in solving real customer issues.

MATERIAL REQUIREMENTS

TEXTBOOK: *Introduction to Materials Management, 6th Edition*; Arnold, J.R. Tony, Chapman, Stephen N., Clive, Lloyd M.; 2008, ISBN: 978-0-13-233761-8

COURSE OBJECTIVES

1. Students will **APPLY** technical and analytical skills acquired through course work.
2. **EXAMINE** basic quantitative techniques used in decision making within a supply chain management system.
3. **APPLY** basic quantitative techniques used in decision making within a global supply chain system.

COURSE REQUIREMENTS

Assignments are judged on the following criteria:

1. Technical Content - Correct data and analysis.
2. Presentation of assignments using professional standards.
3. All text must be in accepted English and word processed.
4. Graphs must be drawn and labeled properly.
5. Assignments overall Quality and Timeliness. Assignments must be submitted at the beginning of the class period in which they are due. **Late assignments up to one class period will receive half credit. Assignments will not be accepted after one week from due date.**

B. Class attendance and participation in discussions are part of the professional requirements of the course.

C. Functional area assessment test will be given on occasion with at least a week notice.

D. Comprehension quizzes may be given on material presented within the previous week without notice.

EVALUATION PROCEDURE

A. Assignments -----	300 Points
B. Test -----	270 Points
C. Attendance & Quizzes -----	125 Points
Total -----	695 Points (Point total will vary based upon assignment, test and quiz value)

GRADING SCALE

100 – 90 % of total points	= A
89 – 80 % of total points	= B
79 – 70 % of total points	= C
69 – 60 % of total points	= D
Below 60 % of total points	= F

COURSE OUTLINE:

<u>TOPIC</u>	<u>APPROXIMATE DATE</u>
Course outline overview	Periods 1 and 2
Introduction to MPC (Chapter 1)	
Data Base Requirements (Handouts)	Period 3
Demand Management (Chapter 8)	Periods 4 & 5 & 6
Sales & Operations Planning (Chapter 2)	Period 7 & 8 & 9
Resource Planning (Handout)	Period 10
TEST # 1 Period 11	
Master Production Scheduling (Chapter 3)	Period 12 & 13
Distribution Planning (Chapter 12)	Period 14
Material Requirements Planning (MRP) Basics (Chapter 4)	Period 15 & 16
Production Activity Control (Push vs Pull) (Chapter 6)	Period 17 & 18 & 19
TEST # 2 Period 20	
Inventory Fundamentals (Chapter 9)	Period 21 & 22
Inventory Order Quantities in MRP (Chapter 10)	Period 22 & 23 & 24
Independent Demand Ordering Systems (Chapter 11)	Period 25 & 26
Distribution Inventory (Chapter 12)	Period 27 & 28
Manufacturing Planning in a Lean Environment	Period 29 & 30

FINAL EXAM: MAY 8TH, 2008 10:30 – 12:30



EASTERN KENTUCKY UNIVERSITY

Serving Kentuckians Since 1906

Kim Naugle, Ph.D, Associate Dean
Office of the Dean
College of Education

420 Bert Combs Building
521 Lancaster Avenue
Richmond, Kentucky 40475-3102
Phone: (859) 622-1175 Fax: (859) 622-5061
bill.phillips@eku.edu

To: Council on Academic Affairs
From: Dr. Kim Naugle
Re: Agenda for February 21, 2008 Council on Academic Affairs Meeting
Date: February 7, 2008

Agenda

A. College of Education

- a. Department of Curriculum and Instruction
 - i. **Editorial Change: EGC 820** pages 1-2
 - ii. **Editorial Change: EGC 836** pages 3-4
 - iii. **Editorial Change: EGC 846** pages 5-6
 - iv. **Editorial Change: ESE 490** pages 7-8
- b. Office of Teacher Admission and Certification and Office of Laboratory Experiences
 - i. **Program Revision: Merge of Two Offices** pages 9-16



Editorial Change - Curriculum Form
(Present only one curriculum editorial change per form)
(Complete only the section(s) applicable.)

Part I

Department Name	Curriculum and Instruction
College	College of Education
*Course Prefix & Number	EGC 820
*Course Title <small>(30 characters)</small>	Professional Studies I: Teachers, School, and Society
*Program Title	
	(Major ____, Option ____, Minor ____, or Certificate ____)
*Provide only the information relevant to the proposal.	
Original Proposal Approved by the Council on Academic Affairs on	Date: _____
We do not have approval dates for this, the other course lists the corequisite in the Catalog already and I am trying to align them.	

Completion of A is required: (Please be specific, but concise.)

<p>A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)</p> <p>Add: Co-requisite of EGC 830 to the graduate catalog</p> <p>A. 2. Effective date: (Example: Fall 2001)</p> <p>Spring 2008</p>

Part II. Recording Data for Revised Course

<p>1. For a revised course, provide (a) the current catalog text and (b) the proposed text, reflecting the exact changes being proposed.</p>
<p>New or Revised* Catalog Text</p> <p>(*Use strikeout for deletions and <u>underlines</u> for additions. Also include Crs. Prefix, No., and description, limited to 35 words.)</p>
<p>EGC 820 Professional Studies I: Teachers, School, and Society. (3) A. Prerequisite: criteria for admission to the MAT program. <u>Corequisite: EGC 830.</u> An introduction to roles and responsibilities of teachers in standards-based schools, school organization, and relationship of school and society. Twenty field/clinical hours.</p>

Part IV. Recording Data for a Revised Course (Record only **changed** course information.) ***Required**

Course prefix* (3 letters)	Course Number* (3 Digits)	Effective Term* (Example: Fall 2001)	College/Division:	Dept. (4 letters)*							
EGC	820	Spring 2008	AS _____ JS _____ BT _____ EM _____ ED X _____ PC _____ HS _____	CURI							
Credit Hrs.	Weekly Contact Hrs. Lecture _____ Laboratory _____ Other _____		Repeatable Maximum No. of Hrs. _____								
Schedule Type** (List all applicable)		Work Load (for each schedule type)	Cip Code (first two digits only)								
		Grading Mode**	Class Restriction, if any: (undergraduate only)								
			FR _____								
			SO _____								
			JR _____								
			SR _____								
		Grading Information: Course is eligible for IP (in-progress grading) for: <u>Check all applicable</u>	<div style="border: 2px solid black; padding: 5px; text-align: center;"> <p>FOR BANNER USE ONLY</p> <p>Date of data entry _____</p> <p>Data entry person _____</p> </div>								
					Thesis _____						
					Internship _____						
					Independent Study _____						
					Practicum _____						
Co-Requisites and Prerequisites											
Co-Requisite(s): (List only co-requisites. See below for prerequisites and combinations.)											
Course Prefix and No.		<u>EGC 830</u>									
Course Prefix and No.											
Prerequisite(s): (List prerequisites only. List combinations below. Use "and" and "or" literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)											
Course Prefix and No.											
Course Prefix and No.											
Test Scores											
Minimum GPA (when a course grouping or student cumulative GPA is required)											
Co-Requisite(s) and/or Prerequisite(s) Combination (Use "and" and "or" literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)											
Course Prefix and No.											
Test Scores											
Minimum GPA (when a course grouping or student cumulative GPA is required)											
Equivalent Course(s): (credit not allowed with; or formerly:)											
Course Prefix and No.											
Course Prefix and No.											
Course Prefix and No.											
Proposed General Education Category: (Check as many as apply.)											
I.	01 _____	II.	05 _____	III.	09 _____	IV.	13 _____	V.	17 _____	VI.	20 _____
	02 _____		06 _____		10 _____		14 _____		18 _____		21 _____
	03 _____		07 _____		11 _____		15 _____		19 _____		
	04 _____		08 _____		12 _____		16 _____				

Editorial Change - Curriculum Form
(Present only one curriculum editorial change per form)
(Complete only the section(s) applicable.)

Part I

Department Name	Curriculum and Instruction
College	College of Education
*Course Prefix & Number	EGC 836
*Course Title (30 characters)	Middle Grades Practicum in Middle Grade Education
*Program Title	(Major ____, Option ____; Minor ____; or Certificate ____)
*Provide only the information relevant to the proposal.	
Original Proposal Approved by the Council on Academic Affairs on	Date: _____
We do not have approval dates for this, the other course lists the corequisite in the Catalog already and I am trying to align them.	

Completion of A is required: (Please be specific, but concise.)

<p>A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)</p> <p>Add: Co-requisite of EGC 837 to the graduate catalog</p> <p>A. 2. Effective date: (Example: Fall 2001)</p> <p>Spring 2008</p>

Part II. Recording Data for Revised Course

<p>1. For a revised course, provide (a) the current catalog text and (b) the proposed text, reflecting the exact changes being proposed.</p>
<p>New or Revised* Catalog Text</p> <p>(*Use strikeout for deletions and <u>underlines</u> for additions. Also include Crs. Prefix, No., and description, limited to 35 words.)</p>
<p>EGC 836 Middle Grades Practicum in Middle Grade Education. (4 or 8) II. Prerequisites: admission to student teaching. <u>Corequisite: EGC 837.</u> Observation, participation, responsible classroom teaching including related professional activities. MAT candidates teaching under temporary provisional certification take this course for 4 hours in spring semester and 4 hours in fall semester. Other MAT candidates take this course for 8 hours during student teaching semester.</p>

Part IV. Recording Data for a Revised Course (Record only **changed** course information.) ***Required**

Course prefix* (3 letters) EGC	Course Number* (3 Digits) 836	Effective Term* (Example: Fall 2001) Spring 2008	College/Division: AS _____ JS _____ BT _____ EM _____ ED <input checked="" type="checkbox"/> _____ PC _____ HS _____	Dept. (4 letters)* CURI
Credit Hrs.	Weekly Contact Hrs. Lecture _____ Laboratory _____ Other _____		Repeatable Maximum No. of Hrs. _____	
Schedule Type** (List all applicable)	Work Load (for each schedule type)	Grading Mode**	Cip Code (first two digits only)	
			Class Restriction, if any: (undergraduate only) FR _____ SO _____ JR _____ SR _____	
			Major Restrictions, if any: FR _____ SO _____ JR _____ SR _____	
		Grading Information: Course is eligible for IP (in-progress grading) for: <u>Check all applicable</u>	<p>FOR BANNER USE ONLY</p> <p>Date of data entry _____</p> <p>Data entry person _____</p>	
		Thesis _____		
		Internship _____		
		Independent Study _____		
		Practicum _____		

Co-Requisites and Prerequisites

Co-Requisite(s): (List only co-requisites. See below for prerequisites and combinations.)

Course Prefix and No. EGC 837

Course Prefix and No.

Prerequisite(s): (List prerequisites only. List combinations below. Use "and" and "or" literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)

Course Prefix and No.

Course Prefix and No.

Test Scores

Minimum GPA (when a course grouping or student cumulative GPA is required)

Co-Requisite(s) and/or Prerequisite(s) Combination (Use "and" and "or" literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)

Course Prefix and No.

Test Scores

Minimum GPA (when a course grouping or student cumulative GPA is required)

Equivalent Course(s): (credit not allowed with; or formerly:)

Course Prefix and No.

Course Prefix and No.

Course Prefix and No.

Proposed General Education Category: (Check as many as apply.)

- | | | | | | |
|-------------|--------------|---------------|--------------|-------------|--------------|
| I. 01 _____ | II. 05 _____ | III. 09 _____ | IV. 13 _____ | V. 17 _____ | VI. 20 _____ |
| 02 _____ | 06 _____ | 10 _____ | 14 _____ | 18 _____ | 21 _____ |
| 03 _____ | 07 _____ | 11 _____ | 15 _____ | 19 _____ | |
| 04 _____ | 08 _____ | 12 _____ | 16 _____ | | |

Editorial Change - Curriculum Form
(Present only one curriculum editorial change per form)
(Complete only the section(s) applicable.)

Part I

Department Name	Curriculum and Instruction
College	College of Education
*Course Prefix & Number	EGC 846
*Course Title (30 characters)	Graduate Practicum in the Secondary/P -12 School
*Program Title	(Major ____, Option ____; Minor ____; or Certificate ____)
*Provide only the information relevant to the proposal.	
Original Proposal Approved by the Council on Academic Affairs on	Date: _____
We do not have approval dates for this, the other course lists the corequisite in the Catalog already and I am trying to align them.	

Completion of A is required: (Please be specific, but concise.)

<p>A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)</p> <p>Add: Co-requisite of EGC 847 to the graduate catalog</p> <p>A. 2. Effective date: (Example: Fall 2001)</p> <p>Spring 2008</p>

Part II. Recording Data for Revised Course

<p>1. For a revised course, provide (a) the current catalog text and (b) the proposed text, reflecting the exact changes being proposed.</p>
<p>New or Revised* Catalog Text</p> <p>(*Use strikeout for deletions and <u>underlines</u> for additions. Also include Crs. Prefix, No., and description, limited to 35 words.)</p>
<p>EGC 846 Graduate Practicum in the Secondary/P-12 School. (4 or 8) A. Prerequisites: admission to student teaching. <u>Corequisite: EGC 847.</u> Observation, participation, responsible classroom teaching including related professional activities. MAT candidates teaching under temporary provisional certification take this course for 4 hours in spring semester and 4 hours in fall semester. Other MAT candidates take this course for 8 hours during student teaching semester.</p>

Part IV. Recording Data for a Revised Course (Record only **changed** course information.) ***Required**

Course prefix* (3 letters)	Course Number* (3 Digits)	Effective Term* (Example: Fall 2001)	College/Division:	Dept. (4 letters)*
EGC	846	Spring 2008	AS _____ JS _____ BT _____ EM _____ ED X _____ PC _____ HS _____	CURI
Credit Hrs.	Weekly Contact Hrs. Lecture _____ Laboratory _____ Other _____		Repeatable Maximum No. of Hrs. _____	
Schedule Type** (List all applicable)	Work Load (for each schedule type)	Grading Mode**	Cip Code (first two digits only)	
			Class Restriction, if any: (undergraduate only)	
			Major Restrictions, if any:	
			FR _____	FR _____
			SO _____	SO _____
			JR _____	JR _____
			SR _____	SR _____
		Grading Information: Course is eligible for IP (in-progress grading) for: <u>Check all applicable</u>	FOR BANNER USE ONLY Date of data entry _____ Data entry person _____	
		Thesis _____		
		Internship _____		
		Independent Study _____		
		Practicum _____		

Co-Requisites and Prerequisites

Co-Requisite(s): (List only co-requisites. See below for prerequisites and combinations.)

Course Prefix and No. EGC 847

Course Prefix and No.

Prerequisite(s): (List prerequisites only. List combinations below. Use "and" and "or" literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)

Course Prefix and No.

Course Prefix and No.

Test Scores

Minimum GPA (when a course grouping or student cumulative GPA is required)

Co-Requisite(s) and/or Prerequisite(s) Combination (Use "and" and "or" literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)

Course Prefix and No.

Test Scores

Minimum GPA (when a course grouping or student cumulative GPA is required)

Equivalent Course(s): (credit not allowed with; or formerly:)

Course Prefix and No.

Course Prefix and No.

Course Prefix and No.

Proposed General Education Category: (Check as many as apply.)

- | | | | | | |
|-------------|--------------|---------------|--------------|-------------|--------------|
| I. 01 _____ | II. 05 _____ | III. 09 _____ | IV. 13 _____ | V. 17 _____ | VI. 20 _____ |
| 02 _____ | 06 _____ | 10 _____ | 14 _____ | 18 _____ | 21 _____ |
| 03 _____ | 07 _____ | 11 _____ | 15 _____ | 19 _____ | |
| 04 _____ | 08 _____ | 12 _____ | 16 _____ | | |

Editorial Change - Curriculum Form
(Present only one curriculum editorial change per form)
(Complete only the section(s) applicable.)

Part I

Department Name	Curriculum and Instruction
College	College of Education
*Course Prefix & Number	ESE 490
*Course Title <small>(30 characters)</small>	Secondary Curriculum, Classroom Organization, and Management
*Program Title	
	(Major ____, Option ____, Minor ____, or Certificate ____)
*Provide only the information relevant to the proposal.	
Original Proposal Approved by the Council on Academic Affairs on	Date: _____
We do not have approval dates for this, the other course lists the corequisite in the Catalog already and I am trying to align them.	

Completion of A is required: (Please be specific, but concise.)

<p>A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)</p> <p>Add: Co-requisite of EMS 499 to the undergraduate catalog</p> <p>A. 2. Effective date: (Example: Fall 2001)</p> <p>Spring 2008</p>
--

Part II. Recording Data for Revised Course

<p>1. For a revised course, provide (a) the current catalog text and (b) the proposed text, reflecting the exact changes being proposed.</p>
<p>New or Revised* Catalog Text</p> <p>(*Use strikeout for deletions and <u>underlines</u> for additions. Also include Crs. Prefix, No., and description, limited to 35 words.)</p>
<p>ESE 490 Secondary Curriculum, Classroom Organization, and Management. (3) II. Prerequisites: education core, special methods course, admission to student teaching. <u>Corequisite: EMS 499.</u> Emphasis on questions and problems encountered in secondary teaching including classroom management, state and national curriculum trends, and legal issues. Minimum 10 field/clinical hours.</p>

Curriculum Change Form
(Present only one proposed curriculum change per form)
(Complete only the section(s) applicable.)

Part I

(Check one)	Department Name	Office of Teacher Admission and Certification Office of Laboratory Experiences
<input type="checkbox"/> New Course (Parts II, IV)	College	Education
<input type="checkbox"/> Course Revision (Parts II, IV)	*Course Prefix & Number	_____
<input type="checkbox"/> Course Dropped (Part II)	*Course Title (<u>30 characters</u>)	_____
<input type="checkbox"/> New Program (Part III)	*Program Title	MERGE TWO OFFICES
<input checked="" type="checkbox"/> Program Revision (Part III)		(Major ____, Option ____, Minor ____, or Certificate ____)
<input type="checkbox"/> Program Suspended (Part III)	*Provide only the information relevant to the proposal.	

Proposal Approved by:	<u>Date</u>		<u>Date</u>
Departmental Committee	2/04/2008	Graduate Council*	NA
<i>Is this a SACS Substantive Change?</i> Yes**** <input type="checkbox"/> No <input checked="" type="checkbox"/>		Council on Academic Affairs	_____
College Curriculum Committee	2/05/2008	Approved	Disapproved
General Education Committee*	NA	Faculty Senate**	_____
Teacher Education Committee*	2/06/2008	Board of Regents**	_____
		Council on Postsecondary Edu.***	_____

*If Applicable (Type NA if not applicable.)
 **Approval needed for new, revised, or suspended programs
 ***Approval/Posting needed for new degree program or certificate program
 ****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.

A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)
 A request has been submitted and approved by the provost to merge the Offices of Teacher Admission and Certification and Laboratory Experiences beginning fall 2008. The proposed name for the combined offices is "Teacher Education Services". This combined office will have the responsibility for advising, teacher admission, field placement, and certification.

A. 2. Effective date: (Example: Fall 2001)
 Fall 2008

A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)

B. The justification for this action:
 Combining the Office of Teacher Admission and Certification and the Office of Laboratory Experiences will enhance the overall efficiency, increase production and provide a seamless flow of services to students.

C. The projected cost (or savings) of this proposal is as follows:

Personnel Impact: The director line for Professional Laboratory Experiences was used to create the Assistant Dean position in the College of Education. The Director of Teacher Admission and Certification position line will remain as a full-time 12 month contract position for the new unit. To provide adequate administration to the new unit, a 50% released time for one faculty member to serve as Associate Director of Teacher Education Services will be issued.

Operating Expenses Impact: The operating budgets for the two offices will be combined.

Equipment/Physical Facility Needs: Office space will remain the same.

Library Resources: none

Part III. Recording Data for New, Revised, or Suspended Program

New or Revised* Program Text
(*Use ~~strickethrough~~ for deletions and underlines for additions.)

The UNDERGRADUATE catalog copy will be updated to reflect:

OFFICE OF TEACHER ADMISSION AND CERTIFICATION

Director

TBA

(859) 622-1828

Bert Combs, Room 423

coeadvising@eku.edu

TEACHER EDUCATION SERVICES

Advising, Teacher Admission, Field Placement, and Certification

Dr. Sherwood Thompson, Director

TBA, Associate Director

To teach, to learn, to help others teach and learn.

ADVISING - coeadvising@eku.edu

Bert Combs 423 – (859) 622-1828

The Office of Teacher Education Services offers academic advisement and information designed to help undergraduate students to begin or continue their studies in the College of Education. The certification officer will make referrals and serve as a liaison to graduate coordinators for students obtaining additional certifications and or ranks.

TEACHER ADMISSION – teacher.admissions@eku.edu

Bert Combs 423 – (859) 622-1832

The Office of ~~Teacher Admission and Certification~~ **Teacher Education Services** is responsible for admitting students to professional education programs at EKU. In addition, certification applications for teachers and school personnel (principals, supervisors, superintendents, counselors, pupil personnel directors, business administrators, librarians, and speech pathologists) are processed through the Office of ~~Teacher Admission and Certification~~ **Teacher Education Services**.

To be recommended for certification, all students seeking initial teacher certification, regardless of the college in which they are enrolled, must meet the requirements for admission to professional education, complete an approved teaching curriculum, and pass the required PRAXIS tests as determined by the major/minor.

Students are advised to enroll in EDF 103, Introduction to Education, during their freshman year and in EDF 203, Schooling and Society, during their sophomore year. However, students should not enroll in EDF 103 until all developmental requirements have been met. EDF 310 will be required for students who have an equivalent transfer course for EDF 203.

ADMISSION REQUIREMENTS and APPLICATION PROCESS

Admission to Professional Education

Admission to the University (academic college) is not synonymous with admission to professional education. Students will apply for admission to professional education in the College of Education's Office of ~~Teacher Admission and Certification~~ **Teacher Education Services** (Combs 423). Formal applications will be accepted based upon completion of the following requirements:

A. Hours / Residence

- Complete 60 hours of credit (excluding developmental level courses).
- Transfer students must complete 12 hours of credit at EKU.

B. Admission Test Requirement

- A passing score on one of the following tests:
 - ACT (American College Test – Fall 1989 or after)
21 Composite OR Alternative ACT Options: 20 Composite with an overall GPA of 3.00 *or*
19 Composite with an overall GPA of 3.25

Individuals using an alternative ACT option must maintain or exceed the overall corresponding GPA requirement throughout the program. GPA compliance will be reviewed each semester. Individuals using an ACT alternative option will be required to participate in a PRAXIS preparation program to help ensure success on the PRAXIS exams.

- Praxis I (PPST) 173 Reading, 173 Math, 172 Writing
- SAT (Scholastic Aptitude Test) 990 Composite
- GRE (Graduate Record Exam) Program Area Score see Graduate Catalog
- MAT (Miller Analogies Test) Program Area Score see Graduate Catalog

C. GPA and Grade Requirements

- Minimum overall 2.75 on all undergraduate course work. Candidates using an alternative ACT option must maintain or exceed the overall corresponding GPA requirement throughout their program.
- Minimum 2.75 on college work at EKU.
- Satisfactory grade in EDF 103 and a grade of "C" or higher in EDF 203 (requires completion of admission test requirement [section B] prior to enrollment).
- Satisfactory grade in EDF 310 for transfer students having completed EDF 203 at another institution.

Undergraduate degree student GPA is based on the hours attempted as shown on the official EKU transcript. Post degree certification student GPA is based on all undergraduate course work and on the hours attempted as shown on the official EKU transcript.

D. Mathematics Requirement

- Complete a college level math course: MAT 105 or higher (excluding MAT 201 and 202) with a grade of "C" or higher.

E. Computer Literacy

- Complete CSC 104 or CIS 212 with a grade of "C" or higher.

F. Oral and Written Communication

- Oral communication: A grade of "C" or higher in CMS 100 or CMS 210
- Written Communication: A grade of "C" or higher in ENG 101 and ENG 102 or HON 102 or a grade of "B" or higher in ENG 105 (those earning "C" must also take ENG 102).

G. Examinations

- Achieve satisfactory results on examinations taken in EDF 103 and 203 and on other examinations which may be required by the Professional Education Admissions Committee.
- Demonstrate proficiency in oral and written communication including evidence of satisfactory speech and hearing screening. Screening is provided by the Speech-Language-Hearing Clinic in Wallace 278 B.
- Students scoring below minimum requirements on the tests for oral and written communication shall be required to improve their competencies to an acceptable level before admission to professional education. This may include therapy, tutoring, and

enrollment in credit or non-credit remediation courses.

- Any hearing impaired student unable to pass the speech and hearing screening who can benefit from remediation should receive it. Documentation concerning remediation and communication competency (oral or manual) must be provided to the Speech and Hearing Clinic. The Clinic, in consultation with faculty of the Deaf and Hard of Hearing Program will submit a recommendation for consideration for admission to the Office of ~~Student Services~~ **Teacher Education Services**. This should include documentation of communication competence.

H. Recommendations

- Submit satisfactory recommendations from *four* EKU faculty members including the EDF 203 instructor, the advisor and two faculty members with one being from the major.

I. Interview / Portfolio

- Satisfactorily complete a formal interview which will include the portfolio presentation. Two faculty members will conduct the interview and portfolio review process.

J. Ethics Declaration

- Complete and sign a "Personal and Professional Fitness Declaration" form. This process includes a review of the Professional Code of Ethics for Kentucky School Personnel established in 16 KAR1:020.

NOTE: Based on your disclosure an interview by the Professional Education Admission Committee may be required.

K. Student Behavior

- Have no physical or psychological impairments that would preclude teaching success.
- Students preparing to work in schools as teachers or other professional school personnel must demonstrate dispositions necessary to help all students learn.
- Demonstrate acceptable social behavior at the University and in the community-at-large.* A student interview may be required by the Professional Education Admissions Committee.
- Student admission status may be reevaluated if the student is placed on either academic or social probation or has a record of criminal conviction(s).* A student interview may be required by the Professional Education Admissions Committee.

* The Office of ~~Teacher Admission and Certification~~ **Teacher Education Services** will contact the EKU Office of Judicial Affairs to obtain records of infractions committed by candidates for admission to professional education. The Office of ~~Teacher Admission and Certification~~ **Teacher Education Services** will also contact the Administrative Office of the Courts to obtain a criminal records check for each candidate for admissions to professional education.

The Office of ~~Teacher Admission and Certification~~ **Teacher Education Services** will process the formal "Application for Admission to Professional Education." The Professional Education Admissions Committee will review applications, supporting documentation, and other relevant materials brought before the committee and will take appropriate action concerning the student's admission to the professional education program. The student will be notified of the committee's decision.

MOVE THIS SECTION TO THE END

APPLICATION FOR CERTIFICATION

Exams—Prior to graduation, students must complete required competency examinations and take the PRAXIS Series (Professional Assessments for Beginning Teachers) and PLT exam. All required parts of the PRAXIS test are to be taken during the senior year.

NOTE: Some majors/minors require testing over two semesters. Students must review the schedule for PRAXIS tests registration deadlines prior to the beginning of the senior year (last two semesters). Specialty test(s) are required for each certification area sought.

Certification—Applications for teacher certification should be filed in the Office of Teacher Admission and Certification prior to graduation as follows: May graduates by April 1; August graduates by July 1; December graduates by November 1.

Applications for certification are not processed until all requirements are met (coecert@eku.edu).

FIELD PLACEMENT – stuteach@eku.edu

Student Teaching and Field Experiences

Bert Combs 425 – (859) 622-1544

OFFICE OF PROFESSIONAL LABORATORY EXPERIENCES

(Student Teaching and Field Experiences)

Director

Dr. Bruce Bonar

(859) 622-1544

Bert Combs, Room 425

To teach, to learn, to help others teach and learn.

- The Office of Professional Laboratory Experiences Teacher Education Services receives and evaluates all applicants for student teaching, determines appropriate disposition of the application, and provides continuous assessment of the applicant's pre-teaching and teaching experiences during the professional semester.
- This Office recognizes that cultural diversity is a fact of American life and teachers function in a pluralistic cultural environment. Experience in multi-cultural settings provides valuable enrichment for the proper development of effective teachers. That philosophy will guide the student assignments.
- Students are not allowed to take any other courses (including correspondence and transient courses) while student teaching. Credit for unfinished correspondence courses will not be allowed during the student teaching semester.
- Students of senior standing (90 hours or more with a minimum of 12 semester hours residence at ECU) may enroll in student teaching if they have satisfied the following requirements:

Application for Student Teaching

1. Applicants must be admitted to the professional education program prior to the application semester.
2. Applicants must file an application during the first four weeks of the semester prior to the term in which student teaching is desired.
3. Applications filed will be evaluated and processed for approval or disapproval.

Evaluation of application will include in part:

1. The planned curriculum. Each applicant must have an approved planned curriculum on file with the Office of Teacher Admission and Certification Teacher Education Services.
2. All prerequisites in professional education and pre-student teaching curricula in the applicant's area as prescribed by the *Catalog*, must be completed prior to student teaching.
3. Recommendation made by the applicant's advisor and approval by the department chair.
4. A valid medical examination report, including current tuberculosis test report. Students with any significant deviation from normal physical and psychological well-being will be referred to a proper examining physician.
5. The ethics declaration. Each applicant must complete and sign a new "Personal and Professional Fitness Declaration" form. Based on your disclosure an interview by the Professional Education Admission Committee may be

required.

6. Behavior that relates to the moral, ethical, social, and personal standards of professional competency. The applicant's comportment will be subject to review and appraisal by the department responsible for the student teaching recommendation and the College of Education. Applicants must process a criminal background check (KRS.161.042 or changes as adopted).

7. Academic Requirements: Undergraduate degree students' GPAs are based on the hours attempted as shown on the official EKU transcript. Post degree certification students' GPAs are based on all undergraduate course work and on the hours attempted as shown on the official EKU transcript.

Elementary Education (P-5) and Middle Grade Education (5-9)

Majors

- Minimum 2.75 GPA in all undergraduate course work.
- Minimum 2.75 GPA in college work at EKU.
- Minimum 2.75 GPA with a grade of "C" or higher in courses in the "core and supporting course requirements," area(s) of academic emphasis, "professional education requirements" (see program display for a list of courses), teaching minor(s), and certification endorsement(s).
- Other requirements as found in the appropriate department presentation.

Special Education

- Minimum 2.75 GPA in all undergraduate course work.
- Minimum 2.75 GPA in college work at EKU.
- Minimum 2.75 GPA with a grade of "C" or higher in courses in the "major, core, and option,"* "elementary/middle grade and supporting course requirements," area of academic emphasis**, professional education requirements (see program display for a list of courses), teaching minor(s), and certification endorsement(s).
- Other requirements as found in the appropriate department presentation.

*combination of major, core, and/or option as identified in the program display.

**emphasis with middle grade education only.

Communication disorders majors should see their advisor for information related to admission to student teaching.

Secondary Education Majors

- Minimum 2.75 GPA in all undergraduate course work.
- Minimum 2.75 GPA in college work at EKU.
- Minimum 2.75 GPA in teaching major(s)*, minor(s), area(s) of academic emphasis, and certification endorsement(s). See program area for specific course grade requirements.
- Minimum 2.75 GPA with a grade of "C" or higher in courses in "professional education requirements" (see program display for a list of courses).
- Other requirements as found in the appropriate department presentation.

*A minimum of seventy-five percent of major and seventy-five percent of supporting course requirements must be completed prior to student teaching. Individual program areas may require a higher percentage of credit hours completion prior to student teaching.

CERTIFICATION – coecert@eku.edu

[Bert Combs 425 – \(859\) 622-6852](tel:8596226852)

APPLICATION FOR CERTIFICATION

Exams—Prior to graduation, students must complete required competency examinations and take the PRAXIS Series

(Professional Assessments for Beginning Teachers) and PLT exam. All required parts of the PRAXIS test are to be taken during the senior year.

NOTE: Some majors/minors require testing over two semesters. Students must review the schedule for PRAXIS tests registration deadlines prior to the beginning of the senior year (last two semesters). Specialty test(s) are required for each certification area sought.

Certification—Applications for teacher certification should be filed in the Office of ~~Teacher Admission and Certification~~ Teacher Education Services prior to graduation as follows: May graduates by April 1; August graduates by July 1; December graduates by November 1. Applications for certification are not processed until all requirements are met (~~coecert@eku.edu~~).

The GRADUATE catalog copy will be updated to reflect:

OFFICE OF TEACHER ADMISSION AND CERTIFICATION TEACHER EDUCATION SERVICES

Dr. Sherwood Thompson, Director
TBA, Associate Director
Bert Combs 423, (859) 622-1828

The Office of ~~Teacher Admission and Certification~~ Teacher Education Services receives and processes applications for teaching certificates (Rank III, II and I) and additional certificates for school personnel (principals, supervisors, superintendents, directors of special education, counselors, psychologists, and pupil personnel directors.) Questions may be directed to a certification officer at ~~coecert@eku.edu~~ or (859) 622-6852).

Planned programs for degree and non-degree teacher certification programs are received and maintained in the Office of ~~Teacher Admission and Certification~~ Teacher Education Services.

Candidates seeking initial teaching certification must meet all the requirements for admission to the teacher education program as stated in the Undergraduate Catalog. Candidates pursuing an alternative route to certification will follow the admission requirements as described in the program display.



EASTERN KENTUCKY UNIVERSITY

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Academic Affairs and Research
Office of Enrollment Management
Office of the Registrar
www.eku.edu

SSB CPO 58
521 Lancaster Avenue
Richmond, Kentucky
40475-3158

MEMORANDUM

TO: Council of Academic Affairs
FROM: Dr. Gary Kuhnhenh, Interim Associate Vice President
Enrollment Management
DATE: February 7, 2008
RE: Proposed Editorial Revisions to 2008-09 UG Catalog

The following proposals represent editorial revisions to the catalog that are intended to provide clarification of existing operational practices and easier navigation of the catalog.

Subject	Action	Page
Examination Credit (pg 36-38 of existing UG catalog)	Include some additional language to clarify operational practice as it relates to nationally recognized tests and departmental or proficiency examinations given at other schools.	1
Transfer Credit Practices (pg 45 of existing UG catalog)	Revise existing language and include addition of non-collegiate instruction opportunities for credit as previously approved by CAA	2-3
Commencement & Degree Conferral Information	Collapse all graduation eligibility requirements and commencement related text into a single section of catalog and include additional subheading, including clarification of commencement vs degree conferral	4-6



Catalog Editorial Change Form

Part I

Department Name	Office of the Registrar	
College	Enrollment Management	
Original Proposal Approved by the Council on Academic Affairs on	Date:	(02/28/08)

A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)

To eliminate possible misinterpretation of existing university policy regarding the eligibility of credit for examination taken and awarded at other schools, we recommend the following revision to the 2008 – 09 Catalog.

B. 2. Effective date: Fall 2008

Part II. Recording Data for Revision

1. For a revised course, provide (a) the current catalog text and (b) the proposed text, reflecting the exact changes being proposed.

New or Revised* Catalog Text

(*Use ~~strikeout~~ for deletions and underlines for additions. Also include Crs. Prefix, No., and description, limited to 35 words.)

Recommended Revisions (pg. 36 -38 of 2007-08 UG Catalog)

Credits Accepted in Transfer

Eastern Kentucky University accepts credits transferred from regionally accredited postsecondary institutions, and credits earned by examination from nationally recognized tests that meet EKU standards, and it awards credits for certain types of military experiences. Additionally, EKU will award credit for non-collegiate training experiences provided the training occurred under a university approved articulation agreement. International transfer credits from institutions with which Eastern Kentucky University does not have an articulation or exchange agreement are recorded as free elective credits at the lower division level after they have been evaluated by an outside accrediting agency (i.e. World Education Services or Silney and Associates). Students may present supporting documents from transfer courses recorded as free electives to appeal to department chairpersons for departmental credit.

Deleted: and

Credit-By-Examination

...Following are the conditions which apply to receiving credit-by-examination credit:

Insert as condition 2 or 3 and change numbering sequence: Departmental or proficiency examination credit earned at other colleges and universities is not eligible for transfer credit.

Departmental Examinations

A number of academic departments at Eastern Kentucky University have developed their own examinations for credit as an extension of the CLEP® program. These examinations are similar in nature to the CLEP® exams. Enrolled Eastern Kentucky University students interested in attempting to earn credit through departmental examinations should contact the Office of Academic Affairs. EKU does not accept transfer credit for coursework given credit through academic department proficiency examinations.

Catalog Editorial Change Form

Part I

Department Name	Office of the Registrar
College	Enrollment Management
Original Proposal Approved by the Council on Academic Affairs on	Date: (02/28/08)

Completion of A is required: (Please be specific, but concise.)

A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)

Revise existing catalog text to provide clarification regarding ECU transfer credit practices and including the addition of credit awarded for training as approved by CAA in 2006-0.

B. 2. Effective date: Fall 2008

Part II. Recording Data for Revised Course

1. For a revised course, provide (a) the current catalog text and (b) the proposed text, reflecting the exact changes being proposed.

New or Revised* Catalog Text

(*Use ~~strikeout~~ for deletions and underlines for additions. Also include Crs. Prefix, No., and description, limited to 35 words.)

Recommended Revisions to Transfer Credit/Courses text on pg 45 of 2007-08 Catalog

Transfer Credit/Courses

Eastern Kentucky University accepts credit in transfer from other institutions with regional accreditation status. ECU also participates in and subscribes to the principles of the Kentucky Council on Postsecondary Education statewide transfer agreements. ~~Eastern Kentucky University~~ We accept credits transferred from all public institutions in Kentucky accredited by SACS the Southern Association of Colleges and Schools (SACS) and will apply them toward General Education and program requirements to the maximum extent allowed as outlined by the agreements. Credits not identified in these agreements will be applied to degree requirements as deemed appropriate. ~~Students should submit a course description to the Transfer Coordinator in the Office of Academic Advising for transfer courses that have not been evaluated in the past. Students wishing to appeal the evaluation of transfer credit to be used for general education requirements should consult with the staff in the office of their college dean of their first major.~~ Lower division courses taken at a community or junior college are accepted in transfer as lower division coursework, even if ECU offers a comparable course at the upper division level.

~~Eastern Kentucky University will also award accept credits transferred from other colleges and universities accredited by a regional accrediting association, such as the Commission on Colleges of the Southern Association of Colleges and Schools. As completely as possible, it will apply these credits to the student's degree program credit to students for non-collegiate sponsored instruction and training programs provided an articulation agreement exists between the University and the institutions or organizations providing the instruction. Articulation agreements must be officially approved according to the University policy for such agreements and must be signed by both ECU and the collaborating institutions/organizations. A copy of the signed agreements must be on file in the Office of the Provost (original), the Office of the Registrar, and the Dean's office of the College which initiated the agreement. Articulation agreements must be in place prior to the non-collegiate instruction or training in order for credit to be considered. In all instances, consideration will only be given to those courses/training programs whose content provides competencies equivalent or comparable to courses and educational experiences offered by ECU.~~

Continued on next page ...

~~Eastern Kentucky University students may also earn credits at other institutions and transfer them to Eastern Kentucky University. To ensure that they earn appropriate credits, they are strongly advised to see the~~ Currently enrolled students who desire to take courses elsewhere and transfer them back to Eastern Kentucky University should consult with the ECU Transfer Student Coordinator in the Office of Advising and Retention and also obtain the approval of their college dean prior to enrolling in any course work they plan to transfer. The University will not take responsibility for courses transferred without prior approval.

Credit and grades earned in transfer are posted to the student's ECU transcript. Students with transfer credit should note that they must successfully complete all their curriculum requirements as well as earn a cumulative and institutional (EKU) GPA of 2.00 in order to graduate with a degree or University certificate from ECU.

Transfer Credit Evaluation Process

When a transfer course which has never been evaluated before is presented to ECU for consideration, the Transfer Coordinator records the course as acceptable for credit, but unevaluated. The Transfer Coordinator contacts the student and requests course descriptions and syllabus information for review. Once that information is received, the Transfer Center forwards that information to the appropriate academic department along with a Transfer Course Evaluation form for their review and consideration. The academic department determines whether an exact equivalency, a subject/discipline elective, or a generic free elective is the appropriate ECU transfer articulation depending on course content and learning objectives. The academic department can also recommend that a course be considered for general education consideration even if an exact equivalency is not awarded. Transfer credit that is recommended for general education consideration, but with no exact equivalency to an ECU course, is forwarded to the General Education Committee for consideration. Students wishing to appeal the evaluation of transfer credit should consult with the staff in the office of the college dean of their first major.

Degree Conferral Date

Eastern Kentucky University has three official degree conferral or "graduation" dates. These dates represent confirmation of degree completion and are posted to the student's academic transcript and diploma.

Fall - December 31

Spring – May 31

Summer- August 1

Honors for Baccalaureate Degree Graduates

(keep existing text)

Honors for Associate Degree Graduates

(keep existing text)

Diploma & University Certificate Production

Diplomas and University Certificates are produced in-house and are mailed to students after confirmation of degree completion. The graduation confirmation process takes several weeks to complete and students should expect a 6-8 week delay in the receipt of their diploma.

Teaching Certification

All students seeking initial teacher certification, regardless of the college in which they are enrolled, must meet the requirements for admission to professional education, complete an approved teaching curriculum, and pass the required PRAXIS tests as determined by the major/minor to be recommended for certification. For specific information regarding teacher certification requirements, please refer to the ECU Teacher Admission and Certification Office at www.education.eku.edu/TeachersAdmissionCert/.

Catalog Editorial Change Form

Revised 2/27/08

Part I

Department Name	Office of the Registrar
College	Enrollment Management
Original Proposal Approved by the Council on Academic Affairs on	Date: (02/28/08)

Completion of A is required: (Please be specific, but concise.)

A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)

Include catalog language that provides clarification regarding Commencement, the official ECU degree conferral date and related issues.

B. 2. Effective date: Fall 2008

Part II. Recording Data for Revised Course

1. For a revised course, provide (a) the current catalog text and (b) the proposed text, reflecting the exact changes being proposed.

New or Revised* Catalog Text

(*Use ~~strikeout~~ for deletions and underlines for additions. Also include Crs. Prefix, No., and description, limited to 35 words.)

Recommended Revisions - collapse all graduation eligibility requirements and commencement related text into a single section of the catalog and include the addition of the following subheadings and related text:

DEGREE INFORMATION

Comprehensive Baccalaureate Degree Requirements

(keep existing text)

Observation - Why doesn't ECU have a minimum requirement of ECU coursework within the major/minor? It's fairly common to see a 25-50% qualifier within the discipline as a University requirement with Colleges having the authority to require a stricter requirement either college wide or by program. ???

General Education

(Keep existing text from last paragraph for baccalaureate programs, but move all other text and the course specific details to a separate area entitled "General Education Curriculum" that's listed immediately before the College of Arts and Sciences section)

Comprehensive Associate Degree Requirements

(keep existing text)

General Education

(kept text for associate programs, but reference the "General Education Curriculum" section of the catalog that's posted immediately before the College of Arts and Sciences section)

Catalog Year

(copy existing text from pg. 36, 1st paragraph)

Continued on next page ...

Fulfilling Multiple Requirements with the Same Course/Credit

(include whatever text the university decides to support in this area)

Double Majors ~~Multiple Majors/Minors~~

Students pursuing baccalaureate degrees may consider ~~a second~~ more than one major and/or minor at the same degree level and type (e.g., BA Art/BA English; BS Biology/BS Chemistry; not BA History/BS Math) if they intend to complete the second major by the time the degree is conferred, it will be recorded on the student's official transcript all requirements by the time the initial degree is awarded and their academic program is not General Studies.

Associate degrees are not eligible for minors or second/multiple majors. Additionally, EKU does not allow the awarding of a subsequent major/minor/concentration after the initial degree is conferred unless the student is pursuing a subsequent degree program. While multiple majors, minors and certificates that are earned by a student are formally posted to a student's academic transcript, formatting challenges permit the acknowledgement of no more than two majors on each diploma. Students interested in ~~a double major~~ pursuing multiple majors, minors, certificates and/or concentrations should contact the Office of Academic Advising or the departments of interest for additional information.

Concurrent Degrees

(keep existing text)

Subsequent Degrees

(keep existing text)

COMMENCEMENT & GRADUATION INFORMATION

Application for Graduation

(delete all existing text and replace with the following)

Each student who expects to complete requirements for a degree must submit a graduation application to their respective college by the established deadline. Applications are available in the College Dean's Office or by web exclusively for the College of Business and Technology (www.cbt.eku.edu/academicadvise/default.php#Graduation) and the College of Education (www.coe.eku.edu/instructions_candidates_web.php). The Graduation Application fee is \$20 for each diploma and/or University certificate sought and is assessed to the student's EKU account upon receipt of the graduation application.

Undergraduate and University Certificate seeking students wishing to graduate in December must make application before the end of the preceding April and those wishing to graduate in May or August must make application before the end of the preceding October.

Commencement

Commencement ceremonies are conducted at the conclusion of the fall, spring and summer semesters, prior to final grade processing. The commencement ceremony represents a celebratory gathering of all degree candidates who are expected to complete their academic requirements by the official degree conferral date established for that semester by the University. Participation in the Commencement ceremony does not represent confirmation of degree completion (graduation). Students earning only a certificate, either University or departmental, do not participate in the Commencement ceremony. For additional information regarding Commencement, please refer to the Registrar's website at www.registrar.eku.edu/GraduationInformation/

Degree Conferral Date

Eastern Kentucky University has three official degree conferral or "graduation" dates. These dates represent confirmation of degree completion and are posted to the student's academic transcript and diploma.

Fall - December 31

Spring - May 31

Summer- August 1

Continued on next page ...

Honors for Baccalaureate Degree Graduates

(keep existing text)

Honors for Associate Degree Graduates

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Diploma & University Certificate Production

Diplomas and University Certificates are produced in-house and are mailed to students after confirmation of degree completion. The graduation confirmation process takes several weeks to complete. Therefore, students should expect to receive their diploma 6-8 weeks after the end of finals week.

Teaching Certification

All students seeking initial teacher certification, regardless of the college in which they are enrolled, must meet the requirements for admission to professional education, complete an approved teaching curriculum, and pass the required PRAXIS tests as determined by the major/minor to be recommended for certification. For specific information regarding teacher certification requirements, please refer to the ECU Teacher Admission and Certification Office at www.education.ecu.edu/TeachersAdmissionCert/.



EASTERN KENTUCKY UNIVERSITY

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TO: Council on Academic Affairs

FROM: *Deborah Whitehouse*
Dr. Deborah Whitehouse, Associate Dean

SUBJECT: Agenda Items

DATE: February 7, 2008

Please include the attached curriculum proposals onto the agenda for the meeting of the Council on Academic Affairs on February 11, 2008.

Environmental Health Science & Clinical Lab. Science

Course Revision

EHS380 Drop prerequisites BIO 320 or *CLT 209 and CLT 211*
CHS 1-2

Eff. Fall 2008

EHS425 Remove EHS300 from prerequisites
CHS 3-4

Eff. Fall 2008

Program Revision

Minor in Environmental Health Science
Remove EHS300 and 370 from minor and add EHS330
CHS 5

Eff. Fall 2008

Editorial (INFORMATIONAL)

CLT201 Drop co requisites of CLT205 and 206 to correct CLT201
CHS 6-7

Eff. Immediately

Program Revision – Graduate

Master in Public Health
Remove POL 847 from MPH Core Courses
CHS 8

Eff. Fall 2008

Exercise & Sport Science

Editorial (INFORMATIONAL)

Eff. Immediately

ATR211 Edit description by adding co requisite: ATR201
CHS 9-10

PHE800 Cross list PHE800 with EHS800
CHS 11-12

Eff. Immediately

Sport Management B.S.

Eff. At entry in banner

Edit to correct the general education waivers/free electives from
Original approved "New Program" so it goes into banner correctly.

Family and Consumer Science

Course Revision

FCS320 Drop the prerequisite DES 121 departmental approval
CHS 14-15 Eff. Fall 2008

FRM352 Change the course description
(Syllabus attached) Eff. Fall 2008
CHS 16-18

NFA802 Change the course title, description, and pre-requisites.
CHS 19-23 Eff. Summer 2008

Program Revision

Eff. Fall 2008

Family and Consumer Sciences Education BS

1. Add ESE 574: Teaching Reading in the Secondary School.
2. Drop DES 121: The Interior Environment
CHS 24-25

Health Promotion and Administration

Drop Courses

HEA596/796 Drop HEA596/796 Eff. Summer 2008
CHS 26-27

HEA597/797 Drop HEA597/797 Eff. Summer 2008
CHS 28-29

Program Revision

Masters in Public Health Eff. Summer 2008
Remove POL 847 from MPH Core Courses
CHS 30

Occupational Therapy

Editorials (INFORMATIONAL)

OTS 311 Edit description by adding Co requisite: OTS301 Eff. Immediately
CHS 31 – 32

Editorials (INFORMATIONAL)

OTS822 To revise course title from ~~OBP II: Health Systems~~ to Eff. Fall 2008
OBP II: Health Care Practice

CHS 33

OTS 830 To revise course title from ~~OBP III: Educational Systems~~ to Eff. Fall 2008
to OBP III: Education Communities

CHS 34

OTS 832 To revise course title from ~~OBP IV: Social Systems~~ to Eff. Summer 2008
to OBP IV: Community-based Practice

CHS 35

Course Revision

OTS 836 Add req. course to Core of OT MS Program Eff. Summer 2008
To meet curriculum design and Accreditation Council for OT Education –
Subtract three hrs off free electives.

DROPPED Course

OTS 802 *Replaced this course with OTS498 Eff. Summer 2008
Course is a foundational course that is best taught at the 400 level.

Revision to Program

Occupational Therapy – *MS program Eff. Summer 2008
Replace OTS802 with OTS498 in transitional Course req. in Opt. 2
Add OTS836 to Core, add OTS 883 to electives

Recreation and Park Administration

Program Revision

Minor in Recreation and Park Administration Eff. Fall 2008
Revise the BS Degree minor to include additional classes
CHS 36

Curriculum Change Form
(Present only one proposed curriculum change per form)
(Complete only the section(s) applicable.)

Part I

(Check one)	Department Name	Environ. Health Science & Clinical Lab. Science	
<input type="checkbox"/> New Course (Parts II, IV)	College	Health Science	
<input checked="" type="checkbox"/> Course Revision (Parts II, IV)	*Course Prefix & Number	EHS 380	
<input type="checkbox"/> Course Dropped (Part II)	*Course Title (30 characters)	Food Hygiene	
<input type="checkbox"/> New Program (Part III)	*Program Title		
<input type="checkbox"/> Program Revision (Part III)		(Major ____, Option ____, Minor ____, or Certificate ____)	
<input type="checkbox"/> Program Suspended (Part III)	*Provide only the information relevant to the proposal.		

Proposal Approved by:	<u>Date</u>	<u>Date</u>
Departmental Committee	1/8/08	Graduate Council* NA
<i>Is this a SACS Substantive Change?</i> Yes**** <input type="checkbox"/> No <input checked="" type="checkbox"/>		Council on Academic Affairs
College Curriculum Committee	1/9/08	Approved <input checked="" type="checkbox"/> Disapproved _____ 02/28/08
General Education Committee*	NA	Faculty Senate** NA
Teacher Education Committee*	NA	Board of Regents** NA
		Council on Postsecondary Edu.*** NA

*If Applicable (Type NA if not applicable.)
 **Approval needed for new, revised, or suspended programs
 ***Approval/Posting needed for new degree program or certificate program
 ****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.

Completion of A, B, and C is required: (Please be specific, but concise.)

A. 1. Specific action requested: Drop prerequisites BIO 320 or *CLT 209 and CLT 211*

A. 2. Effective date: Fall 2008

A. 3. Effective date of suspended programs for currently enrolled students: NA

B. The justification for this action: Eliminate prerequisites BIO 320 or *CLT 209 and CLT 211*, and leave EHS 280 or *departmental* approval which are sufficient and revise description of course.

C. The projected cost (or savings) of this proposal is as follows:

Personnel Impact: NA

Operating Expenses Impact: NA

Equipment/Physical Facility Needs: NA

Library Resources: NA

Part II. Recording Data for New, Revised, or Dropped Course

New or Revised* Catalog Text

EHS 380 Food Hygiene. (3) I, II. Prerequisites: ~~BIO 320 or CLT 209 and CLT 211~~ and EHS 280 or *departmental* approval. A study of the health effects of foodborne and milkborne disease, including an indepth discussion of the physical, chemical, and biological contaminants that cause an estimated 76 million cases of foodborne illnesses annually in the U.S. An examination of the food processing and food service industry's failings and efforts to prevent foodborne illness will be the primary focus. ~~illness~~ milk and foods as vehicles of infection, essentials of milk and food quality, standards for dairy, milk, and food service equipment

Part IV. Recording Data for New or Revised Course (Record only **new or changed** course information.)

Course prefix (3 letters) EHS	Course Number (3 Digits) 380	Effective Term (Example: Fall 2001) Fall 2008	College/Division: AS _____ JS _____ BT _____ EM _____ ED _____ PC _____ HS X _____	Dept. (4 letters)* EHCL
Credit Hrs.	Weekly Contact Hrs. Lecture _____ Laboratory _____ Other _____		Repeatable Maximum No. of Hrs. _____	
Schedule Type* (List all applicable)		Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only) FR _____ JR _____ SO _____ SR _____
		Grading Information: Course is eligible for IP (in-progress grading) for: <u>Check all applicable</u>		FOR BANNER USE ONLY Date of data entry _____ Data entry person _____
		Thesis _____		
		Internship _____		
		Independent Study _____		
		Practicum _____		

Co-Requisites and Prerequisites **See definitions on following page**

Co-Requisite(s): (List only co-requisites. See below for prerequisites and combinations.)

Course Prefix and No.	
Course Prefix and No.	

Prerequisite(s): (List prerequisites only. List combinations below. Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)

Course Prefix and No.	Prerequisites: BIO 320 or CLT 209 and CLT 211 and EHS 280 ; or departmental approval.
Course Prefix and No.	
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	

Co-Requisite(s) and/or Prerequisite(s) Combination (Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)

Course Prefix and No.	
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	

Equivalent Course(s): (credit not allowed with; or formerly:)

Course Prefix and No.	
Course Prefix and No.	
Course Prefix and No.	

Proposed General Education Block: Please mark (X) in the appropriate Block or Blocks (e.g. – IVB(3) X).

Block I (9)	Block II (3)	Block III (6)	Block IV (6)	Block V (9)	Block VI (3)	Block VII (6)	Block VIII (6)
IA (3)	II (3)	IIIA (3)	IVA (3)	VA (3)	VI (3)	VII (3)	VIII (3)
IB (3)		IIIB (3)	IVB (3)	VB (3)		VII (3)	VIII (3)
IC (3)				VC (3)			

Curriculum Change Form
(Present only one proposed curriculum change per form)
(Complete only the section(s) applicable.)

Part I

(Check one) New Course (Parts II, IV)	Department Name College	Environ. Health Science & Clinical Lab. Science Health Science
X Course Revision (Parts II, IV)	*Course Prefix & Number	EHS 425
Course Dropped (Part II)	*Course Title (30 characters)	Environmental Health Program Planning
New Program (Part III)	*Program Title	
Program Revision (Part III)	(Major ____, Option ____, Minor ____, or Certificate __)	
Program Suspended (Part III)	*Provide only the information relevant to the proposal.	

Proposal Approved by:	Date	Date
Departmental Committee	1/8/08	Graduate Council* NA
<i>Is this a SACS Substantive Change?</i> Yes**** <input type="checkbox"/> No <input checked="" type="checkbox"/>		Council on Academic Affairs
College Curriculum Committee	1/9/08	Approved <input checked="" type="checkbox"/> Disapproved _____
General Education Committee*	NA	Faculty Senate**
Teacher Education Committee*	NA	Board of Regents**
		Council on Postsecondary Edu.***

*If Applicable (Type NA if not applicable.)
 **Approval needed for new, revised, or suspended programs
 ***Approval/Posting needed for new degree program or certificate program
 ****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.

Completion of A, B, and C is required: (Please be specific, but concise.)

A. 1. Specific action requested: Remove EHS300 from prerequisites
A. 2. Effective date: Fall 2008
A. 3. Effective date of suspended programs for currently enrolled students: NA

B. The justification for this action: The faculty feel EHS280 and 335 are sufficient prerequisites for EHS425 and that EHS300 should be removed.

C. The projected cost (or savings) of this proposal is as follows:
Personnel Impact: NA
Operating Expenses Impact: NA
Equipment/Physical Facility Needs: NA
Library Resources: NA

Part II. Recording Data for New, Revised, or Dropped Course

New or Revised* Catalog Text

EHS 425 Environmental Health Program Planning. (3) A. Prerequisites: EHS 280, 300, and 335. Administration, planning, implementation, and evaluation of environmental health programs. Discussion of resources and promotional techniques, and the role of the environmental health specialist dealing with community, state, and regional agencies.

Part IV. Recording Data for New or Revised Course (Record only **new or changed** course information.)

Course prefix (3 letters) EHS	Course Number (3 Digits) 425	Effective Term (Example: Fall 2001) Fall 2008	College/Division: AS _____ JS _____ BT _____ EM _____ ED _____ PC _____ HS X _____	Dept. (4 letters)* EHCL
Credit Hrs.	Weekly Contact Hrs. Lecture _____ Laboratory _____ Other _____		Repeatable Maximum No. of Hrs. _____	
Schedule Type* (List all applicable)			Cip Code (first two digits only) 51	
Work Load (for each schedule type)		Grading Mode*		
		Class Restriction, if any: (undergraduate only) FR _____ JR _____ SO _____ SR _____		
		Grading Information: Course is eligible for IP (in-progress grading) for: <u>Check all applicable</u>		
		Thesis _____		
		Internship _____		
		Independent Study _____		
		Practicum _____		
FOR BANNER USE ONLY				
Date of data entry _____				
Data entry person _____				

Co-Requisites and Prerequisites ****See definitions on following page****

Co-Requisite(s): (List only co-requisites. See below for prerequisites and combinations.)

Course Prefix and No.	
Course Prefix and No.	

Prerequisite(s): (List prerequisites only. List combinations below. Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)

Course Prefix and No.	EHS 280, 300, and 335
Course Prefix and No.	
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	

Co-Requisite(s) and/or Prerequisite(s) Combination (Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)

Course Prefix and No.	
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	

Equivalent Course(s): (credit not allowed with; or formerly:)

Course Prefix and No.	
Course Prefix and No.	
Course Prefix and No.	

Proposed General Education Block: Please mark (X) in the appropriate Block or Blocks (e.g. – IVB(3) X).

Block I (9)	Block II (3)	Block III (6)	Block IV (6)	Block V (9)	Block VI (3)	Block VII (6)	Block VIII (6)
IA (3)	II (3)	IIIA (3)	IVA (3)	VA (3)	VI (3)	VII (3)	VIII (3)
IB (3)		IIIB (3)	IVB (3)	VB (3)		VII (3)	VIII (3)
IC (3)				VC (3)			

Editorial Change - Curriculum Form
(Present only one curriculum editorial change per form)
(Complete only the section(s) applicable.)

INFORMATIONAL

Part I

Department Name	Environmental Health Science & Clinical Laboratory Science		
College	Health Science		
*Course Prefix & Number	CLT201		
*Course Title <small>(30 characters)</small>	Urinalysis		
*Program Title	_____ (Major ____, Option ____, Minor ____, or Certificate ____)		
*Provide only the information relevant to the proposal.			
Original Proposal Approved by the Council on Academic Affairs on	Date:	1/28/08	

Completion of A is required: (Please be specific, but concise.)

A. 1. Specific action requested:	Drop co requisites of CLT205 and 206 to correct CLT201
A. 2. Effective date:	Summer 2008

Part II. Recording Data for Revised Course

1.	For a revised course, provide (a) the current catalog text and (b) the proposed text, reflecting the exact changes being proposed.
New or Revised* Catalog Text <small>(*Use strikeout for deletions and <u>underlines</u> for additions. Also include Crs. Prefix, No., and description, limited to 35 words.)</small>	
CLT 201 Urinalysis. (1) I, II. Prerequisite: admission to CLT program or departmental approval. Corequisite: CLT 205 and CLT 206. Clinical lab procedures used in the analysis of urine and other body fluids. 4 Lec/Lab.	

Part IV. Recording Data for a Revised Course (Record only **changed** course information.) ***Required**

Course prefix* (3 letters) CLT	Course Number* (3 Digits) 201	Effective Term* (Example: Fall 2001) Summer 2008	College/Division: AS _____ JS _____ BT _____ EM _____ ED _____ PC _____ HS <u>X</u> _____	Dept. (4 letters)* EHCL
Credit Hrs.	Weekly Contact Hrs. Lecture _____ Laboratory _____ Other _____		Repeatable Maximum No. of Hrs. _____	
Schedule Type** (List all applicable)	Work Load (for each schedule type)	Grading Mode**	Cip Code (first two digits only) 51	
			Class Restriction, if any: (undergraduate only) FR _____ SO _____ JR _____ SR _____	Major Restrictions, if any: FR _____ SO _____ JR _____ SR _____
		Grading Information: Course is eligible for IP (in-progress grading) for: <u>Check all applicable</u>	<div style="border: 2px solid black; padding: 5px;"> <p align="center">FOR BANNER USE ONLY</p> <p>Date of data entry _____</p> <p>Data entry person _____</p> </div>	
		Thesis _____		
		Internship _____		
		Independent Study _____		
		Practicum _____		
Co-Requisites and Prerequisites				
Co-Requisite(s): (List only co-requisites. See below for prerequisites and combinations.)				
Course Prefix and No.	CLT205 and 206			
Course Prefix and No.				
Prerequisite(s): (List prerequisites only. List combinations below. Use "and" and "or" literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)				
Course Prefix and No.				
Course Prefix and No.				
Test Scores				
Minimum GPA (when a course grouping or student cumulative GPA is required)				
Co-Requisite(s) and/or Prerequisite(s) Combination (Use "and" and "or" literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)				
Course Prefix and No.				
Test Scores				
Minimum GPA (when a course grouping or student cumulative GPA is required)				
Equivalent Course(s): (credit not allowed with; or formerly:)				
Course Prefix and No.				
Course Prefix and No.				
Course Prefix and No.				
Proposed General Education Category: (Check as many as apply.)				
I. 01 _____	II. 05 _____	III. 09 _____	IV. 13 _____	V. 17 _____
02 _____	06 _____	10 _____	14 _____	18 _____
03 _____	07 _____	11 _____	15 _____	19 _____
04 _____	08 _____	12 _____	16 _____	20 _____
				21 _____

Curriculum Change Form
(Present only one proposed curriculum change per form)
(Complete only the section(s) applicable.)

Part I

(Check one)	Department Name	Environmental Health & Clinical Lab. Science
<input type="checkbox"/> New Course (Parts II, IV)	College	Health Science
<input type="checkbox"/> Course Revision (Parts II, IV)	*Course Prefix & Number	
<input type="checkbox"/> Course Dropped (Part II)	*Course Title (30 characters)	
<input type="checkbox"/> New Program (Part III)	*Program Title	Minor in Environmental Health Science
<input checked="" type="checkbox"/> Program Revision (Part III)		(Major __, Option __; Minor <u>X</u> ; or Certificate __)
<input type="checkbox"/> Program Suspended (Part III)	*Provide only the information relevant to the proposal.	

Proposal Approved by:	<u>Date</u>		<u>Date</u>
Departmental Committee	1/8/08	Graduate Council*	NA
<i>Is this a SACS Substantive Change?</i> Yes**** <input type="checkbox"/> No <input checked="" type="checkbox"/>		Council on Academic Affairs	
College Curriculum Committee	1/9/08	Approved <input checked="" type="checkbox"/> Disapproved	02/28/08
General Education Committee*	NA	Faculty Senate**	NA
Teacher Education Committee*	NA	Board of Regents**	NA
		Council on Postsecondary Edu.***	NA

*If Applicable (Type NA if not applicable.)
 **Approval needed for new, revised, or suspended programs
 ***Approval/Posting needed for new degree program or certificate program
 ****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.

Completion of A, B, and C is required: (Please be specific, but concise.)

A. 1. Specific action requested: Remove EHS300 and 370 from minor and add EHS330 and 380
A. 2. Effective date: Fall 2008
A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)

B. The justification for this action: Revise required courses in minor to include vectors that are needed in the health department positions.

C. The projected cost (or savings) of this proposal is as follows:
Personnel Impact: NA
Operating Expenses Impact: NA
Equipment/Physical Facility Needs: NA
Library Resources: NA

Part III. Recording Data for New, Revised, or Suspended Program

<p><u>Minor</u></p> <p>MINOR IN ENVIRONMENTAL HEALTH SCIENCE</p> <p>A student may minor in environmental health science by completing, with a grade of "C" or better, EHS 280, 300, <u>330</u> 370, <u>380</u> and an additional nine hours selected from EHS courses with advisor approval for a minimum of 18 hours</p>
--

Curriculum Change Form

Part I

(Check one) <input type="checkbox"/> New Course (Parts II, IV) <input type="checkbox"/> Course Revision (Parts II, IV) <input type="checkbox"/> Course Dropped (Part II) <input type="checkbox"/> New Program (Part III) <input checked="" type="checkbox"/> Program Revision (Part III) <input type="checkbox"/> Program Suspended (Part III)	Department Name College *Course Prefix & Number *Course Title (30 characters) *Program Title *Provide only the information relevant to the proposal.	Environmental Health Sciences College of Health Sciences Master of Public Health (Major <u>XX</u> , Option <u> </u> ; Minor <u> </u> ; or Certificate <u> </u>)
Proposal Approved by:		
Departmental Committee	Date 11-30-07	Graduate Council* Council on Academic Affairs
Is this a SACS Substantive Change? Yes**** <input type="checkbox"/> No <input checked="" type="checkbox"/>		
College Curriculum Committee	Date 1/9/08	Approved <input checked="" type="checkbox"/> Disapproved
General Education Committee*	NA	Faculty Senate**
Teacher Education Committee*	NA	Board of Regents** Council on Postsecondary Edu.***
*If Applicable (Type NA if not applicable.) **Approval needed for new, revised, or suspended programs ***Approval/Posting needed for new degree program or certificate program ****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.		

A. 1. Specific action requested: Remove POL 847 from MPH Core Courses

A. 2. Effective date: Fall 2008

A. 3. Effective date of suspended programs for currently enrolled students: NA

B. The justification for this action: From the MPH self-study process, it has been realized that POL 847 and EHS 825 are not equivalent courses. The intended core competencies for the MPH degree will be covered by EHS 825.

C. The projected cost (or savings) of this proposal is as follows:

Personnel Impact: NA

Operating Expenses Impact: NA

Equipment/Physical Facility Needs: NA

Library Resources: NA

Part III. Recording Data for New, Revised, or Suspended Program

	New or Revised* Program Text
MPH Core Courses	21 hours
EHS 850, HEA 810, HEA 816, HEA 830, HEA 855, HEA 840 or EHS 800, POL 847 or EHS 825 <i>Environmental Health Option</i>	
Required Courses.....	15 hours
EHS 845, 855, 865, 877, and 880	
Practicum.....	3 hours
EHS-863	
Thesis or Non-Thesis	6 hours
EHS 899- Thesis and 899 c-Thesis, cont.	
OR	
EHS 890: Independent Study in Health Science and 3 from: EHS 840, 860, 870	
apstone.....	1 hour
MPH 895	
Total Hours.....	46 hours

Editorial Change - Curriculum Form
(Present only one curriculum editorial change per form)
(Complete only the section(s) applicable.)

Part I

Department Name	Exercise and Sport Science		
College	Health Science		
*Course Prefix & Number	ATR211		
*Course Title <small>(30 characters)</small>	Evaluation of Lower Extremity Injuries.		
*Program Title			
	(Major __, Option __; Minor __; or Certificate __)		
*Provide only the information relevant to the proposal.			
Original Proposal Approved by the Council on Academic Affairs on	Date:	10/20/05	
CAA approved 10/20/05 ATR201 w/co req. of ATR211			

Completion of A is required: (Please be specific, but concise.)

<p>A. 1. Specific action requested: Edit description by adding Co requisite: ATR201</p>	
<p>A. 2. Effective date: Fall 2005</p>	

Part II. Recording Data for Revised Course

<p>1. For a revised course, provide (a) the current catalog text and (b) the proposed text, reflecting the exact changes being proposed.</p>	
<p>New or Revised* Catalog Text</p> <p><small>(*Use strikeout for deletions and <u>underlines</u> for additions. Also include Crs. Prefix, No., and description, limited to 35 words.)</small></p>	
<p>ATR 211 Evaluation of Lower Extremity Injuries. (4) I. Prerequisite: acceptance into the professional Athletic Training Education program <u>and Co requisite: ATR201</u>. Students will learn how to properly evaluate common injuries of the lower extremity and lumbar spine. Classroom and skill laboratory sessions are designed to introduce the learner to proper assessment techniques of the lower extremity and lumbar spine in various athletic training settings. 3 Lec/2 Lab.</p>	

Part IV. Recording Data for a Revised Course (Record only **changed** course information.) ***Required**

Course prefix* (3 letters) ATR	Course Number* (3 Digits) 211	Effective Term* (Example: Fall 2001) Fall 2005	College/Division: AS _____ JS _____ BT _____ EM _____ ED _____ PC _____ HS <input checked="" type="checkbox"/>	Dept. (4 letters)* ESSC
Credit Hrs.	Weekly Contact Hrs. Lecture _____ Laboratory _____ Other _____		Repeatable Maximum No. of Hrs. _____	
Schedule Type** (List all applicable)	Work Load (for each schedule type)	Grading Mode**	Cip Code (first two digits only) 51	
			Class Restriction, if any: (undergraduate only) FR _____ SO _____ JR _____ SR _____	
			Major Restrictions, if any: FR _____ SO _____ JR _____ SR _____	
		Grading Information: Course is eligible for IP (in-progress grading) for: <u>Check all applicable</u>	<p>FOR BANNER USE ONLY</p> <p>Date of data entry _____</p> <p>Data entry person _____</p>	
		Thesis _____		
		Internship _____		
		Independent Study _____		
		Practicum _____		
Co-Requisites and Prerequisites				
Co-Requisite(s): (List only co-requisites. See below for prerequisites and combinations.)				
Course Prefix and No.	and Co requisite: ATR201.			
Course Prefix and No.				
Prerequisite(s): (List prerequisites only. List combinations below. Use "and" and "or" literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)				
Course Prefix and No.				
Course Prefix and No.				
Test Scores				
Minimum GPA (when a course grouping or student cumulative GPA is required)				
Co-Requisite(s) and/or Prerequisite(s) Combination (Use "and" and "or" literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)				
Course Prefix and No.				
Test Scores				
Minimum GPA (when a course grouping or student cumulative GPA is required)				
Equivalent Course(s): (credit not allowed with; or formerly:)				
Course Prefix and No.				
Course Prefix and No.				
Course Prefix and No.				
Proposed General Education Category: (Check as many as apply.)				
I. 01 _____	II. 05 _____	III. 09 _____	IV. 13 _____	V. 17 _____
02 _____	06 _____	10 _____	14 _____	18 _____
03 _____	07 _____	11 _____	15 _____	19 _____
04 _____	08 _____	12 _____	16 _____	20 _____
				21 _____

Editorial Change - Curriculum Form
(Present only one curriculum editorial change per form)
(Complete only the section(s) applicable.)

INFORMATIONAL

Part I

Department Name	Exercise and Sport Science		
College	Health Science		
*Course Prefix & Number	PHE800		
*Course Title <u>(30 characters)</u>			
*Program Title			
	(Major __, Option __; Minor __; or Certificate __)		
*Provide only the information relevant to the proposal.			
Original Proposal Approved by the Council on Academic Affairs on	Date:	05/16/02	
<i>EHS 800 cross lists PHE 800 CAA approved 05/16/02</i>			

Completion of A is required: (Please be specific, but concise.)

<p>A. 1. Specific action requested: Crosslink EHS800 and PHE800</p>	
<p>A. 2. Effective date: Spring 2002</p>	

Part II. Recording Data for Revised Course

<p>1. For a revised course, provide (a) the current catalog text and (b) the proposed text, reflecting the exact changes being proposed.</p>	
New or Revised* Catalog Text	
(*Use strikeout for deletions and <u>underlines</u> for additions. Also include Crs. Prefix, No., and description, limited to 35 words.)	
<p><u>PHE 800 Research Methods in Health/ Physical Education/Recreation. (3) I. Cross listed with EHS800</u> Application of research methods to health/physical education/ recreation with emphasis on consumption of research, methods of research, and tools and instrumentation for research in health/physical education/ recreation. <u>Will not be awarded Credit for PHE800 if taken EHS800</u></p>	

Part IV. Recording Data for a Revised Course (Record only **changed** course information.) ***Required**

Course prefix* (3 letters) PHE	Course Number* (3 Digits) 800	Effective Term* (Example: Fall 2001) Spring 2002	College/Division: AS _____ JS _____ BT _____ EM _____ ED _____ PC _____ HS <u>X</u> _____	Dept. (4 letters)* ESSC
Credit Hrs.	Weekly Contact Hrs. Lecture _____ Laboratory _____ Other _____		Repeatable Maximum No. of Hrs. _____	
Schedule Type** (List all applicable)	Work Load (for each schedule type)	Grading Mode**	Cip Code (first two digits only) 13	
			Class Restriction, if any: (undergraduate only) FR _____ SO _____ JR _____ SR _____	
			Major Restrictions, if any: FR _____ SO _____ JR _____ SR _____	
		Grading Information: Course is eligible for IP (in-progress grading) for: <u>Check all applicable</u>	FOR BANNER USE ONLY Date of data entry _____ Data entry person _____	
		Thesis _____		
		Internship _____		
		Independent Study _____		
		Practicum _____		
Co-Requisites and Prerequisites				
Co-Requisite(s): (List only co-requisites. See below for prerequisites and combinations.)				
Course Prefix and No. _____				
Course Prefix and No. _____				
Prerequisite(s): (List prerequisites only. List combinations below. Use "and" and "or" literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)				
Course Prefix and No. _____				
Course Prefix and No. _____				
Test Scores _____				
Minimum GPA (when a course grouping or student cumulative GPA is required) _____				
Co-Requisite(s) and/or Prerequisite(s) Combination (Use "and" and "or" literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)				
Course Prefix and No. _____				
Test Scores _____				
Minimum GPA (when a course grouping or student cumulative GPA is required) _____				
Equivalent Course(s): (credit not allowed with; or formerly:)				
Course Prefix and No. _____ Crosslinked: PHE800 with EHS800				
Course Prefix and No. _____				
Course Prefix and No. _____				
Proposed General Education Category: (Check as many as apply.)				
I. 01 _____	II. 05 _____	III. 09 _____	IV. 13 _____	V. 17 _____
02 _____	06 _____	10 _____	14 _____	18 _____
03 _____	07 _____	11 _____	15 _____	19 _____
04 _____	08 _____	12 _____	16 _____	20 _____
				21 _____

Editorial Change - Curriculum Form
(Present only one curriculum editorial change per form)
(Complete only the section(s) applicable.)

INFORMATIONAL

Part I

Department Name	Exercise and Sport Science		
College	Health Science		
*Course Prefix & Number	_____		
*Course Title (<u>30 characters</u>)	_____		
*Program Title	Sport Management B.S.		
	(Major <u>X</u> , Option ____; Minor ____; or Certificate ____)		
*Provide only the information relevant to the proposal.			
Original Proposal Approved by the Council on Academic Affairs on	Date:	03-29-07	
CPE Approval		10-08-07	
<i>Amended for Entry of <u>New</u> Program</i>		1/28/08	

Completion of A is required: (Please be specific, but concise.)

A. 1. Specific action requested: Edit the general education to reflect the correct substitutions and correct hours in the free elective area.

A. 2. Effective date: At Entry of Program

Part III. Recording Data for Revised Program

1. For a revised program, provide (a) the current program requirements and (b) the revised program, reflecting the exact changes being proposed.

New or Revised* Program
 (*Use ~~strikeout~~ for deletions and underlines for additions.)

SPORT MANAGEMENT (B.S.)

Major Requirements..... 30 hours

PHE 201, 322, 323, 324, 327, 400, 423, 470*, 530.

Supporting Course Requirements..... 18 hours

GBU 204, ACC 201, MGT 300 (for business minors) or MGT 301, MKT 300 (for business minors) or MKT 301, ECO 230*, CIS 212*.

General Education Requirements.....~~42~~ 39 hours

Standard General Education program, excluding blocks VII (QS) and ~~VB VIII (6 hours)~~.
 Refer to Section Four of this *Catalog* for details on the General Education and University Requirements.

University Requirement..... 1 hour

HSO 100.

Free Electives..... ~~37~~ 40 hours

Total Curriculum Requirements..... 128 hours

Curriculum Change Form
 (Present only one proposed curriculum change per form)
 (Complete only the section(s) applicable.)

Part I

(Check one)	Department Name	Family and Consumer Sciences
<input type="checkbox"/> New Course (Parts II, IV)	College	Health Sciences
<input checked="" type="checkbox"/> Course Revision (Parts II, IV)	*Course Prefix & Number	FCS 320
<input type="checkbox"/> Course Dropped (Part II)	*Course Title (30 characters)	Family Housing and Design
<input type="checkbox"/> New Program (Part III)	*Program Title	
<input type="checkbox"/> Program Revision (Part III)		(Major __, Option __; Minor __; or Certificate __)
<input type="checkbox"/> Program Suspended (Part III)	*Provide only the information relevant to the proposal.	

Proposal Approved by:	Date	Date
Departmental Committee	Feb. 23, 2007	Graduate Council* NA
<i>Is this a SACS Substantive Change?</i> Yes**** <input type="checkbox"/> No <input checked="" type="checkbox"/>		Council on Academic Affairs
College Curriculum Committee	1/9/08	Approved <input checked="" type="checkbox"/> Disapproved _____ 02/28/08
General Education Committee*	NA	Faculty Senate** NA
Teacher Education Committee*	NA	Board of Regents** NA
		Council on Postsecondary Edu.*** NA

*If Applicable (Type NA if not applicable.)
 **Approval needed for new, revised, or suspended programs
 ***Approval/Posting needed for new degree program or certificate program
 ****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.

Completion of A, B, and C is required: (Please be specific, but concise.)

A. 1. Specific action requested: Drop the prerequisite DES 121 departmental approval.
A. 2. Effective date: Fall 2008
A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)

B. The justification for this action: DES 121 is not needed as a prerequisite for FCS 320. DES 121 serves as an introduction and orientation to the interior design profession. Content on design elements and principles is covered in other courses required for family and consumer sciences education majors.

C. The projected cost (or savings) of this proposal is as follows:

Personnel Impact: NONE
Operating Expenses Impact: NONE
Equipment/Physical Facility Needs: NONE
Library Resources: NONE

Part II. Recording Data for New, Revised, or Dropped Course

New or Revised* Catalog Text
 (*Use ~~strike through~~ for deletions and underlines for additions. Also include Crs. Prefix, No., and description, limited to 35 words.)

FCS 320: Family Housing and Design. (3) I. ~~Prerequisite: DES 121 or departmental approval.~~
 Introduction to housing and its relationship to human needs. Historical, governmental and current issues influencing housing consumption of individuals and families. Design considerations emphasized include principles and elements, architecture, furniture, and space planning.

Part IV. Recording Data for New or Revised Course (Record only **new or changed** course information.)

Course prefix (3 letters)	Course Number (3 Digits)	Effective Term (Example: Fall 2001)	College/Division:	Dept. (4 letters)*
FCS	320	Fall 2008	AS _____ JS _____ BT _____ EM _____ ED _____ PC _____ HS X _____	FCSC
Credit Hrs.	Weekly Contact Hrs.		Repeatable Maximum No. of Hrs. _____	
3	Lecture _____	Laboratory _____	Other _____	Cip Code (first two digits only) 13
Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)	
			FR _____	JR _____
			SO _____	SR _____
		Grading Information: Course is eligible for IP (in-progress grading) for: <u>Check all applicable</u>	FOR BANNER USE ONLY Date of data entry _____ Data entry person _____	
		Thesis _____		
		Internship _____		
		Independent Study _____		
		Practicum _____		

Co-Requisites and Prerequisites **See definitions on following page**

Co-Requisite(s): (List only co-requisites. See below for prerequisites and combinations.)

Course Prefix and No.	
Course Prefix and No.	

Prerequisite(s): (List prerequisites only. List combinations below. Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)

Course Prefix and No.	Prerequisite: DES 121 or departmental approval
Course Prefix and No.	
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	

Co-Requisite(s) and/or Prerequisite(s) Combination (Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)

Course Prefix and No.	
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	

Equivalent Course(s): (credit not allowed with; or formerly:)

Course Prefix and No.	
Course Prefix and No.	
Course Prefix and No.	

Proposed General Education Block: Please mark (X) in the appropriate Block or Blocks (e.g. – IVB(3) X).

Block I (9)	Block II (3)	Block III (6)	Block IV (6)	Block V (9)	Block VI (3)	Block VII (6)	Block VIII (6)
IA (3)	II (3)	IIIA (3)	IVA (3)	VA (3)	VI (3)	VII (3)	VIII (3)
IB (3)		IIIB (3)	IVB (3)	VB (3)		VII (3)	VIII (3)
IC (3)				VC (3)			

Curriculum Change Form
(Present only one proposed curriculum change per form)
(Complete only the section(s) applicable.)

Part I

<input type="checkbox"/> (Check one) New Course (Parts II, IV)	Department Name	Family and Consumer Sciences	
<input type="checkbox"/> Course Revision (Parts II, IV)	College	Health Sciences	
<input checked="" type="checkbox"/> Course Dropped (Part II)	*Course Prefix & Number	FRM 352	
<input type="checkbox"/> New Program (Part III)	*Course Title (30 characters)	The Family as Consumers	
<input type="checkbox"/> Program Revision (Part III)	*Program Title		
<input type="checkbox"/> Program Suspended (Part III)	(Major ____, Option ____, Minor ____, or Certificate ____)		
*Provide only the information relevant to the proposal.			

Proposal Approved by:	<u>Date</u>		<u>Date</u>
Departmental Committee	11/26/07	Graduate Council*	NA
<i>Is this a SACS Substantive Change? Yes**** <input type="checkbox"/> No <input checked="" type="checkbox"/></i>			
College Curriculum Committee	1/9/08	Council on Academic Affairs	
General Education Committee*	NA	Approved <input checked="" type="checkbox"/> Disapproved <input type="checkbox"/>	02/28/08
Teacher Education Committee*	NA	Faculty Senate**	NA
		Board of Regents**	NA
		Council on Postsecondary Edu.***	NA

*If Applicable (Type NA if not applicable.)
**Approval needed for new, revised, or suspended programs
***Approval/Posting needed for new degree program or certificate program
****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.

Completion of A, B, and C is required: (Please be specific, but concise.)

A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)
Change the course description

A. 2. Effective date: (Example: Fall 2001)
Summer 2008

A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)

B. The justification for this action:
Child and Family Studies (Family Studies Option) is in the process of obtaining a certification through the National Council on Family Relations (NCFR). The current course description needs to better capture several components of the course to meet NCFR requirements for certification. There is no substantive change to the course.

C. The projected cost (or savings) of this proposal is as follows:

Personnel Impact:
None

Operating Expenses Impact:
None

Equipment/Physical Facility Needs:
None

Library Resources:
None

Part II. Recording Data for New, Revised, or Dropped Course

(For a **new required course**, complete a separate request for the appropriate program revisions.)

1. For a new course, provide the catalog text.
2. For a revised course, provide the current catalog text with the proposed text using ~~striethrough~~ for deletions and underlines for additions.
3. For a dropped course, provide the current catalog text.

New or Revised* Catalog Text

(*Use ~~striethrough~~ for deletions and underlines for additions. Also include Crs. Prefix, No., and description, limited to 35 words.)

FRM 352 The Family as Consumers. (3) I, II. ~~Current consumer behavior by families in the marketplace. Emphasis on fraudulent schemes, current issues, laws, and organizations affecting the interests of the family as consumers.~~
Family resource management across the life course. Resource allocation and decision-making to attain family goals and financial well-being; time, money, housing, work-family balance. Role of family economics in marital/family satisfaction, and multiple family forms. Credit will not be awarded to students who have credit for FIN 201.

Eastern Kentucky University
Department of Family and Consumer Sciences
FRM 352 – The Family as Consumers
Spring 2008 – 3 Credit Hours

Instructor: Jenny Strunk
Office: Burrier 207
Phone: (859) 797-1792
E-mail: jenny.strunk@fayette.kyschools.us
Office hours: By appointment

Course Description:

Family resource management across the life course. Resource allocation and decision-making to attain family goals and financial well-being; time, money, housing, work-family balance. Role of family economics in marital/family satisfaction, and multiple family forms. Credit will not be awarded to students who have credit for FIN 201.

Required text:

Garman, E. Thomas, & Forgue, Raymond E. (2006). *Personal Finance (8th ed.)*. Boston, MA: Houghton Mifflin.

Other required materials:

- Financial calculator (e.g., Texas Instruments BAI Plus)
- Financial planner notebook
- Articles and additional readings as assigned (may be accessed online through Blackboard or library reserve)

Objectives:

- Explain the importance of financial planning and budgeting, consumer decision-making, and allocation of resources to the well-being of individuals and families.
- Pinpoint areas of conflict and interpersonal stress related to family economics and marital/partner satisfaction, including such issues as: work-life balance; family and gender role expectations and stereotypes in household and financial management; and decision-making related to money, time, career, and family life concerns.
- Identify and practice communication techniques and interpersonal skills for resolving conflicts, meeting challenges, and achieving family goals in family resource management.

SYLLABUS: FRM 352 – The Family as Consumers • Spring 2008 • Page 2

- Demonstrate proficiency in family life money management through simulation exercises in budgeting and cash flow, consumer credit use and abuse, income and asset management, investments and major purchasing decisions such as housing and automobiles.
- Evaluate the financial planning needs of individuals and families, including insurance, savings, short term and long term lifespan financial planning.
- Describe retirement and estate planning concerns, including end-of-life decisions, and their importance to the individual and the family system.
- Differentiate financial resources and educational tools available to individuals, families, consumers and communities, and the various ways these resources may be used to empower families and to achieve financial goals.

Assessment of Learning Objectives

The student's mastery of course objectives will be assessed through written examinations, class activities, and assignments designed to facilitate experiential learning.

Assignments:

Complete all reading assignments *before* coming to class.

Students will turn in 4 projects across the semester. For most projects, students have several options from which to choose. Be prepared to discuss/summarize the highpoints of each project in class. Projects are worth 400 points each. They must be turned in on the due dates.

Students will take 4 exams covering information from the text, assigned readings, and class sessions. *Take careful notes during class as they will enhance your preparation for exams.* Each exam is worth 200 points. Students must take exams on the days they are scheduled.

Complete a home buying simulation assignment ("Home Sweet Home Search"). This assignment is worth 150 points.

IMPORTANT NOTE: Assignments missed due to an absence may not be made up. Late assignments will be accepted if the instructor has agreed to an extension before the assignment is due. Only the most necessary, unforeseen events will be considered legitimate reasons for missing a due date.

Attendance Policy:

Attendance is taken during each class session. Students are required to attend class *every* class session for the entire class period. After two (2) absences (excused or unexcused), your grade will be lowered by one letter grade for each absence. **No exceptions.**

Grading:

<u>Course Requirement</u>	<u>Points</u>	<u>% of Course Total</u>
Projects (4)	1,600	63%
Exams (4)	800	31%
Home Buying Assignment	<u>150</u>	<u>6%</u>
TOTAL POINTS	2,550	100%

Grading is done on a point basis and converted to a letter grade at the end of the semester based on these percentages:

A = 90-100%	C = 70-79%	F = 0-59%
B = 80-89%	D = 60-69%	

Important Dates:

- Last day to drop this course: January 21 without a “W” and with 100% refund
March 21 last day to withdraw from course with a "W"
- Midterm grades reported: March 7
- Final grades reported: May 12
- Two Day Advising Dates: Dates to be announced - Daytime classes in the FCS Department do not meet.
March 26 - Advising begins for Summer and Fall 2008
- Spring Break: March 10 - 14 (Classes resume March 17)

Policies and Expectations:

1. Accommodations for Students with Disabilities: If you are registered with the Office of Services for Individuals with Disabilities, please make an appointment with the course instructor to discuss any academic accommodations you need. If you need academic accommodations and are not registered with the Office of Services for Individuals with Disabilities, please contact the office on the third floor of the Student Services Building, by email at disabilities@eku.edu or by telephone at (859) 622-2933 V/TDD. Upon individual request, this syllabus can be made available in alternative forms.

2. Academic Integrity: Academic dishonesty will not be tolerated. Depending upon the seriousness of the infraction, students found guilty of plagiarizing or cheating will be sanctioned in any of several ways. Sanctions range from receiving a failing grade on the assignment to being assigned a failing grade in the course; however, if the case is assigned to the Student Disciplinary Council, stronger sanctions are possible. For a full description of what is considered plagiarizing and cheating, refer to the section entitled Academic Honesty Policy in the *University Handbook for Students*
3. Student Drop Box: There is a 'drop box' in the main office where students may leave work and messages for faculty. Students must write the name of the faculty member on the item and date/time stamp it to show when it was left. The date/time stamp is kept on the table near the drop box. (Simply press down on the stamp and it will imprint the date and time your work is dropped off.) Office staff will deliver the items to faculty mailboxes periodically during the day. If the item is too large for the drop box, office staff will provide assistance.
4. Burrier Computer Lab: The Burrier Computer Lab is to be used only by students in FCS department classes and majors in the Department. Students will enter and exit the lab through the door in the office hallway, show their class schedule and ECU ID, and sign in and out.
5. Department Examination Policy: Electronic devices cannot be used during exams-e.g. cell phones, calculators, electronic translators. Calculators will be provided by the course instructor when necessary. Hats must be removed during exams.

Curriculum Change Form
(Present only one proposed curriculum change per form)
(Complete only the section(s) applicable.)

Part I

<input type="checkbox"/> (Check one) New Course (Parts II, IV)	Department Name	Family and Consumer Sciences
<input type="checkbox"/> Course Revision (Parts II, IV)	College	Health Sciences
<input checked="" type="checkbox"/> Course Dropped (Part II)	*Course Prefix & Number	NFA 802
<input type="checkbox"/> New Program (Part III)	*Course Title (30 characters)	Advanced Diet Therapy
<input type="checkbox"/> Program Revision (Part III)	*Program Title	
<input type="checkbox"/> Program Suspended (Part III)	(Major __, Option __; Minor __; or Certificate __)	
*Provide only the information relevant to the proposal.		

Proposal Approved by:	<u>Date</u>	
Departmental Committee	9/6/07	Graduate Council* <u>Date</u> 12/3/07
<i>Is this a SACS Substantive Change?</i> Yes**** <input type="checkbox"/> No <input checked="" type="checkbox"/>		
College Curriculum Committee	10/17/07	Council on Academic Affairs <u>Date</u> 02/28/08
General Education Committee*	NA	Approved <input checked="" type="checkbox"/> Disapproved <u>Date</u> NA
Teacher Education Committee*	NA	Faculty Senate** <u>Date</u> NA
		Board of Regents** <u>Date</u> NA
		Council on Postsecondary Edu.*** <u>Date</u> NA

*If Applicable (Type NA if not applicable.)

**Approval needed for new, revised, or suspended programs

***Approval/Posting needed for new degree program or certificate program

****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.

Completion of A, B, and C is required: (Please be specific, but concise.)

A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)

To change the course title, description, and pre-requisites for NFA 802.

A. 2. Effective date: (Example: Fall 2001)

Summer 2008

A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)

B. The justification for this action:

Course revision to align content with the recently adopted Nutrition Care Process model for practice in the dietetics profession. The outdated "Diet Therapy" terminology will be removed from the course title. NFA 302 will be removed as a pre-requisite since the course no longer exists and NFA 317 (Nutrition in the Lifecycle) will be added as a pre-requisite to ensure students are prepared to apply the Nutrition Care Process to issues across the lifecycle.

C. The projected cost (or savings) of this proposal is as follows:

Personnel Impact: None

Operating Expenses Impact: None

Equipment/Physical Facility Needs: None

Library Resources: None

Part II. Recording Data for New, Revised, or Dropped Course

(For a **new required course**, complete a separate request for the appropriate program revisions.)

1. For a new course, provide the catalog text.
2. For a revised course, provide the current catalog text with the proposed text using ~~striethrough~~ for deletions and underlines for additions.
3. For a dropped course, provide the current catalog text.

New or Revised* Catalog Text

(*Use ~~striethrough~~ for deletions and underlines for additions. Also include Crs. Prefix, No., and description, limited to 35 words.)

NFA 802 ~~Advanced Diet Therapy~~ Advanced Applications of the Nutrition Care Process (3) A.
Prerequisites: NFA ~~302 or 317~~ and 403. ~~Advanced work in preparation and use of diets in medical care of patients in hospital ward, outpatient clinical and public health settings. Emphasis placed on counseling strategies to facilitate behavior change.~~ Advanced application of the Nutrition Care Process incorporating nutritional diagnosis and intervention for issues influencing the health of patients and clients in inpatient, outpatient, and public health settings.

Part IV. Recording Data for New or Revised Course (Record only **new** or **changed** course information.)

Course prefix (3 letters)	Course Number (3 Digits)	Effective Term (Example: Fall 2001)	College/Division:	Dept. (4 letters)*
NFA	802	Summer 08	AS _____ JS _____ BT _____ EM _____ ED _____ PC _____ HS x	FCSC
Credit Hrs.	Weekly Contact Hrs.		Repeatable Maximum No. of Hrs. _____	
	Lecture _____ Laboratory _____ Other _____		Cip Code (first two digits only)	
Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)	
			FR _____ JR _____ SO _____ SR _____	
		Grading Information: Course is eligible for IP (in-progress grading) for: <u>Check all applicable</u>	FOR BANNER USE ONLY Date of data entry _____ Data entry person _____	
		Thesis _____		
		Internship _____		
		Independent Study _____		
		Practicum _____		

Co-Requisites and Prerequisites **See definitions on following page**

Co-Requisite(s): (List only co-requisites. See below for prerequisites and combinations.)

Course Prefix and No.	
Course Prefix and No.	

Prerequisite(s): (List prerequisites only. List combinations below. Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)

Course Prefix and No.	NFA 317 and 403
Course Prefix and No.	
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	

Co-Requisite(s) and/or Prerequisite(s) Combination (Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)

Course Prefix and No.	
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	

Equivalent Course(s): (credit not allowed with; or formerly:)

Course Prefix and No.	
Course Prefix and No.	
Course Prefix and No.	

Proposed General Education Block: Please mark (X) in the appropriate Block or Blocks (e.g. – IVB(3) X).

Block I (9)	Block II (3)	Block III (6)	Block IV (6)	Block V (9)	Block VI (3)	Block VII (6)	Block VIII (6)
IA (3)	II (3)	IIIA (3)	IVA (3)	VA (3)	VI (3)	VII (3)	VIII (3)
IB (3)		IIIB (3)	IVB (3)	VB (3)		VII (3)	VIII (3)
IC (3)				VC (3)			

Eastern Kentucky University
Department of Family and Consumer Sciences
Course Syllabus
Advanced Applications of the Nutrition Care Process

Course: NFA 802
Section:
Title:
Credit Hours: 3.0

Instructor: Ms. Erin Eliassen MS,RD,LD
Room 200A Burrier Building
Phone: 622-2286
Email: erin.eliassen@eku.edu

Office Hours:

Course Pre-requisites: NFA 317 and NFA 403, or equivalent

Instructional Materials:

Required Texts:

1. Nelms & Anderson *Medical Nutrition Therapy: A case study approach*. 2nd edition, 2004.
2. American Dietetic Association. *Nutrition Diagnosis and Intervention; Standardized Language for the nutrition Care Process*, 2007.
3. Satter. *Your Child's Weight Helping without Harming: Birth through Adolescence*, 2005.
4. Escott-Stump. *Nutrition and Diagnosis-Related Care*. 6th edition, 2008.

Recommended :

5. Nelms, Sucher, & Long. *Nutrition Therapy and Pathophysiology*. Thompson, Wadsworth, 2007.

Course Description: Advanced Applications of the Nutrition Care Process. (3) Advanced application of the Nutrition Care Process incorporating nutritional diagnosis and intervention for issues influencing the health of patients and clients in inpatient, outpatient, and public health settings

Course Objectives:

By the end of this course, students will:

Foundational knowledge

understand the importance of a holistic practice perspective.

Application

apply knowledge of pathophysiology , biochemistry and normal nutrition to analyze nutritional implications of nutrition related conditions.

apply knowledge of nutrient composition to development of nutrition interventions.

demonstrate the ability to prioritize patient nutrition diagnoses and MNT goals.

apply current research information and methods to dietetics practice.

Integration

integrate ideas of physiology, nutrients, disease, and human behavior to coordinate treatment plans utilizing the Nutrition Care Process model.

Human Dimensions

be able to recommend, monitor, and evaluate therapeutic nutritional interventions taking into account personal, social, and economic factors in the patient's life.

Caring

value the importance of individualized patient care planning.

Learning How to Learn

be able to read assigned material responsibly (identifying key points and synthesizing information).

will identify and utilize valuable sources of information/references for practice including the Evidenced Based Practice Guidelines of the American Dietetic Association.

Instructional Mode: This course will be an interactive course in which the lecture will be enhanced by incorporation of patient case studies and class discussion. Cases provide opportunities for review and application of information. Reading the assigned text *before class* will be important to understanding of lectures and completion of assigned cases. Additional reading from outside resources may be required or necessary for completion of cases. This course will be enhanced by the Blackboard Website accessible through the EKU homepage. *Students should check this site regularly for class materials and supporting links.*

Attendance: It is expected that students will attend all classes. Students are responsible for all material presented in class; assigned readings and handouts as well as lecture material missed due to absence.

Course Requirements:

1. Case studies- 8 points each. One point of each case grade will be awarded for being present for class discussion.
2. Mid-term and Final Exams -75 points each
3. Case presentation-40 points. (guidelines below).
4. Shadowing: During the course for the semester, you will be responsible for scheduling time to shadow a Registered Dietitian in a clinical setting (guidelines below).

Case Studies	80
Exams (2 @ 75 points each)	150
Case presentation	50
Shadowing	20
TOTAL	300

<p>A = >269.5 B = 239.5-269.4 C = 209.5-239.4 D = <209.5</p>

Exam Grades	Cases	Case presentation
_____(75)	____ _	_____(50)
_____(75)	____ _	Shadowing
	____ _	_____(20)

Case Studies: Answers to case studies must be typed and include a reference list (including web resources). A hard copy is due in class. The text book companion site provides formatted questions for each chapter. Answers should be clear, concise and written in your own words. You will have the opportunity to make additional on your cases during in-class review. Please keep in mind that you will individually be responsible for the information covered in the cases.

Exams: Students are expected to complete exams when scheduled. Make-up exams are only permitted for absences excused by the instructor prior to the scheduled time unless the absence is an emergency (emergency medical care, death in the family, or other unforeseen and unpreventable absences). In such circumstances, the student should notify the instructor within 48 hours to request a make-up date and must provide verification of illness or other circumstances.

Electronic devices cannot be used during exams-e.g. cell phones, calculators, electronic translators. Calculators will be provided by the course instructor when necessary. Hats must be removed during exams.

Academic Dishonesty: The Eastern Kentucky University Academic Integrity Policy will be followed, including procedures for dealing with academic dishonesty cases and sanctions

(www.academicintegrity.eku.edu). The standard minimum sanction for an AI Policy violation shall be the assignment of an "F" for the test, assignment, activity in which an incident of academic dishonesty occurred. The student will not be allowed to retake or rewrite the test, assignment, or activity. A student so assigned an "F" will not be permitted to drop or withdraw from the course.

Assignments: Point deductions will be made for late assignments: one point per calendar day for case studies and two points per day for the shadowing assignment. **Assignments more than 7 days late (including weekends) will not be accepted.** Late assignments should be turned into the instructor or the student drop box. Please do not slide assignments under office doors.

Student Drop Box for Student Work: There is a 'drop box' in the main office where students may leave work and messages for faculty. Students must write the name of the faculty member on the item and date/time stamp it to show when it was left. The date/time stamp is kept on the table near the drop box. (Simply press down on the stamp and it will imprint the date and time your work is dropped off.) Office staff will deliver the items to faculty mailboxes periodically during the day. If the item is too large for the drop box, office staff will provide assistance.

Grades: Final grades will be determined as previously outlined. Students who have concerns about grades should consult the instructor *throughout* the semester. Grades will not be reevaluated unless an "I" was granted for extenuating circumstances or a mathematical error is detected.

University Policies:

The last date to drop the course without a "W" is _____. The last date to withdraw for a full-semester class and Mid-term date is _____. (Mid-term grades will be based on all assignments, quizzes, and exams completed prior to _____.)

Accommodations for Disabilities: If you are registered with the Office of Services for Individuals with Disabilities, please make an appointment with the course instructor to discuss any academic accommodations you need. If you need academic accommodations and are not registered with the Office of Services for Students with Disabilities, please contact the Office directly either in person in the Student Services Building or by telephone at 622-1500 V/TTY. Upon individual request, this syllabus can be made available in alternative forms.

Guidelines for Shadowing: (Due _____)

1. Begin planning early.
2. Contact a Clinical Dietitian (R.D.) at a hospital or nursing home / long-term care facility.
3. Spend a **minimum** of 15 hours observing the R.D. at work.
4. Dress professionally for the experience.
5. Upon completion of experience, write a summary, including the following:
 - a. Date, time and location of the experience
 - b. Name and contact number of R.D.
 - c. Answers to the following:
 - i. What were the dietitian's daily tasks?
 - ii. Who screens patients and how were consults received?
 - iii. What assessment methods did you observe?
 - iv. Describe the method of documentation used by the dietitian.
 - v. What was the most valuable part of this learning experience?

Guidelines for Case Presentation

Timeline

3 weeks before presentation- Turn in the case for the instructor to grade and revise

2 weeks before presentation- Set up appointment to review the case with instructor

Prepare an outline proposal for your presentation and bring it to this appointment

One week before presentation provide class and instructor with answers to the case study and a reference list for the case and presentation.

Grading

5 points meets timeline stated above

case answers to instructor

outline

case answers to class

reference list

15 points grading of original case

15 points presentation – quality of material presented, methods of presentation, etc

time 25-35 minutes

video/activity limited to 10 minutes

avoided reading presentation

overview of the condition

general recommendations for nutritional treatment of condition

review the pertinent lab values

review the most important information from the case study

interactive session

points power point

graphics

appropriate amount of info on slide

15 points reference list in APA format/web resources

2 reference annotations and descriptions of at least 2 additional web resources for helpful, quality information

TOTAL

Day	Date	Topic	Readings	What's due?
W		Intro to course; Exploring Evidence Analysis Library and tools for the Practice of Dietetics		
W		Nutrition Care Process; Standardized Diagnostic and Intervention terminology	ADA Reference	
W		NCP applications to Pregnancy	Reference Escott Stump; 7-14; 510-512	Case Gestational Diabetes
		Lactation; Initiation and continuation complications	Reference Escott Stump; 15-22	
W		Feeding Behaviors of Parents and Children: Implications for Disordered Eating	Satter Chapter 1-3; 5	Case Iron Deficiency Anemia
W		Weight counseling in childhood and adolescence	6-7; 10	
W		Obesity and Bariatric Surgery; Metabolic Syndrome	Support Line Article	Case Bariatric Surgery
W		Mid-term Exam		
W		Spring Break		
W		Type 2 Diabetes; Clinical and Community Applications	Reference Escott Stump; 502-509	Case Type 2 Diabetes
		Type 1 Diabetes	Reference Escott Stump; 486-494	Case DKA
W		HTN Individual and Community	Reference Escott Stump	Case HTN
W		Renal Disease	Support Line Article Reference Escott Stump; Section 16	Cases ESRD with HD
W		Alcoholism and Pancreatitis	Support Line Article Reference Escott Stump	Case Chronic Pancreatitis RT Alcoholism
W		Liver Disease	Support Line Article Reference Escott Stump	Case Cirrhosis Shadowing DUE
W				Case Presentations
W				Case Presentations
W		Final		

Curriculum Change Form
(Present only one proposed curriculum change per form)
(Complete only the section(s) applicable.)

Part I

<input type="checkbox"/> (Check one) New Course (Parts II, IV)	Department Name	Family and Consumer Sciences
<input type="checkbox"/> Course Revision (Parts II, IV)	College	Health Sciences
<input type="checkbox"/> Course Dropped (Part II)	*Course Prefix & Number	_____
<input type="checkbox"/> New Program (Part III)	*Course Title (30 characters)	_____
<input type="checkbox"/> Program Revision (Part III)	*Program Title	Family and Consumer Sciences Education
<input checked="" type="checkbox"/> Program Suspended (Part III)	(Major <input checked="" type="checkbox"/> , Option ___; Minor ___; or Certificate ___)	
*Provide only the information relevant to the proposal.		

Proposal Approved by:	<u>Date</u>	<u>Date</u>
Departmental Committee	2/23/07	Graduate Council* NA
<i>Is this a SACS Substantive Change? Yes**** <input type="checkbox"/> No <input checked="" type="checkbox"/></i>		
College Curriculum Committee	1/9/08	Council on Academic Affairs Approved <input checked="" type="checkbox"/> Disapproved _____
General Education Committee*	NA	02/28/08
Teacher Education Committee*	1/29/08	Faculty Senate** NA
		Board of Regents** NA
		Council on Postsecondary Edu.*** NA

*If Applicable (Type NA if not applicable.)
 **Approval needed for new, revised, or suspended programs
 ***Approval/Posting needed for new degree program or certificate program
 ****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.

Completion of A, B, and C is required: (Please be specific, but concise.)

A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)	1. Add ESE 574: Teaching Reading in the Secondary School. 2. Drop DES 121: The Interior Environment
A. 2. Effective date: Fall 2008	
A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)	
B. The justification for this action:	1. Adding ESE 574 is done to meet NCATE/EPSCB requirements to teach reading. It is not possible to integrate reading instruction within existing courses without sacrificing other critical content. Therefore, adding ESE 574 Teaching Reading in Secondary School is recommended. 2. Dropping DES 121 from FCS Education is recommended because DES 121 is primarily an orientation to the interior design profession. The content needed by family and consumer sciences education majors is addressed in FCS 320: Family Housing and Design. This recommendation was reviewed with the interior design faculty who support this change.
C. The projected cost (or savings) of this proposal is as follows:	
Personnel Impact: None	
Operating Expenses Impact: None	
Equipment/Physical Facility Needs: None	
Library Resources:	None

Part III. Recording Data for New, Revised, or Suspended Program

1. For a new program, provide the catalog description as being proposed.
2. For a revised program, provide the current program requirements using ~~strike through~~ for deletions and *underlines* for additions.
3. For a suspended program, provide the current program requirements as shown in catalog. List any options and/or minors affected by the program's suspension.

New or Revised* Program Text
 (*Use ~~strike through~~ for deletions and underlines for additions.)

Major Requirements	<u>42 hours</u> 45 hours
CDF 132, 235; and 6 hours from CDF 232 or 236 or 331 or 342; FCS 320, 400, FRM 352, DES 124 , NFA 121, 201, 321, ADM 102, 201; and 3 hrs. in ADM; and 3 hrs. Family and Consumer Sciences Elective.	
Supporting Course Requirements	7 hours
BIO 301, CHE 105/107.	
Professional Education Requirements	<u>35 hours</u> 32 hours
EDF 103(1), 203, 319, 413; ESE 490, 499 (12), 553 (4), and <u>574</u> ; SED 401 (Student must follow admission requirements for professional education. See College of Education, section regarding teacher admission and certification.)	
General Education Requirements	42 hours
Standard General Education program, excluding blocks IVB and VII (NS). Refer to Section Four of this <i>Catalog</i> for details on the General Education and University requirements.	
University Requirement	1 hour
HSO 100.	
Free Elective	1 hour
Total Curriculum Requirements	128 hours

Curriculum Change Form
(Present only one proposed curriculum change per form)
(Complete only the section(s) applicable.)

Part I

<input type="checkbox"/> (Check one) New Course (Parts II, IV)	Department Name	Health Promotion and Administration
<input type="checkbox"/> Course Revision (Parts II, IV)	College	Health Sciences
<input checked="" type="checkbox"/> Course Dropped (Part II)	*Course Prefix & Number	HEA 596
<input type="checkbox"/> New Program (Part III)	*Course Title (30 characters)	
<input type="checkbox"/> Program Revision (Part III)	*Program Title	
<input type="checkbox"/> Program Suspended (Part III)	(Major ____, Option ____, Minor ____, or Certificate ____)	
*Provide only the information relevant to the proposal.		

Proposal Approved by:	Date	Date
Departmental Committee	08-22-07	NA
<i>Is this a SACS Substantive Change?</i> Yes**** <input type="checkbox"/> No <input checked="" type="checkbox"/>	Graduate Council*	NA
College Curriculum Committee	12/5/07	02/28/08
General Education Committee*	NA	NA
Teacher Education Committee*	NA	NA
	Council on Academic Affairs	
	Approved <input checked="" type="checkbox"/> Disapproved <input type="checkbox"/>	
	Faculty Senate**	NA
	Board of Regents**	NA
	Council on Postsecondary Edu.***	NA

*If Applicable (Type NA if not applicable.)
 **Approval needed for new, revised, or suspended programs
 ***Approval/Posting needed for new degree program or certificate program
 ****If "yes", SACS must be notified before implementation. Please contact ECU's Office of Institutional Effectiveness.

Completion of A, B, and C is required: (Please be specific, but concise.)

A. 1. Specific action requested: Drop HEA 596.
A. 2. Effective date: Summer 2008
A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)

B. The justification for this action: The course was a part of the CADC Certificate Program which is being suspended

C. The projected cost (or savings) of this proposal is as follows:

Personnel Impact: NA
Operating Expenses Impact: NA
Equipment/Physical Facility Needs: NA
Library Resources: NA

Part II. Recording Data for New, Revised, or Dropped Course

(For a new required course, complete a separate request for the appropriate program revisions.)

New or Revised* Catalog Text
(*Use strikethrough for deletions and <u>underlines</u> for additions. Also include Crs. Prefix, No., and description, limited to 35 words.)
HEA 596 Approaches to Alcohol and Drug Treatment I. (3) I, II. Prerequisite: HEA 594 or 595. Understanding and approaches in chemical dependency counseling, using international certification guidelines. Includes: screening, intake, orientation, assessment, intervention, education, referral, record-keeping, HIV, and consultation.

Curriculum Change Form
(Present only one proposed curriculum change per form)
(Complete only the section(s) applicable.)

Part I

(Check one)	Department Name	Health Promotion and Administration
<input type="checkbox"/> New Course (Parts II, IV)	College	Health Sciences
<input type="checkbox"/> Course Revision (Parts II, IV)	*Course Prefix & Number	HEA 796
<input checked="" type="checkbox"/> Course Dropped (Part II)	*Course Title (30 characters)	
<input type="checkbox"/> New Program (Part III)	*Program Title	
<input type="checkbox"/> Program Revision (Part III)		(Major ____, Option ____, Minor ____, or Certificate ____)
<input type="checkbox"/> Program Suspended (Part III)	*Provide only the information relevant to the proposal.	

Proposal Approved by:	<u>Date</u>		<u>Date</u>
Departmental Committee	08-22-07	Graduate Council*	2/5/08
<i>Is this a SACS Substantive Change?</i>	Yes**** <input type="checkbox"/> No <input checked="" type="checkbox"/>	Council on Academic Affairs	
College Curriculum Committee	12/5/07	Approved <input checked="" type="checkbox"/> Disapproved <input type="checkbox"/>	02/28/08
General Education Committee*	NA	Faculty Senate**	NA
Teacher Education Committee*	NA	Board of Regents**	NA
		Council on Postsecondary Edu.***	NA

*If Applicable (Type NA if not applicable.)
 **Approval needed for new, revised, or suspended programs
 ***Approval/Posting needed for new degree program or certificate program
 ****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.

Completion of A, B, and C is required: (Please be specific, but concise.)

A. 1. Specific action requested: Drop HEA 796.
A. 2. Effective date: Summer 2008
A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)

B. The justification for this action: The course was a part of the CADC Certificate Program which is being suspended

C. The projected cost (or savings) of this proposal is as follows:
Personnel Impact: NA
Operating Expenses Impact: NA
Equipment/Physical Facility Needs: NA
Library Resources: NA

Part II. Recording Data for New, Revised, or Dropped Course

(For a new required course, complete a separate request for the appropriate program revisions.)

New or Revised* Catalog Text
(*Use strikethrough for deletions and <u>underlines</u> for additions. Also include Crs. Prefix, No., and description, limited to 35 words.)
HEA 796 Approaches to Alcohol and Drug Treatment I. (3) I, II. Prerequisite: HEA 594/794 or HEA 595/795. Understanding and approaches in chemical dependency counseling, using international certification guidelines. Includes: screening, intake, orientation, assessment, intervention, education, referral, record-keeping, HIV, and consultation.

Curriculum Change Form
 (Present only one proposed curriculum change per form)
 (Complete only the section(s) applicable.)

Part I

(Check one)	Department Name	Health Promotion and Administration
<input type="checkbox"/> New Course (Parts II, IV)	College	Health Sciences
<input type="checkbox"/> Course Revision (Parts II, IV)	*Course Prefix & Number	HEA 597
<input checked="" type="checkbox"/> Course Dropped (Part II)	*Course Title (30 characters)	
<input type="checkbox"/> New Program (Part III)	*Program Title	
<input type="checkbox"/> Program Revision (Part III)		(Major ____, Option ____, Minor ____, or Certificate __)
<input type="checkbox"/> Program Suspended (Part III)	*Provide only the information relevant to the proposal.	

Proposal Approved by:	<u>Date</u>		<u>Date</u>
Departmental Committee	08-22-07	Graduate Council*	NA
<i>Is this a SACS Substantive Change?</i> Yes**** <input type="checkbox"/> No <input checked="" type="checkbox"/>		Council on Academic Affairs	
College Curriculum Committee	<u>12/5/07</u>	Approved <input checked="" type="checkbox"/> Disapproved <input type="checkbox"/>	02/28/08
General Education Committee*	NA	Faculty Senate**	NA
Teacher Education Committee*	NA	Board of Regents**	NA
		Council on Postsecondary Edu.***	NA

*If Applicable (Type NA if not applicable.)
 **Approval needed for new, revised, or suspended programs
 ***Approval/Posting needed for new degree program or certificate program
 ****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.

Completion of A, B, and C is required: (Please be specific, but concise.)

A. 1. Specific action requested: Drop HEA 597

A. 2. Effective date: Summer 2008

A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)

B. The justification for this action: The course was a part of the CADC Certificate Program which is being suspended

C. The projected cost (or savings) of this proposal is as follows:

Personnel Impact: NA

Operating Expenses Impact: NA

Equipment/Physical Facility Needs: NA

Library Resources: NA

Part II. Recording Data for New, Revised, or Dropped Course

(For a new required course, complete a separate request for the appropriate program revisions.)

New or Revised* Catalog Text

(*Use ~~strikethrough~~ for deletions and underlines for additions. Also include Crs. Prefix, No., and description, limited to 35 words.)

~~HEA 597 Approaches to Alcohol and Drug Treatment II. (3) I, II. Prerequisite: HEA 596. Understanding and approaches in chemical dependency counseling, as identified in international certification guidelines. Includes: needs, counseling approaches, and ethics regarding special populations.~~

Curriculum Change Form
(Present only one proposed curriculum change per form)
(Complete only the section(s) applicable.)

Part I

(Check one)	Department Name	Health Promotion and Administration
<input type="checkbox"/> New Course (Parts II, IV)	College	Health Sciences
<input type="checkbox"/> Course Revision (Parts II, IV)	*Course Prefix & Number	HEA 797
<input checked="" type="checkbox"/> Course Dropped (Part II)	*Course Title (30 characters)	
<input type="checkbox"/> New Program (Part III)	*Program Title	
<input type="checkbox"/> Program Revision (Part III)	(Major ____, Option ____, Minor ____, or Certificate __)	
<input type="checkbox"/> Program Suspended (Part III)	*Provide only the information relevant to the proposal.	

Proposal Approved by:	Date	Graduate Council*	Date
Departmental Committee	08-22-07		2/5/08
<i>Is this a SACS Substantive Change?</i>	Yes**** <input type="checkbox"/> No <input checked="" type="checkbox"/>	Council on Academic Affairs	
College Curriculum Committee	12/5/07	Approved <input checked="" type="checkbox"/> Disapproved <input type="checkbox"/>	02/28/08
General Education Committee*	NA	Faculty Senate**	NA
Teacher Education Committee*	NA	Board of Regents**	NA
		Council on Postsecondary Edu.***	NA

*If Applicable (Type NA if not applicable.)
 **Approval needed for new, revised, or suspended programs
 ***Approval/Posting needed for new degree program or certificate program
 ****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.

Completion of A, B, and C is required: (Please be specific, but concise.)

A. 1. Specific action requested: Drop HEA 797.
A. 2. Effective date: Summer 2008
A. 3. Effective date of suspended programs for currently enrolled students:

B. The justification for this action: The course was a part of the CADC Certificate Program which is being suspended

C. The projected cost (or savings) of this proposal is as follows:
Personnel Impact: NA
Operating Expenses Impact: NA
Equipment/Physical Facility Needs: NA
Library Resources: NA

Part II. Recording Data for New, Revised, or Dropped Course
 (For a new required course, complete a separate request for the appropriate program revisions.)

New or Revised* Catalog Text
(*Use strikethrough for deletions and <u>underlines</u> for additions. Also include Crs. Prefix, No., and description, limited to 35 words.)
HEA 797 Approaches to Alcohol and Drug Treatment II. (3) I, II. Prerequisite: HEA 596/796. Understanding and approaches in chemical dependency counseling, as identified in international certification deadlines. Includes: needs, counseling approaches, and ethics regarding special populations.

Curriculum Change Form

Part I

(Check one) <input type="checkbox"/> New Course (Parts II, IV) <input type="checkbox"/> Course Revision (Parts II, IV) <input type="checkbox"/> Course Dropped (Part II) <input type="checkbox"/> New Program (Part III) <input checked="" type="checkbox"/> Program Revision (Part III) <input type="checkbox"/> Program Suspended (Part III)	Department Name Health Promotion and Administration College College of Health Sciences *Course Prefix & Number _____ *Course Title (30 characters) _____ *Program Title Master of Public Health (Major <u>XX</u> , Option <u> </u> ; Minor <u> </u> ; or Certificate <u> </u>) *Provide only the information relevant to the proposal.		
Proposal Approved by:		Date 11-29-07	Date 2/4/08
Departmental Committee		Graduate Council*	2/4/08
<i>Is this a SACS Substantive Change?</i> Yes**** <input type="checkbox"/> No <input checked="" type="checkbox"/>		Council on Academic Affairs	
College Curriculum Committee		Approved <input checked="" type="checkbox"/> Disapproved	02/28/08
General Education Committee*		Faculty Senate**	NA
Teacher Education Committee*		Board of Regents**	NA
		Council on Postsecondary Edu.***	NA
*If Applicable (Type NA if not applicable.) **Approval needed for new, revised, or suspended programs ***Approval/Posting needed for new degree program or certificate program ****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.			

Completion of A, B, and C is required: (Please be specific, but concise.)

A. 1. Specific action requested: Remove POL 847 from MPH Core Courses

A. 2. Effective date: Summer 2008

A. 3. Effective date of suspended programs for currently enrolled students: n/a

B. The justification for this action: From the MPH self-study process, it has been realized that POL 847 and EHS 825 are not equivalent courses. The intended core competencies for the MPH degree will be covered by EHS 825.

C. The projected cost (or savings) of this proposal is as follows:

Personnel Impact: NA

Operating Expenses Impact: NA

Equipment/Physical Facility Needs: NA

Library Resources: NA

Part III. Recording Data for New, Revised, or Suspended Program

	New or Revised* Program Text
MPH Core Courses	21 hours
EHS 850, HEA 810, HEA 816, HEA 830, HEA 855, HEA 840 or EHS 800, POL 847 or EHS 825 Community Health Education Option	
Required Courses	12 hours
HEA 820, HEA 825, HEA 875, HEA 898	
Practicum	3 hours
HEA 899	
Research: Thesis or Non-Thesis	6 hours
HEA 897 OR HEA 880 AND select 3 hours from: HEA 791, 792, 793, 795, 804, EHS 880, or POL 877	
Capstone.....	1 hour
MPH 895	
Total Hours	43 hours

Editorial Change - Curriculum Form
(Present only one curriculum editorial change per form)
(Complete only the section(s) applicable.)

INFORMATIONAL

Part I

Department Name	Occupational Therapy		
College	Health Science		
*Course Prefix & Number	OTS311		
*Course Title <small>(30 characters)</small>			
*Program Title			
	(Major ____, Option ____, Minor ____, or Certificate ____,)		
*Provide only the information relevant to the proposal.			
Original Proposal Approved by the Council on Academic Affairs on	Date:	04/19/07	
OTS 301 lists a co requisite of OTS 311 CAA approved 4/19/07			

Completion of A is required: (Please be specific, but concise.)

<p>A. 1. Specific action requested: Edit description by adding Co requisite: OTS301</p>	
<p>A. 2. Effective date: Spring 2007</p>	

Part II. Recording Data for Revised Course

<p>1. For a revised course, provide (a) the current catalog text and (b) the proposed text, reflecting the exact changes being proposed.</p>	
<p>New or Revised* Catalog Text</p> <p><small>(*Use strikeout for deletions and <u>underlines</u> for additions. Also include Crs. Prefix, No., and description, limited to 35 words.)</small></p>	
<p>OTS 311 Self as Occupational Being. (3) A. <u>Corequisite: OTS301</u> Analysis of occupation and occupational patterns of self. Recognize the influence of occupation on the well-being of self through active learning experiences</p>	

Part IV. Recording Data for a Revised Course (Record only **changed** course information.) ***Required**

Course prefix* (3 letters) OTS	Course Number* (3 Digits) 311	Effective Term* (Example: Fall 2001) Spring 2007	College/Division: AS _____ JS _____ BT _____ EM _____ ED _____ PC _____ HS <u>X</u> _____	Dept. (4 letters)* OCCT
Credit Hrs.	Weekly Contact Hrs. Lecture _____ Laboratory _____ Other _____		Repeatable Maximum No. of Hrs. _____	
Schedule Type** (List all applicable)	Work Load (for each schedule type)	Grading Mode**	Class Restriction, if any: (undergraduate only) FR _____ SO _____ JR _____ SR _____	Major Restrictions, if any: FR _____ SO _____ JR _____ SR _____
		Grading Information: Course is eligible for IP (in-progress grading) for: <u>Check all applicable</u>	<p>FOR BANNER USE ONLY</p> <p>Date of data entry _____</p> <p>Data entry person _____</p>	
		Thesis _____		
		Internship _____		
		Independent Study _____		
		Practicum _____		
Co-Requisites and Prerequisites				
Co-Requisite(s): (List only co-requisites. See below for prerequisites and combinations.)				
Course Prefix and No.	OTS301			
Course Prefix and No.				
Prerequisite(s): (List prerequisites only. List combinations below. Use "and" and "or" literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)				
Course Prefix and No.				
Course Prefix and No.				
Test Scores				
Minimum GPA (when a course grouping or student cumulative GPA is required)				
Co-Requisite(s) and/or Prerequisite(s) Combination (Use "and" and "or" literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)				
Course Prefix and No.				
Test Scores				
Minimum GPA (when a course grouping or student cumulative GPA is required)				
Equivalent Course(s): (credit not allowed with; or formerly:)				
Course Prefix and No.				
Course Prefix and No.				
Course Prefix and No.				
Proposed General Education Category: (Check as many as apply.)				
I. 01 _____	II. 05 _____	III. 09 _____	IV. 13 _____	V. 17 _____
02 _____	06 _____	10 _____	14 _____	18 _____
03 _____	07 _____	11 _____	15 _____	19 _____
04 _____	08 _____	12 _____	16 _____	20 _____
				21 _____

Editorial Change - Curriculum Form
 (Present only one curriculum editorial change per form)
 (Complete only the section(s) applicable.)

INFORMATIONAL

Part I

Department Name	Occupational Therapy		
College	Health Sciences		
*Course Prefix & Number	OTS 822		
*Course Title <small>(30 characters)</small>	OBP II: Health Systems		
*Program Title	Occupational Therapy		
	(Major <u> x </u> , Option <u> </u> ; Minor <u> </u> ; or Certificate <u> </u>)		
*Provide only the information relevant to the proposal.			
Original Proposal Approved by the Council on Academic Affairs on	Date:	3/03	
CCC 12/5/07			

Completion of A is required: (Please be specific, but concise.)

A. 1. Specific action requested:

To revise course title from OBP II: Health Systems to OBP II: Health Care Practice

A. 2. Effective date: Fall 2008

Part II. Recording Data for Revised Course

1. For a revised course, provide (a) the current catalog text and (b) the proposed text, reflecting the exact changes being proposed.

New or Revised* Catalog Text

(*Use ~~strikeout~~ for deletions and underlines for additions. Also include Crs. Prefix, No., and description, limited to 35 words.)

OTS 822: OBP II: Health ~~Systems~~ Care Practice. (4). A. Corequisite: OTS 821. Lecture and lab to include theories, principles and methods of evaluation, intervention and outcome processes for individuals accessing health systems. Course will focus on engagement in occupation to support participation in life roles across the lifespan.

Editorial Change - Curriculum Form
(Present only one curriculum editorial change per form)
(Complete only the section(s) applicable.)

INFORMATIONAL

Part I

Department Name	Occupational Therapy		
College	Health Sciences		
*Course Prefix & Number	OTS 830		
*Course Title <small>(30 characters)</small>	OBP III: Educational Systems		
*Program Title	Occupational Therapy		
	(Major <u> x </u> , Option <u> </u> ; Minor <u> </u> ; or Certificate <u> </u>)		
*Provide only the information relevant to the proposal.			
Original Proposal Approved by the Council on Academic Affairs on	Date:	3/03	
CCC 12/5/07			

Completion of A is required: (Please be specific, but concise.)

- A. 1. Specific action requested:** To revise course title from OBP III: Educational Systems to OBP III: Education Communities
A. 2. Effective date: Summer 2008

Part II. Recording Data for Revised Course

1. For a revised course, provide (a) the current catalog text and (b) the proposed text, reflecting the exact changes being proposed.

New or Revised* Catalog Text
<p>(*Use strikeout for deletions and <u>underlines</u> for additions. Also include Crs. Prefix, No., and description, limited to 35 words.) OTS 830: OBP III: Educational Systems <u>Education Communities</u>. (4). Prerequisites: OTS 820 and OTS 822. Corequisite: OTS 831. Occupation-based assessment and intervention for children and young adults in educational contexts. Course addresses models of practice, service delivery, federal/state legislation and philosophy of administration. Active learning experiences in the community.</p>

Editorial Change - Curriculum Form
(Present only one curriculum editorial change per form)
(Complete only the section(s) applicable.)

INFORMATIONAL

Part I

Department Name	Occupational Therapy		
College	Health Sciences		
*Course Prefix & Number	OTS 832		
*Course Title <small>(30 characters)</small>	OBP IV: Social Systems		
*Program Title	Occupational Therapy		
	(Major <u>X</u> , Option __; Minor __; or Certificate __)		
*Provide only the information relevant to the proposal.			
Original Proposal Approved by the Council on Academic Affairs on	Date:	3/03	
CCC 12/5/07			

Completion of A is required: (Please be specific, but concise.)

- A. 1. Specific action requested:** To revise course title from OBP IV: Social Systems to OBP IV: Community-based Practice
- A. 2. Effective date:** Summer 2008

- 1. Part II. Recording Data for Revised Course** For a revised course, provide (a) the current catalog text and (b) the proposed text, reflecting the exact changes being proposed.

New or Revised* Catalog Text

(*Use ~~strikeout~~ for deletions and underlines for additions. Also include Crs. Prefix, No., and description, limited to 35 words.)

OTS 832: OBP IV: ~~Social Systems~~. Community-based Practice. (4). Corequisite: OTS 831. Theories, principles and methods of evaluation, intervention and outcome processes for individuals and groups accessing social systems through the lifespan. Course will focus on engagement in occupation for community participation.

Curriculum Change Form
(Present only one proposed curriculum change per form)
(Complete only the section(s) applicable.)

Part I

(Check one) <input checked="" type="checkbox"/> New Course (Parts II, IV) <input type="checkbox"/> Course Revision (Parts II, IV) <input type="checkbox"/> Course Dropped (Part II) <input type="checkbox"/> New Program (Part III) <input type="checkbox"/> Program Revision (Part III) <input type="checkbox"/> Program Suspended (Part III)	Department Name College *Course Prefix & Number *Course Title (30 characters) *Program Title (Major ___x, Option ___; Minor ___; or Certificate ___)	Occupational Therapy Health Sciences OTS 836 OBP VI: Optimizing Occupation *Provide only the information relevant to the proposal.
--	---	--

Proposal Approved by: Departmental Committee <i>Is this a SACS Substantive Change?</i> Yes**** <input type="checkbox"/> No <input checked="" type="checkbox"/>	Date 10/2/07	Graduate Council* Council on Academic Affairs Approved <input checked="" type="checkbox"/> Disapproved <input type="checkbox"/>	Date 12/3/07 02/28/08 NA NA NA
College Curriculum Committee General Education Committee* Teacher Education Committee*	10/17/07 NA NA	Faculty Senate** Board of Regents** Council on Postsecondary Edu.***	NA NA NA

*If Applicable (Type NA if not applicable.)
 **Approval needed for new, revised, or suspended programs
 ***Approval/Posting needed for new degree program or certificate program
 ****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.

Completion of A, B, and C is required: (Please be specific, but concise.)

A. 1. Specific action requested: Add required course OTS 836 to Occupational Therapy degree.

A. 2. Effective date: Summer 2008

A. 3. Effective date of suspended programs for currently enrolled students: NA

B. The justification for this action: This course was taught as OTS 875 during summer 2007. Based on feedback, it was modified to meet curriculum design and Accreditation Council for Occupational Therapy Education program requirements. Students will eliminate an elective choice (Thesis students will have one 3 cr. elective course and non-thesis students will have two 3 cr. Hr elective courses). There will be no changes to the total program hours.

C. The projected cost (or savings) of this proposal is as follows:

Personnel Impact: The Occupational Therapy program curriculum is delivered in a five semester consecutive sequence with students culminating in fieldwork January-June. This course will be offered during the summer session (4th consecutive semester in program). Two sections of OTS 836 will need to be offered, therefore two faculty will be needed to teach the course.

Operating Expenses Impact: Guest lectures, faculty salary

Equipment/Physical Facility Needs: none

Library Resources: none

Part II. Recording Data for New, Revised, or Dropped Course

(For a new required course, complete a separate request for the appropriate program revisions.)

New or Revised* Catalog Text (*Use strike through for deletions and <u>underlines</u> for additions. Also include Crs. Prefix, No., and description, limited to 35 words.)
<u>OTS 836 OBP VI: Optimizing Occupation (3) A Prerequisite: Graduate standing in the occupational therapy program and completion of OTS 822, 830, and 832. Specialized evaluation and intervention in occupational therapy practice, with emphasis on emerging practice areas. Students will synthesize and apply skills of best practice for optimizing occupations.</u>

Part IV. Recording Data for New or Revised Course (Record only **new** or **changed** course information.)

Course prefix (3 letters)	Course Number (3 Digits)	Effective Term (Example: Fall 2001)	College/Division:	Dept. (4 letters)*
OTS	836	Summer 2008	AS _____ JS _____ BT _____ EM _____ ED _____ PC _____ HS x	OCCT
Credit Hrs.	Weekly Contact Hrs.		Repeatable Maximum No. of Hrs. _____	
3	Lecture _____	Laboratory _____	Other _____	Cip Code (first two digits only) 51
Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)	
L	3	N	FR _____	JR _____
			SO _____	SR _____
		Grading Information: Course is eligible for IP (in-progress grading) for: <u>Check all applicable</u>	FOR BANNER USE ONLY Date of data entry _____ Data entry person _____	
		Thesis _____		
		Internship _____		
		Independent Study _____		
		Practicum _____		

Co-Requisites and Prerequisites **See definitions on following page**

Co-Requisite(s): (List only co-requisites. See below for prerequisites and combinations.)

Course Prefix and No.	
Course Prefix and No.	

Prerequisite(s): (List prerequisites only. List combinations below. Use **“and”** and **“or”** literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)

Course Prefix and No.	<u>Graduate standing in the occupational therapy program and completion of OTS 822, 830, and 832</u>
Course Prefix and No.	
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	

Co-Requisite(s) and/or Prerequisite(s) Combination (Use **“and”** and **“or”** literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)

Course Prefix and No.	
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	

Equivalent Course(s): (credit not allowed with; or formerly:)

Course Prefix and No.	
Course Prefix and No.	
Course Prefix and No.	

Proposed General Education Block: Please mark (X) in the appropriate Block or Blocks (e.g. – IVB(3) X).

Block I (9)	Block II (3)	Block III (6)	Block IV (6)	Block V (9)	Block VI (3)	Block VII (6)	Block VIII (6)
IA (3)	II (3)	IIIA (3)	IVA (3)	VA (3)	VI (3)	VII (3)	VIII (3)
IB (3)		IIIB (3)	IVB (3)	VB (3)		VII (3)	VIII (3)
IC (3)				VC (3)			

EASTERN KENTUCKY UNIVERSITY
DEPARTMENT OF OCCUPATIONAL THERAPY
OTS 836 OBP VI: Optimizing Occupation

Credits: 3

Prerequisite: Graduate standing in the occupational therapy program and completion of OTS 822, 830, and 832.

Course Description: Specialized evaluation and intervention in occupational therapy practice, with emphasis on emerging practice areas. Students will synthesize and apply skills of best practice for optimizing occupations.

Course Objectives:

The student will:

1. Grade, adapt and modify occupation and environments.
2. Apply theoretical constructs to specialized evaluation and intervention with a variety of clients and practice contexts to analyze and effect meaningful occupation.
3. Articulate principles of and be able to design, fabricate, apply, fit, and train in assistive technologies and devices used to enhance occupational performance.
4. Document the need and rationale for occupational therapy services in specialized areas of work, community mobility, home modifications and low vision.
5. Evaluate appropriateness and discuss mechanisms for referring clients for additional evaluation to specialists who are internal and external to the profession.
6. Demonstrate the ability to educate the client, caregiver, family, and significant others to facilitate skills in areas of occupation as well as prevention, health maintenance, and safety.
7. Synthesize core course context through case-based learning to optimize client occupation in context.

Readings:

Recent articles from national and international professional literature.

Selected chapters from:

Radomski, M. V., & Trombly Latham, C. A. (Eds.). (2007). *Occupational therapy for physical dysfunction* (6th ed.). Baltimore, MD: Lippincott Williams & Wilkins.

Important Dates:

The last day to drop a course without a "W" appearing on the university transcript is ***.

Attendance:

The student is an active learner and benefits from full class attendance and participation. Student will notify the course instructor when he/she will be absent. Students are expected to be prompt for class.

(Revised) Standardized Disability Statement for Course Syllabi

If you are registered with the Office of Services for Individuals with Disabilities, please make an appointment with the course instructor to discuss any academic accommodations you need. If you need academic accommodations and are not registered with the Office of Services for Individuals

with Disabilities, please contact the office on the third floor of the Student Services Building by email at disabilities@eku.edu or by telephone at (859) 622-2933 V/TDD. Upon request, this syllabus can be made available in alternative forms.

Academic Honesty:

Students are expected to abide by the Academic Integrity Policy of Eastern Kentucky University. A copy of the policy is located @ www.academicaffairs.eku.edu/integrity .

Proposed Written Assignments – OTS 836

A. CLIENT EDUCATION ASSIGNMENT

Purpose:

The objectives of the client education assignment are to:

- Demonstrate the ability to educate the client, caregiver, family, and significant others to facilitate skills in areas of occupation as well as prevention, health maintenance, and safety.
- Apply the principles of the teaching—learning process using educational methods to design educational experiences to address the needs of the client, family, significant others, colleagues, other health providers, and the public.
- Explore methods to provide effective client/family education for any learning style and despite potential barriers to communication.
- Utilize a formal suitability and/or reading level assessment tool to evaluate written educational materials.

B. ASSISTIVE TECHNOLOGY ONLINE ASSIGNMENT

Purpose:

The objectives of the assistive technology assignment are to:

- Articulate principles of and be able to design, fabricate, apply, fit, and train in assistive technologies and devices used to enhance occupational performance.
- Locate resources related to assistive technology
- Demonstrate evaluation of evidence in assistive technology and draw informed conclusions about use in OT practice

C. CASE SYNTHESIS and PRESENTATION

Purpose:

The objectives of the case synthesis assignment are to:

- Apply theoretical constructs to evaluation and intervention
- Select standardized and non-standardized screening and assessment tools to determine the need for occupational therapy intervention
- Evaluate appropriateness and discuss mechanisms for referring clients for additional evaluation to specialists who are internal and external to the profession
- Document the need and rationale for occupational therapy services
- Provide therapeutic use of occupation and activities (e.g., occupation-based activity, practice skills, preparatory methods).

Curriculum Change Form

Part I

(Check one) <input type="checkbox"/> New Course (Parts II, IV) <input type="checkbox"/> Course Revision (Parts II, IV) <input checked="" type="checkbox"/> Course Dropped (Part II) <input type="checkbox"/> New Program (Part III) <input type="checkbox"/> Program Revision (Part III) <input type="checkbox"/> Program Suspended (Part III)	Department Name College *Course Prefix & Number *Course Title (30 characters) *Program Title (Major __, Option __; Minor __; or Certificate __)	Occupational Therapy Health Sciences OTS 802 Constructs of Occupation _____ _____ *Provide only the information relevant to the proposal.		
Proposal Approved by: Departmental Committee		Date 10/2/07	Graduate Council* Council on Academic Affairs	Date 12/3/07
Is this a SACS Substantive Change? Yes*** <input type="checkbox"/> No <input checked="" type="checkbox"/>		College Curriculum Committee General Education Committee* Teacher Education Committee*	Approved <input checked="" type="checkbox"/> Disapproved _____ Faculty Senate** Board of Regents** Council on Postsecondary Edu.***	_____ 02/28/08 NA NA NA

*If Applicable (Type NA if not applicable.)
 **Approval needed for new, revised, or suspended programs
 ***Approval/Posting needed for new degree program or certificate program
 ****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.

Completion of A, B, and C is required: (Please be specific, but concise.)

A. 1. Specific action requested: To drop OTS 802 from the MS in OT program.

A. 2. Effective date: Summer 2008

A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)

B. The justification for this action: After a review of the courses for Option 2 students, it was determined that content in this course is foundational and best taught in a 400 level course. OTS 498 will replace OTS 802.

C. The projected cost (or savings) of this proposal is as follows:

Personnel Impact: NA

Operating Expenses Impact: NA

Equipment/Physical Facility Needs: NA

Library Resources: NA

Part II. Recording Data for New, Revised, or Dropped Course

(For a **new required course**, complete a separate request for the appropriate program revisions.)

1. For a new course, provide the catalog text. 2. For a revised course, provide the current catalog text with the proposed text using strikethrough for deletions and <u>underlines</u> for additions. 3. For a dropped course, provide the current catalog text.	<p style="text-align: center;">New or Revised* Catalog Text</p> <p>(*Use strikethrough for deletions and <u>underlines</u> for additions. Also include Crs. Prefix, No., and description, limited to 35 words.)</p> <p>OTS 802 Constructs of Occupation (6) A. Prerequisite: admission into the Occupational Therapy graduate program. Analysis and synthesis of occupational constructs and contexts using anatomy, neuroscience, and personal construction through the lifespan. Content includes engagement in areas of occupation.</p>
--	--

Curriculum Change Form
(Present only one proposed curriculum change per form)
(Complete only the section(s) applicable.)

Part I

(Check one) <input type="checkbox"/> New Course (Parts II, IV) <input type="checkbox"/> Course Revision (Parts II, IV) <input type="checkbox"/> Course Dropped (Part II) <input type="checkbox"/> New Program (Part III) <input checked="" type="checkbox"/> Program Revision (Part III) <input type="checkbox"/> Program Suspended (Part III)	Department Name Occupational Therapy <hr/> College Health Sciences <hr/> *Course Prefix & Number <hr/> *Course Title (30 characters) <hr/> *Program Title Occupational Therapy (Major <u> X </u> , Option <u> </u> ; Minor <u> </u> ; or Certificate <u> </u>) <hr/> *Provide only the information relevant to the proposal.					
Proposal Approved by:		<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;"><u>Date</u></td> <td style="width: 50%; text-align: center;"><u>Date</u></td> </tr> <tr> <td style="text-align: center;">10/02/07</td> <td style="text-align: center;">12/3/07</td> </tr> </table>	<u>Date</u>	<u>Date</u>	10/02/07	12/3/07
<u>Date</u>	<u>Date</u>					
10/02/07	12/3/07					
Departmental Committee		Graduate Council*				
<i>Is this a SACS Substantive Change?</i> Yes**** <input type="checkbox"/> No <input checked="" type="checkbox"/>		Council on Academic Affairs				
College Curriculum Committee		Approved <input checked="" type="checkbox"/> Disapproved				
General Education Committee*		Faculty Senate**				
Teacher Education Committee*		Board of Regents**				
		Council on Postsecondary Edu.***				
*If Applicable (Type NA if not applicable.) **Approval needed for new, revised, or suspended programs ***Approval/Posting needed for new degree program or certificate program ****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.						

Completion of A, B, and C is required: (Please be specific, but concise.)

<p>A. 1. Specific action requested: To replace OTS 802 with OTS 499 in program description found in graduate catalog, Add OTS836 to Core and OTS883 as an option in the electives</p> <p>A. 2. Effective date: Summer 2008</p> <p>A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)</p>
<p>B. The justification for this action: To accurately reflect changes made in the Option 2 program of the MS in Occupational Therapy Program.</p>
<p>C. The projected cost (or savings) of this proposal is as follows:</p> <p>Personnel Impact: NA</p> <p>Operating Expenses Impact: NA</p> <p>Equipment/Physical Facility Needs: NA</p> <p>Library Resources: NA</p>

Part III. Recording Data for New, Revised, or Suspended Program

1. For a new program, provide the catalog description as being proposed.
2. For a revised program, provide the current program requirements using ~~strike through~~ for deletions and underlines for additions.
3. For a suspended program, provide the current program requirements as shown in catalog. List any options and/or minors affected by the program's suspension.

New or Revised* Program Text
(*Use ~~strike through~~ for deletions and underlines for additions.)

Program Option 1

Core Courses ~~28~~ **24** hours

OTS 820, 822, 830, 832, 836, 850, 870, 880.

Electives ~~3~~ **6** hours

OTS 720, 730, 731, 825, 835, 851, 852, 853, 855, 862, 883, 863, 866, 875, 882, 890.

Research **9** hours

Non-thesis

OTS 871, 896 and an elective.
Comprehensive examination required

OR

Thesis

OTS 871, 898, 899.

Fieldwork **16** hours

OTS 821, 831, 845, 846, 847.

A minimum of 56 semester hours of graduate credit is required.

OPTION 2

Transition Courses

The following prerequisite courses are completed as an undergraduate: BIO271, 371, OTS362, 402, 422, 430, 478, and ~~802~~ 499. Students will apply to graduate school during transition year of coursework. If admitted to the MS program, students will complete curriculum presented in Option1.

Program Option 2

Core Courses ~~28~~ **25** hours

OTS 820, 822, 830, 832, 836, 850, 870, 880.

Electives ~~3~~ **6** hours

OTS 720, 825, 835, 851, 852, 853, 855, 862, 863, 866, 875, 882, 883, 890.

Research **9** hours

Non-thesis

OTS871, 896 and an elective.
Comprehensive examination required

OR

Thesis

OTS871, 898, 899.

Fieldwork **16** hours

OTS 821, 831, 845, 846, 847.

A minimum of 56 semester hours of graduate credit after being accepted in the

MS program is required.

OPTION 3

Admission — Specific Criteria: An undergraduate degree or a post-baccalaureate certificate from an accredited occupational therapy program. Students with a baccalaureate degree or a certificate in occupational therapy may apply at any time.

Certification in occupational therapy is considered equivalent to the core professional courses (OTS 820, 822, 830, 832).

Program Option 3

Core Courses 15 12-hours

OTS 834, **836**, 853, 870, 880.

Electives/Cognates6 9-hours

OTS 720, 735, 825, 851, 852, 853, 855, 862, 863, 866, 875, 882, **883**, 890.

Cognates may be selected from related areas such as Business, Special Education, Therapeutic Recreation, Education, Nutrition, Child Development, Psychology, Sociology, etc.

Research 9 hours

Non-thesis

OTS 871, 896 and an elective.

Comprehensive examination required

OR

Thesis

OTS 871, 898, 899.

A minimum of 30 semester hours of graduate credit is required.

Curriculum Change Form

Part I

(Check one) <input type="checkbox"/> New Course (Parts II, IV) <input type="checkbox"/> Course Revision (Parts II, IV) <input type="checkbox"/> Course Dropped (Part II) <input type="checkbox"/> New Program (Part III) <input checked="" type="checkbox"/> Program Revision (Part III) <input type="checkbox"/> Program Suspended (Part III)	Department Name <u>Recreation and Park Administration</u> College <u>Health Sciences</u> *Course Prefix & Number _____ *Course Title (30 characters) _____ *Program Title <u>Recreation and Park Administration Minor</u> (Major ____, Option ____, Minor <u>X</u> __, or Certificate ____) *Provide only the information relevant to the proposal.
--	---

Proposal Approved by: Departmental Committee <i>Is this a SACS Substantive Change?</i> Yes**** <input type="checkbox"/> No <input checked="" type="checkbox"/>	Date <u>1/8/08</u>	Graduate Council* Council on Academic Affairs	Date <u>NA</u> <u>02/28/08</u>
College Curriculum Committee General Education Committee* Teacher Education Committee*	Date <u>1/9/08</u> <u>NA</u> <u>NA</u>	Approved <input checked="" type="checkbox"/> Disapproved Faculty Senate** Board of Regents** Council on Postsecondary Edu.***	Date <u>NA</u> <u>NA</u> <u>NA</u>

*If Applicable (Type NA if not applicable.)
 **Approval needed for new, revised, or suspended programs
 ***Approval/Posting needed for new degree program or certificate program
 ****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.

Completion of A, B, and C is required: (Please be specific, but concise.)

A. 1. Specific action requested: Revise the BS Degree minor to include additional classes
A. 2. Effective date: Fall 2008
A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)

B. The justification for this action: Additional classes have been added to the BS Degree program required to meet national accreditation standards. The Department wishes to include these classes in the BS Degree Minor.

C. The projected cost (or savings) of this proposal is as follows:

Personnel Impact: None
Operating Expenses Impact: None
Equipment/Physical Facility Needs: None
Library Resources: No additional resources necessary

Part III. Recording Data for New, Revised, or Suspended Program

Minor: Minor in Recreation and Park Administration (Non-Teaching)
Minor Requirements.....19 hours REC 101, 102, 200, 460, and nine additional hours from REC 190, 280, 290, 311, 350, <u>380</u> , <u>401</u> , <u>406</u> , 409, 410, 411, 480, 490, 511, <u>512</u> , 516, or 530




EASTERN KENTUCKY UNIVERSITY

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College of Justice & Safety
'A Program of Distinction'
Office of the Dean

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(859) 622-3565 FAX (859) 622-6561
Allen.Ault@eku.edu . www.justice.eku.edu

TO: Council on Academic Affairs

FROM: 
Dr. Allen Ault, Dean
College of Justice & Safety

DATE: February 11, 2008

RE: Agenda Items

Please include the following on the agenda for the next meeting of the Council on Academic Affairs scheduled for February 21, 2008.

Department of Safety, Security & Emergency Management

Emergency Medical Care Program		
New Courses	EMC 420	Emergency Services Design and Finance
JS 1		
JS 7	EMC430	Legal & Ethical Aspects of Emergency Services
JS 12	EMC440	EMS Instruction
JS 18	EMC489	Introduction to Research Methods
Program Revision	New Option	Emergency Medical Care (B. S.) Emergency Services Administration Option
JS 24		
Course Revision	EMC 115	Drop EMC 110 as a Pre-requisite and ADD- Department Approval and Certified EMT-Basic
JS 26		
Fire and Safety Engineering Technology Program		
New Courses		
JS 29	FSE 355	Fire Dynamics
JS 37	FSE 379	Construction Safety
JS 45	FSE380	Fire and Explosion Scene Analysis
JS 50	FSE 390	Workers Compensation I
JS 58	FSE 492	Workers Compensation II
Program Revision		Fire and Safety Engineering Technology (B.S.)
JS 65		

Prerequisite Changes		
JS 67	FSE 230	Add FSE 101 as Pre-requisite
JS 70	FSE360	Add FSE 120 as Pre-requisite
Js 73	FSE367	Add BIO 171 and PHE 302 as Prerequisites
Prerequisite and title change JS 76	FSE370	Add FSE 355 as Pre-requisite and <u>change title to Electrical and Mechanical Systems and Failure Analysis</u>
JS 79	FSE 400	Add FSE 300 and FSE 320 as Pre-requisite
JS 82	FSE410	Add FSE 361 as Pre-requisite
JS 85	FSE412	Add FSE 200, 362, and 366 as Pre-requisites
	FSE 425	Add FSE 300 as Pre-req
Prerequisite and title change JS 88	FSE 450	Drop FSE 370 as Pre-req . Add FSE 380 as Pre-requisite and change title to <u>Advanced Explosion and Bombing Investigation</u>
JS 91	FSE 495	Drop FSE 350, add FSE 450 as Pre-req
Editorial Graduate Catalog		
JS 94	COR 808	Remove statement -- Cross listed as CRJ 808



Eastern Kentucky University is an Equal Opportunity/Affirmative Action Employer and Educational Institution.

Curriculum Change Form
(Present only one proposed curriculum change per form)
(Complete only the section(s) applicable.)

Part I

(Check one)	Department Name	Safety, Security & Emergency Management
X New Course (Parts II, IV)	College	Justice & Safety
Course Revision (Parts II, IV)	*Course Prefix & Number	EMC 420
Course Dropped (Part II)	*Course Title (30 characters)	Emergency Services Design and Budget
New Program (Part III)	*Program Title	Emerg Service Design & Budget
Program Revision (Part III)		(Major __, Option __X__; Minor __; or Certificate __)
Program Suspended (Part III)	*Provide only the information relevant to the proposal.	

Proposal Approved by:	<u>Date</u>	<u>Date</u>
Departmental Committee	11-19-2007	Graduate Council* NA
<i>Is this a SACS Substantive Change? Yes**** <input type="checkbox"/> No <input checked="" type="checkbox"/></i>		
College Curriculum Committee	2-1-2007	Council on Academic Affairs Approved <input checked="" type="checkbox"/> Disapproved _____
General Education Committee*	NA	Faculty Senate** N/A
Teacher Education Committee*	NA	Board of Regents** N/A
		Council on Postsecondary Edu.*** N/A

*If Applicable (Type NA if not applicable.)
 **Approval needed for new, revised, or suspended programs
 ***Approval/Posting needed for new degree program or certificate program
 ****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.

Completion of A, B, and C is required: (Please be specific, but concise.)

A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)
 Approve a new Course EMC 420

A. 2. Effective date: (Example: Fall 2001)
 Fall 2008

A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)

B. The justification for this action:
 Advisory Board recommendations and Graduate survey results indicate increased need for this area of study.

C. The projected cost (or savings) of this proposal is as follows:

Personnel Impact: The action will soon require the addition of one full time faculty. The department has staff in place, at the moment, with the credentials to offer the degree program.

Operating Expenses Impact: The proposal will not necessitate an increase in operating expenses

Equipment/Physical Facility Needs: Existing facilities will be used.

Library Resources: Some additional texts will be added, and a minimal number of new journals requested. Current journal offerings will be reviewed so as to substitute the new journals for current journals with lesser need. In addition, students will be encouraged to make use of internet resources as much as possible to obtain additional reference material

Part II. Recording Data for New, Revised, or Dropped Course

(For a **new required course**, complete a separate request for the appropriate program revisions.)

1. For a new course, provide the catalog text.
2. For a revised course, provide the current catalog text with the proposed text using ~~strickthrough~~ for deletions and underlines for additions.
3. For a dropped course, provide the current catalog text.

New or Revised* Catalog Text

(*Use ~~strickthrough~~ for deletions and underlines for additions. Also include Crs. Prefix, No., and description, limited to 35 words.)

EMC 420 Emergency Services Design and Budget. (3) A. Prerequisite: Departmental approval. Identify and compare issues with staffing, operations, communications, training and mission with various EMS Systems models. Develop and revise sample budgets for EMS systems.

Part IV. Recording Data for New or Revised Course (Record only **new** or **changed** course information.)

Course prefix (3 letters)	Course Number (3 Digits)	Effective Term (Example: Fall 2001)	College/Division:	Dept. (4 letters)*
EMC	420	Fall 2008	AS _____ JS X BT _____ EM _____ ED _____ PC _____ HS _____	SSEM
Credit Hrs.	Weekly Contact Hrs.		Repeatable Maximum No. of Hrs. _____	
3	Lecture 3	Laboratory _____	Other _____	Cip Code (first two digits only) 51
Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*		Class Restriction, if any: (undergraduate only)
1	3	N		FR _____ JR _____ SO _____ SR _____
		Grading Information: Course is eligible for IP (in-progress grading) for: <u>Check all applicable</u>		FOR BANNER USE ONLY Date of data entry _____ Data entry person _____
		Thesis _____		
		Internship _____		
		Independent Study _____		
		Practicum _____		

Co-Requisites and Prerequisites **See definitions on following page**

Co-Requisite(s): (List only co-requisites. See below for prerequisites and combinations.)	
Course Prefix and No.	
Course Prefix and No.	
Prerequisite(s): (List prerequisites only. List combinations below. Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D .)	
Course Prefix and No.	Departmental approval
Course Prefix and No.	
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	
Co-Requisite(s) and/or Prerequisite(s) Combination (Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)	
Course Prefix and No.	
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	
Equivalent Course(s): (credit not allowed with; or formerly:)	
Course Prefix and No.	
Course Prefix and No.	
Course Prefix and No.	

Proposed General Education Block: Please mark (X) in the appropriate Block or Blocks (e.g. – IVB(3) X).

Block I (9)	Block II (3)	Block III (6)	Block IV (6)	Block V (9)	Block VI (3)	Block VII (6)	Block VIII (6)
IA (3)	II (3)	IIIA (3)	IVA (3)	VA (3)	VI (3)	VII (3)	VIII (3)
IB (3)		IIIB (3)	IVB (3)	VB (3)		VII (3)	VIII (3)
IC (3)				VC (3)			

EMC 420
Emergency Services Design and Finance

Course Syllabus

COURSE DESCRIPTION:

Identify and compare issues with staffing, operations, communications, training and mission with various EMS Systems models. Develop and revise sample budgets for EMS systems.

CREDIT HOURS: 3.0

LOCATION: Disney 234

INSTRUCTOR: TBA

REQUIRED TEXTS:

Waltz, B. Introduction to EMS Systems. (Latest edition). Albany, NY: Delmar (ISBN 0-7668-1984-1)

Fitch, J.J. Prehospital Care Administration, (Latest Edition). San Diego, CA: JEMS/Elsevier

ACADEMIC HONESTY:

Eastern Kentucky University Faculty and students are bonded by the principles of truth and honesty that are recognized as fundamental for a community of teachers and scholars. Because the public has a high degree of trust in health care professionals, and because the Emergency Medical Care Program educates future health care professionals, students are expected to behave in an ethical manner in all activities and phases of the educational process. Academic dishonesty will not be tolerated. Knowledge of academic dishonesty is expected to be reported. Please see the University Academic Integrity policy at: <http://www.academicintegrity.eku.edu/>

DISABILITY STATEMENT:

Any student in need of academic accommodations and who is registered with the Office of Services for Students with Disabilities should make an individual appointment with the instructor to discuss accommodations. Upon individual request, this syllabus can be made available in alternative forms. Any student not registered with the Office of Services for Individuals with Disabilities who has need of academic accommodations should contact the Office in the Student Services Building at 622-1500.

ATTENDANCE POLICY:

Attendance is expected for all classes. More than four (4) unexcused absences may result in an administrative failure. Absence from an examination without a valid excuse will result in an earned score of zero for that examination. A make-up exam must be taken within one week of a missed exam and may be different in form and content. There will be no make-up opportunity for missed quizzes except for university approved activities and military obligations. Quizzes are typically administered at the beginning of the class requiring you to be punctual. Quizzes missed due to tardiness will be scored as zero points earned as with absenteeism.

EXAMINATIONS AND GRADING:

There will be four (4) writing assignments on pertinent issues in EMS operations. Students are expected to research and write on the given topic for that paper, as specified in the course schedule. All papers should follow the course Instructors guidelines. Late papers may receive a penalty of 10 points per day. University Academic Honesty policies will be strictly enforced for this course.

As previously stated, attendance in particularly important in this class due to the impact on the grade. The Affective Domain is widely recognized as an important component of knowledge, professional growth and critical thinking. It will be measured by the students punctuality, motivation, attitude, courtesy, tact, initiative, and leadership. Hostility and demeaning behaviors will not be tolerated in class.

All students will complete and submit an EMS budget in MS Excel format. There will be two variations to the budget that the student will reconcile before submitting the final project.

Students will form small groups and identify an EMS system to profile for the class as a presentation. The system to be profiled must be approved by the course instructor no later than midterm.

The grading will be as follows:

Attendance/Participation/Affective	15 %
Average of four (4) written assignments and quizzes	50 %
Finance Worksheet (MS Excel)	20 %
System Profile Presentation	<u>15 %</u>
TOTAL	100%

The final course grade will be based on the following scale:

A:	94-100%
B:	87-93%
C:	80-86%
D:	79-70%
F:	69% and below

The above grading scale illustrates the university-recognized standard in grading. Completion of the required work in this course is expected but does not guarantee a passing grade. There will be ample opportunities during the semester for students to demonstrate above-average motivation and interest in the profession and may be considered for extra credit.

Students are reminded that a grade of “C” is required in this class for satisfactory completion.

STUDENT LEARNING OBJECTIVES:

Through discussions, writing assignments, presentations and examinations, students will be able to demonstrate:

1. Knowledge of the common EMS System designs for rural, urban and metropolitan applications.
2. Knowledge of common and emerging trends in EMS systems operations
3. Knowledge of legislative and administrative compliance issues governing EMS system design, operations and staffing.
4. Familiarity with the methods of EMS system funding, financial management, and strategic planning for routine operations and contingencies.
5. Knowledge of the budgeting process for emergency services and the methods to calculate and project various line expenses.
6. Demonstrate the affective components consistent with managing and leading EMS.

COURSE SCHEDULE

Week of	Topic	Reference
1	Introduction; Administration Review of EMS History	TBA
2	NHTSA Agenda documents Federal and State Regulations Cultural Issues and Public Relations	
3	System Design Considerations Models: Fire, Municipal, Private, Hospital, Volunteer Role of EMS Operations and management	
4	The Human Resource Scheduling and Staffing strategies	
5	Trends and Technology in EMS Writing Assignment 1: The EMS Supervisor Job Description	
6	High Performance EMS Systems Dynamic Deployment (SSM) models	
7	Logistics System Certification and Awards	
8	EMS Unions and Collective Bargaining EMS System Profile requests due Writing Assignment 2: The Best System Model	
9	Funding sources and Issues Identifying and Calculating EMS Budget Lines	Gold Co. EMS Budget
10	Strategic Planning, Contingencies, and Catastrophic events	
11	Finance Worksheet Draft due Writing Assignment 3: Making a Case for Efficiency	
12	Risk Management and Audits Communications	Finance Worksheet, Revision 1
13	DOT KKK-1822 Specifications Vehicle Design and maintenance programs	
14	EMS Systems Profiles Presentation Writing Assignment 4: Ensuring System Solvency	Finance Worksheet, Revision 2
15	EMS System Profiles Presentation Final Finance Worksheet due	

Curriculum Change Form
(Present only one proposed curriculum change per form)
(Complete only the section(s) applicable.)

Part I

(Check one)	Department Name	Safety, Security & Emergency Management
X New Course (Parts II, IV)	College	Justice & Safety
Course Revision (Parts II, IV)	*Course Prefix & Number	EMC 430
Course Dropped (Part II)	*Course Title (30 characters)	Legal & Ethical Aspects of Emergency Services
New Program (Part III)	*Program Title	Legal & Ethical Aspects of EMS
Program Revision (Part III)		(Major __, Option <u>X</u> ; Minor __; or Certificate __)
Program Suspended (Part III)	*Provide only the information relevant to the proposal.	

Proposal Approved by:	<u>Date</u>	<u>Date</u>
Departmental Committee	11-19-2007	Graduate Council* NA
<i>Is this a SACS Substantive Change?</i> Yes**** <input type="checkbox"/> No <input checked="" type="checkbox"/>		Council on Academic Affairs
College Curriculum Committee	2-1-2008	Approved <u>X</u> Disapproved _____ 02/28/08
General Education Committee*	NA	Faculty Senate** N/A
Teacher Education Committee*	NA	Board of Regents** N/A
		Council on Postsecondary Edu.*** N/A

*If Applicable (Type NA if not applicable.)
 **Approval needed for new, revised, or suspended programs
 ***Approval/Posting needed for new degree program or certificate program
 ****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.

Completion of A, B, and C is required: (Please be specific, but concise.)

A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)
 Approve a new course EMC 430

A. 2. Effective date: (Example: Fall 2001)
 Fall 2008

A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)

B. The justification for this action:
 Advisory Board recommendations and Graduate survey results indicate increased need for this area of study.

C. The projected cost (or savings) of this proposal is as follows:

Personnel Impact: The action will soon require the addition of one full time faculty. The department has staff in place, at the moment, with the credentials to offer the degree program.

Operating Expenses Impact: The proposal will not necessitate an increase in operating expenses

Equipment/Physical Facility Needs: : Existing facilities will be used.

Library Resources: Some additional texts will be added, and a minimal number of new journals requested. Current journal offerings will be reviewed so as to substitute the new journals for current journals with lesser need. In addition, students will be encouraged to make use of internet resources as much as possible to obtain additional reference material.

Part II. Recording Data for New, Revised, or Dropped Course

(For a **new required course**, complete a separate request for the appropriate program revisions.)

1. For a new course, provide the catalog text.
2. For a revised course, provide the current catalog text with the proposed text using ~~striethrough~~ for deletions and underlines for additions.
3. For a dropped course, provide the current catalog text.

New or Revised* Catalog Text

(*Use ~~striethrough~~ for deletions and underlines for additions. Also include Crs. Prefix, No., and description, limited to 35 words.)

EMC 430 Legal & Ethical Aspects of Emergency Services. (3) A. Prerequisite: departmental approval. Examine and apply moral and ethical decisions made in emergency services. Issues of diversity, expanded health care settings, aging population, and others will be explored.

Part IV. Recording Data for New or Revised Course (Record only **new** or **changed** course information.)

Course prefix (3 letters)	Course Number (3 Digits)	Effective Term (Example: Fall 2001)	College/Division:	Dept. (4 letters)*
EMC	430	Fall 2008	AS _____ JS X BT _____ EM _____ ED _____ PC _____ HS _____	SSEM
Credit Hrs.	Weekly Contact Hrs.		Repeatable Maximum No. of Hrs. _____	
3	Lecture 3	Laboratory _____	Other _____	
Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Cip Code (first two digits only) 51	
1	3	N	Class Restriction, if any: (undergraduate only)	
			FR _____	JR _____
			SO _____	SR _____
		Grading Information: Course is eligible for IP (in-progress grading) for: <u>Check all applicable</u>	FOR BANNER USE ONLY Date of data entry _____ Data entry person _____	
		Thesis _____		
		Internship _____		
		Independent Study _____		
		Practicum _____		

Co-Requisites and Prerequisites **See definitions on following page**

Co-Requisite(s): (List only co-requisites. See below for prerequisites and combinations.)

Course Prefix and No.	
Course Prefix and No.	

Prerequisite(s): (List prerequisites only. List combinations below. Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)

Course Prefix and No.	Departmental approval
Course Prefix and No.	
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	

Co-Requisite(s) and/or Prerequisite(s) Combination (Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)

Course Prefix and No.	
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	

Equivalent Course(s): (credit not allowed with; or formerly:)

Course Prefix and No.	
Course Prefix and No.	
Course Prefix and No.	

Proposed General Education Block: Please mark (X) in the appropriate Block or Blocks (e.g. – IVB(3) X).

Block I (9)	Block II (3)	Block III (6)	Block IV (6)	Block V (9)	Block VI (3)	Block VII (6)	Block VIII (6)
IA (3)	II (3)	IIIA (3)	IVA (3)	VA (3)	VI (3)	VII (3)	VIII (3)
IB (3)		IIIB (3)	IVB (3)	VB (3)		VII (3)	VIII (3)
IC (3)				VC (3)			

Eastern Kentucky University
EMERGENCY MEDICAL CARE PROGRAM
SYLLABUS

Course: EMC 430 Legal & Ethical Aspects of Emergency Services

Credit Hours: 3 Credit Hours

Course Description:

The Legal and Ethical Aspects of Emergency Services is designed to explore legal and ethical concepts in the emergency medical practice field. The development of Federal and State laws that define practices including, ADA, Ryan White Law and OSHA will be examined. The need for ethical professionals and professional ethics will be discussed in contemporaneous settings considering diversity, expanded health care settings, aging population, and others. Through research, discussion, case presentations and projects the goal of this course is to provide students with the ethical tools they can use to build understanding, resolve problems, and take advantage of their skills to improve the lot of patients, the community, and themselves.

Instructor: TBA
Dizney 225
Ph: (859) 622-1028
Email:

Text: Required:

Criss, Marbel. 2005. *Ethical dimensions in the health professions*. Philadelphia, PA: W. B. Saunders.

Student Learning Objectives:

Through discussion, presentations, case studies, and examinations, the student will demonstrate knowledge of:

1. Ethical issues facing the emergency care services;
2. Legal and ethical critical thinking in case studies;
3. The ethical decision-making process;
4. Application of ethical principles to patients and communities.

Evaluation:

All examinations or assignments will be due on the date assigned. Excused classroom examinations/assignments must be made up within one week. Late written work will be penalized. Final presentations will include all aspects of the course and will not exceed 20 minutes per student. Students will provide all AV presentation, lesson plans

and evaluation methods at the time of the final presentation. ECU Blackboard will be utilized and students must access Blackboard and student email accounts on a regular basis.

Grade Weighting:

Examinations:	20%
Presentations:	25%
Written assignments:	25%
Final:	25%

Grade Scale:

A = 90-100%
B = 80 – 89%
C = 70 – 79%
D = 60 – 69%
F = 0 – 59%

Student Progress:

Student progress will be evaluated after each assignment and or project. Students will be provided this progress in a timely fashion.

Attendance Policy.

Attendance is expected for all EMC courses. Student participation is expected.

Last Day to Withdraw:

To be inserted.

Disability Statement:

If you are registered with the Office of Services for Individuals with Disabilities, please make an appointment with the course instructor to discuss any academic accommodations you need. If you need academic accommodations and are not registered with the Office of Services for Individuals with Disabilities, please contact the Office directly either in person on the third floor of the Student Services Building, by email at disserv@eku.edu or by telephone at (859) 622-2933 V/TTY. Upon individual request, this syllabus can be made available in alternative forms.

Academic Integrity Policy:

Students are advised that EKU's Academic Integrity policy will be strictly enforced in this course. The Academic Integrity policy is available at www.academicintegrity.eku.edu. Questions regarding the policy may be directed to the Office of Academic Integrity.

Course Outline:

To be inserted.

Curriculum Change Form
(Present only one proposed curriculum change per form)
(Complete only the section(s) applicable.)

Part I

(Check one)	Department Name	Safety, Security & Emergency Management	
<input checked="" type="checkbox"/> New Course (Parts II, IV)	College	Justice & Safety	
<input type="checkbox"/> Course Revision (Parts II, IV)	*Course Prefix & Number	EMC 440	
<input type="checkbox"/> Course Dropped (Part II)	*Course Title (30 characters)	EMS Instruction	
<input type="checkbox"/> New Program (Part III)	*Program Title		
<input type="checkbox"/> Program Revision (Part III)		(Major ____, Option <u>X</u> __; Minor ____; or Certificate __)	
<input type="checkbox"/> Program Suspended (Part III)	*Provide only the information relevant to the proposal.		

Proposal Approved by:	<u>Date</u>		<u>Date</u>
Departmental Committee	11-19-2007	Graduate Council*	NA
<i>Is this a SACS Substantive Change? Yes**** <input type="checkbox"/> No <input checked="" type="checkbox"/></i>			
College Curriculum Committee	2-1-2008	Approved <input checked="" type="checkbox"/> Disapproved <input type="checkbox"/>	02/28/08
General Education Committee*	NA	Faculty Senate**	N/A
Teacher Education Committee*	NA	Board of Regents**	N/A
		Council on Postsecondary Edu.***	N/A

*If Applicable (Type NA if not applicable.)
**Approval needed for new, revised, or suspended programs
***Approval/Posting needed for new degree program or certificate program
****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.

Completion of A, B, and C is required: (Please be specific, but concise.)

A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)
Create a new course EMC 440

A. 2. Effective date: (Example: Fall 2001)
Fall 2008

A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)

B. The justification for this action:
Advisory Board recommendations and Graduate survey results indicate increased need for this area of study.

C. The projected cost (or savings) of this proposal is as follows:

Personnel Impact: Some additional texts will be added, and a minimal number of new journals requested. Current journal offerings will be reviewed so as to substitute the new journals for current journals with lesser need. In addition, students will be encouraged to make use of internet resources as much as possible to obtain additional reference material.

Operating Expenses Impact: The proposal will not necessitate an increase in operating expenses

Equipment/Physical Facility Needs: Existing facilities will be used.

Library Resources: Some additional texts will be added, and a minimal number of new journals requested. Current journal offerings will be reviewed so as to substitute the new journals for current journals with lesser need. In addition, students will be encouraged to make use of internet resources as much as possible to obtain additional reference material.

Part II. Recording Data for New, Revised, or Dropped Course

(For a **new required course**, complete a separate request for the appropriate program revisions.)

1. For a new course, provide the catalog text.
2. For a revised course, provide the current catalog text with the proposed text using ~~striethrough~~ for deletions and underlines for additions.
3. For a dropped course, provide the current catalog text.

New or Revised* Catalog Text

(*Use ~~striethrough~~ for deletions and underlines for additions. Also include Crs. Prefix, No., and description, limited to 35 words.)

EMC 440 EMS INSTRUCTION. (3) A. Prerequisite: departmental approval. Introduction to the principles involved in EMS adult learning. Roles, issues, domains of learning, and instruction models will be emphasized. Organization and planning for the EMS community including diverse learning populations and regulations.

Part IV. Recording Data for New or Revised Course (Record only **new** or **changed** course information.)

Course prefix (3 letters)	Course Number (3 Digits)	Effective Term (Example: Fall 2001)	College/Division:	Dept. (4 letters)*
EMC	440	FALL 2008	AS _____ JS X BT _____ EM _____ ED _____ PC _____ HS _____	SSEM
Credit Hrs.	Weekly Contact Hrs.		Repeatable Maximum No. of Hrs. _____	
3	Lecture 3	Laboratory _____	Other _____	
Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Cip Code (first two digits only) 51	
1	3	N	Class Restriction, if any: (undergraduate only)	
			FR _____	JR _____
			SO _____	SR _____
		Grading Information: Course is eligible for IP (in-progress grading) for: <u>Check all applicable</u>	FOR BANNER USE ONLY Date of data entry _____ Data entry person _____	
		Thesis _____		
		Internship _____		
		Independent Study _____		
		Practicum _____		

Co-Requisites and Prerequisites **See definitions on following page**

Co-Requisite(s): (List only co-requisites. See below for prerequisites and combinations.)

Course Prefix and No.	
Course Prefix and No.	

Prerequisite(s): (List prerequisites only. List combinations below. Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)

Course Prefix and No.	Departmental approval
Course Prefix and No.	
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	

Co-Requisite(s) and/or Prerequisite(s) Combination (Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)

Course Prefix and No.	
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	

Equivalent Course(s): (credit not allowed with; or formerly:)

Course Prefix and No.	
Course Prefix and No.	
Course Prefix and No.	

Proposed General Education Block: Please mark (X) in the appropriate Block or Blocks (e.g. – IVB(3) X).

Block I (9)	Block II (3)	Block III (6)	Block IV (6)	Block V (9)	Block VI (3)	Block VII (6)	Block VIII (6)
IA (3)	II (3)	IIIA (3)	IVA (3)	VA (3)	VI (3)	VII (3)	VIII (3)
IB (3)		IIIB (3)	IVB (3)	VB (3)		VII (3)	VIII (3)
IC (3)				VC (3)			

Eastern Kentucky University
EMERGENCY MEDICAL CARE PROGRAM
SYLLABUS

Course: EMC 440 EMS INSTRUCTION

Credit Hours: 3 Credit Hours

Course Description:

Introduction to the principles involved in EMS adult learning. Roles, issues, domains of learning, and instruction models will be emphasized. Organization and planning for the EMS community including diverse learning populations and regulations.

Instructor: Nancye Davis
Dizney 225
Ph: (859) 622-1028
Email: Nancye.Davis@eku.edu

Text: Required:

Cason, Debra, Ed. 2006. *Foundations of education: An EMS approach*.
National Association of EMS Educators. St. Louis: Mosby.

Course Objectives:

At the conclusion of the course, the student will be able to:

1. Identify state and federal resources for EMS educational programs and courses;
2. Describe methods that promote positive learning environments;
3. Create a lesson plan that utilizes a variety of teaching techniques;
4. Identify knowledge and behavioral examples for cognitive, psychomotor, and affective domains;
5. Write and evaluate objectives for each learning domain; and
6. Explain the importance of research to the EMS educator.

Evaluation:

All examinations or assignments will be due on the date assigned. Excused classroom examinations/assignments must be made up within one week. Late written work will be penalized. Final presentations will include all aspects of the course and will not exceed 20 minutes per student. Students will provide all AV presentation, lesson plans and evaluation methods at the time of the final presentation. EKU Blackboard will be utilized and students must access Blackboard and student email accounts on a regular basis.

Grade Weighting:

Examinations:	20%
Presentations:	25%
Written assignments:	25%
Final:	25%

Grade Scale:

A = 90-100%
B = 80 – 89%
C = 70 – 79%
D = 60 – 69%
F = 0 – 59%

Student Progress:

Student progress will be evaluated after each assignment and or project. Students will be provided this progress in a timely fashion.

Attendance Policy.

Attendance is expected for all EMC courses. Student participation is expected.

Last Day to Withdraw:

To be inserted.

Disability Statement:

If you are registered with the Office of Services for Individuals with Disabilities, please make an appointment with the course instructor to discuss any academic accommodations you need. If you need academic accommodations and are not registered with the Office of Services for Individuals with Disabilities, please contact the Office directly either in person on the third floor of the Student Services Building, by email at disserv@eku.edu or by telephone at (859) 622-2933 V/TTY. Upon individual request, this syllabus can be made available in alternative forms.

Academic Integrity Policy:

Students are advised that EKU's Academic Integrity policy will be strictly enforced in this course. The Academic Integrity policy is available at www.academicintegrity.eku.edu. Questions regarding the policy may be directed to the Office of Academic Integrity.

Course Outline:

Date	Subject	Assignment
	Introduction	Chapters 1-5 Participation in learning styles and research
	Attributes and Roles of EMS Educators	
	Adult Learning	
	Evaluation of Chapters 1-5 (Essay and Presentation)	
	Learning Environment, Domains of Learning	Chapters 6-8
	Goals and Objectives	
	Written evaluations due re: Goals and Objectives	
	Lesson Plans	Chapters 9-11
	Legal Issues	
	AV basics	
	Written Lesson Plan Due	
	Presentation of Lesson Plan using AV	
	EMS education in all domains	Chapters 12-13
	Using all tools	Chapters 14-18
	Written Assignment with topic, lesson plan, and detailed student assignment	
	Evaluation	Chapters 19-22
	Written Assignment Evaluation Due	
	Final Classroom Presentations	
	Administrative Issues	
	Regulations	

Fall or Spring Break dates will be inserted appropriately.

This schedule is subject to change. Students will be notified in a timely fashion of changes.

Curriculum Change Form
(Present only one proposed curriculum change per form)
(Complete only the section(s) applicable.)

Part I

(Check one)	Department Name	Safety, Security & Emergency Management
<input checked="" type="checkbox"/> New Course (Parts II, IV)	College	Justice & Safety
<input type="checkbox"/> Course Revision (Parts II, IV)	*Course Prefix & Number	EMC 489
<input type="checkbox"/> Course Dropped (Part II)	*Course Title (30 characters)	Introduction to Research Methods
<input type="checkbox"/> New Program (Part III)	*Program Title	Intro to Research Methods
<input type="checkbox"/> Program Revision (Part III)		(Major ____, Option <u>X</u> __; Minor ____; or Certificate ____)
<input type="checkbox"/> Program Suspended (Part III)	*Provide only the information relevant to the proposal.	

Proposal Approved by:	<u>Date</u>	<u>Date</u>
Departmental Committee	11-19-2007	Graduate Council* NA
<i>Is this a SACS Substantive Change? Yes**** <input type="checkbox"/> No <input checked="" type="checkbox"/></i>		
College Curriculum Committee	2-1-08	Council on Academic Affairs Approved <input checked="" type="checkbox"/> Disapproved _____
General Education Committee*	NA	02/2808
Teacher Education Committee*	NA	Faculty Senate** N/A
		Board of Regents** N/A
		Council on Postsecondary Edu.*** N/A

*If Applicable (Type NA if not applicable.)

**Approval needed for new, revised, or suspended programs

***Approval/Posting needed for new degree program or certificate program

****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.

Completion of A, B, and C is required: (Please be specific, but concise.)

A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)

Approve a new course EMC 489.

A. 2. Effective date: (Example: Fall 2001)

Fall 2008

A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)

B. The justification for this action:

Advisory Board recommendations and Graduate survey results indicate increased need for this area of study.

C. The projected cost (or savings) of this proposal is as follows:

Personnel Impact: Some additional texts will be added, and a minimal number of new journals requested. Current journal offerings will be reviewed so as to substitute the new journals for current journals with lesser need. In addition, students will be encouraged to make use of internet resources as much as possible to obtain additional reference material.

Operating Expenses Impact: The proposal will not necessitate an increase in operating expenses

Equipment/Physical Facility Needs: Existing facilities will be used.

Library Resources: Some additional texts will be added, and a minimal number of new journals requested. Current journal offerings will be reviewed so as to substitute the new journals for current journals with lesser need. In addition, students will be encouraged to make use of internet resources as much as possible to obtain additional reference material.

Part II. Recording Data for New, Revised, or Dropped Course

(For a **new required course**, complete a separate request for the appropriate program revisions.)

1. For a new course, provide the catalog text.
2. For a revised course, provide the current catalog text with the proposed text using ~~striethrough~~ for deletions and underlines for additions.
3. For a dropped course, provide the current catalog text.

New or Revised* Catalog Text

(*Use ~~striethrough~~ for deletions and underlines for additions. Also include Crs. Prefix, No., and description, limited to 35 words.)

EMC 489 Introduction to Research Methods. (3) A. Introduction to basic research methods for professionals in emergency services and public agency practitioners and educators. This includes foundational principles of statistical analyses and application, as well as human subjects protections.

Part IV. Recording Data for New or Revised Course (Record only **new** or **changed** course information.)

Course prefix (3 letters)	Course Number (3 Digits)	Effective Term (Example: Fall 2001)	College/Division:	Dept. (4 letters)*
EMC	489	Fall 2008	AS _____ JS X BT _____ EM _____ ED _____ PC _____ HS _____	SSEM
Credit Hrs.	Weekly Contact Hrs.		Repeatable Maximum No. of Hrs. _____	
3	Lecture 3	Laboratory _____	Other _____	
Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Cip Code (first two digits only) 51	
1	3	N	Class Restriction, if any: (undergraduate only)	
			FR _____	JR _____
			SO _____	SR _____
		Grading Information: Course is eligible for IP (in-progress grading) for: <u>Check all applicable</u>	FOR BANNER USE ONLY Date of data entry _____ Data entry person _____	
		Thesis _____		
		Internship _____		
		Independent Study _____		
		Practicum _____		

Co-Requisites and Prerequisites **See definitions on following page**

Co-Requisite(s): (List only co-requisites. See below for prerequisites and combinations.)

Course Prefix and No. _____

Course Prefix and No. _____

Prerequisite(s): (List prerequisites only. List combinations below. Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)

Course Prefix and No. _____

Course Prefix and No. _____

Test Scores _____

Minimum GPA (when a course grouping or student cumulative GPA is required) _____

Co-Requisite(s) and/or Prerequisite(s) Combination (Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)

Course Prefix and No. _____

Test Scores _____

Minimum GPA (when a course grouping or student cumulative GPA is required) _____

Equivalent Course(s): (credit not allowed with; or formerly:)

Course Prefix and No. _____

Course Prefix and No. _____

Course Prefix and No. _____

Proposed General Education Block: Please mark (X) in the appropriate Block or Blocks (e.g. – IVB(3) X).

Block I (9)	Block II (3)	Block III (6)	Block IV (6)	Block V (9)	Block VI (3)	Block VII (6)	Block VIII (6)
IA (3)	II (3)	IIIA (3)	IVA (3)	VA (3)	VI (3)	VII (3)	VIII (3)
IB (3)		IIIB (3)	IVB (3)	VB (3)		VII (3)	VIII (3)
IC (3)				VC (3)			

EMC 489

Introduction to Research Methods

CREDIT HOURS: 3

COURSE DESCRIPTION:

Introduction to basic research methods for professionals in emergency services and public agency practitioners and educators. This includes foundational principles of statistical analyses and application, as well as human subjects protections.

REQUIRED TEXTS:

Brown, L., Criss, E., Prasad, N., (2002). *An introduction to EMS research*. New Jersey: Prentice Hall.

Instructor: Sandy Hunter Ph. D., NREMT-P
Office: 225 Dizney
Phone: 622-1030
e-mail : sandy.hunter@eku.edu
Office Hours: By Appointment

Grade Evaluation:

Grading for this class will include the following:

APA exercises -----	10 %
Unit Exams -----	25 %
Data Analysis -----	15 %
Literature Review -----	30 %
Presentations -----	10 %
Classroom attendance and participation-----	10 %

TOTAL	100%

Letter Grade Scale:

90 - 100	=	A
80 - 89	=	B
70 - 79	=	C
60 - 69	=	D
0 - 59	=	F

COURSE OBJECTIVES:

At the conclusion of the course the student will be able to demonstrate knowledge of:

1. historical research in health care and EMS
2. fundamental research principles
3. descriptive statistics and means testing
4. processes for selecting a research question
5. literature reviews
 - a. discussion of commonly used statistical terms
 - b. discussion of commonly used statistical tests
6. routes to publication

Introduction: The introduction section will vary in length. However, it should be of sufficient length to convey the overall theme and purpose of the research.

Literature Review: The literature review section is a section that will tend to be long. This section is where a researcher will demonstrate a foundation for his or her intended research. This area will be as highly scrutinized as will be the methodology and statistical analyses of a research project. This section demonstrates the breadth of material that has been reviewed by the researcher prior to embarking on their research project.

Method: Due to the wide variety of possibility of choices, not all methods can be covered in this course. Research conducted in this class will primarily be "quantitative".

Note: a 5th edition APA reference guide is available for use in the main library at the research desk.

Presentations: Students will present their projects to the class. Each presentation shall last at least 10 minutes but no more than 30 minutes. Audiovisual equipment will be available for PowerPoint presentations. Students should pay particular attention to the project requirements and deadlines. The overall grade for the project will include a grade for the presentation.

Classroom Participation: Students are expected to review at least one EMS and or medical journal prior to each class meeting. Students will be required to discuss items found in those journals (and or other timely news events) at the beginning of each class session.

Progress Reports: Cumulative grades will be distributed following each project. This is usually done within one week of the due date for the project.

Snow
Schedule

Monday/Wednesday/Friday		Tuesday/Thursday	
Regular Class Period	Delay Class Period	Regular Class Period	Delay Class Period
8:00 – 8:50	10:00 – 10:40	8:00 – 9:15	10:00 – 11:00
9:05 – 9:55	10:50 – 11:30	9:30 – 10:45	11:10 – 12:10
10:10 – 11:00	11:40 – 12:20	11:00 – 12:15	12:20 – 1:20
11:15 – 12:05	12:30 – 1:10	12:30 – 1:45	1:30 – 2:30
12:20 – 1:10	1:20 – 2:00	2:00 – 3:15	2:40 – 3:40
1:25 – 2:15	2:10 – 2:50	3:30 – 4:45	3:50 – 4:50
2:30 – 3:20	3:00 – 3:40		
3:35 – 4:25	3:50 – 4:30		
4:40 – 5:30	4:40 – 5:20		
6:00	6:00	6:00	6:00

<u>Date</u>	<u>Subject</u>	<u>Reading Assignment</u>
	Introduction	☐ assign readings
	☐ <i>Last date to drop a course without a "W" or t register or add full semester courses</i>	
	Need for research Research process Ethics - basic considerations	☐ assign readings ☐ Chapters 1 - 2
	IRB - process and history APA list # 1 due	☐ Chapter 9 and hand-outs
	Choosing the research topic How to do literature reviews	☐ Chapters 2, 3 and 4 ☐ assign articles
	Reaction paper due discussions	☐
	Qualitative versus quantitative (review of articles) Literature reviews cont - (on-line versus hardcopy)	☐
	Discuss models of quantitative and qualitative in EMS Hypothesis formulation Information overload Introduction due APA list # 2 due	☐ Chapter 5 ☐ Chapter 6 ☐ Chapter 7
	Statistics - the language of researchers Review of hand-outs (evaluation of research) Significance testing	☐ hand-out (test/measures)
	<i>Last day to drop full-semester classes or to withdraw from the University</i>	☐
	Statistics - the language of researchers Review of hand-outs (evaluation of research) Significance testing Reaction paper due (EMS or medical related research article)	☐ handouts and Blackboard
	<i>Spring or Fall Break</i>	
	Sample sizes EMS sample sources Mail surveys versus, on-line or other methods <i>Pitfalls online - privacy</i>	☐ assign article
	Conducting a Pilot Study Discuss article	☐ Chapter 11
	Review of pilot data - Data collection continued Use of statistical software Data analysis -	☐ Chapter 12
	Data analysis - due	☐ Chapters 13 and 14
	Literature review (complete project) due	

Curriculum Change Form
(Present only one proposed curriculum change per form)
(Complete only the section(s) applicable.)

Part I

(Check one)	Department Name	Safety, Security & Emergency Management
<input type="checkbox"/> New Course (Parts II, IV)	College	Justice & Safety
<input type="checkbox"/> Course Revision (Parts II, IV)	*Course Prefix & Number	_____
<input type="checkbox"/> Course Dropped (Part II)	*Course Title (30 characters)	_____
<input type="checkbox"/> New Program (Part III)	*Program Title	Emergency Medical Care (B.S.)
<input checked="" type="checkbox"/> Program Revision (Part III)		(Major <u>X</u> , Option <u> </u> ; Minor <u> </u> ; or Certificate <u> </u>)
<input type="checkbox"/> Program Suspended (Part III)	*Provide only the information relevant to the proposal.	

Proposal Approved by:	<u>Date</u>		<u>Date</u>
Departmental Committee	11-19-2007	Graduate Council*	N/A
<i>Is this a SACS Substantive Change? Yes**** <input type="checkbox"/> No <input checked="" type="checkbox"/></i>		Council on Academic Affairs	
College Curriculum Committee	2-1-2007	Approved <input checked="" type="checkbox"/> Disapproved <input type="checkbox"/>	02/28/08
General Education Committee*	N/A	Faculty Senate**	03/03/08
Teacher Education Committee*	N/A	Board of Regents**	04/22/08
		Council on Postsecondary Edu.***	N/A

*If Applicable (Type NA if not applicable.)

**Approval needed for new, revised, or suspended programs

***Approval/Posting needed for new degree program or certificate program

****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.

Completion of A, B, and C is required: (Please be specific, but concise.)

A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)	Remove CHS 105 from the Program Requirements. Add a new option and new courses
A. 2. Effective date: (Example: Fall 2001)	Fall 2008
A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)	
B. The justification for this action:	Advisory Board recommendations and Graduate survey results indicate increased need for this area of study.
C. The projected cost (or savings) of this proposal is as follows:	<p>Personnel Impact: The action will soon require the addition of one full time faculty. The department has staff in place, at the moment, with the credentials to offer the degree program.</p> <p>Operating Expenses Impact: The proposal will not necessitate an increase in operating expenses</p> <p>Equipment/Physical Facility Needs: Existing facilities will be used.</p> <p>Library Resources: Some additional texts will be added, and a minimal number of new journals requested. Current journal offerings will be reviewed so as to substitute the new journals for current journals with lesser need. In addition, students will be encouraged to make use of internet resources as much as possible to obtain additional reference material.</p>

Part III. Recording Data for New, Revised, or Suspended Program

1. For a new program, provide the catalog description as being proposed.
2. For a revised program, provide the current program requirements using ~~strikethrough~~ for deletions and underlines for additions.
3. For a suspended program, provide the current program requirements as shown in catalog. List any options and/or minors affected by the program's suspension.

New or Revised* Program Text
(*Use strikethrough for deletions and <u>underlines</u> for additions)

.Emergency Medical Care (B.S.)

Core Requirements **50 ~~49~~ hours**
 EMC 104¹, 110⁶, 115², 200², 205¹, 212¹, 215¹, 225, 240, 310¹, 315¹, 320, 335, 340, 342, 352, 360², 362⁴, 400, 480;
~~CHS 105⁴~~

Support Course Requirements

Emergency Services Administration Option **36 hours**
ENG 300; EMC 420, 430, 440, 489; BIO 171, 301, 378¹; CHE 101/107¹ Lab, CHE102⁴; PSY 200, 308

Paramedic Clinical/FSE Option.....**36 hours**
 ENG 300; FSE 200, 225, 320, 400; BIO 171, 301, 378¹; CHE 101/107¹ Lab, 102⁴, PSY 200, 308

Paramedic/Science Option.....**36 hours**
 BIO 171, 121⁴, 273⁴, 301, 378¹; CHE 111/115¹ Lab, 112/116¹Lab, 361/366¹ Lab, 362/ 367¹Lab; PHY 131⁵

General Education Requirements**36 hours**
 Standard General Education program Refer to Part Four of this catalog for details on the General Education and University requirements.

Emergency Services Administration Option
 Excluding Blocks IVB, VB, and VIII (6 hours).

Paramedic Clinical/FSE Option
 Excluding Blocks IVB, VB, and VIII (6 hours).

Paramedic/Science Option
 Excluding Blocks IVA, IVB, and VIII (6 hours).

Free Electives**6 hours**

University Requirement.....**1 hour**
 JSO 100

Total Curriculum Requirements.....**128 hours**

Curriculum Change Form
(Present only one proposed curriculum change per form)
(Complete only the section(s) applicable.)

Part I

<input type="checkbox"/> (Check one) New Course (Parts II, IV)	Department Name	Safety, Security & Emergency Management	
<input type="checkbox"/> Course Revision (Parts II, IV)	College	Justice & Safety	
<input checked="" type="checkbox"/> Course Dropped (Part II)	*Course Prefix & Number	EMC 115	
<input type="checkbox"/> New Program (Part III)	*Course Title (30 characters)	Basic Clinical/Field Experience	
<input type="checkbox"/> Program Revision (Part III)	*Program Title		
<input type="checkbox"/> Program Suspended (Part III)	(Major <input checked="" type="checkbox"/> , Option ___; Minor ___; or Certificate ___)		
*Provide only the information relevant to the proposal.			

Proposal Approved by:	<u>Date</u>		<u>Date</u>
Departmental Committee	11-19-2007	Graduate Council*	NA
<i>Is this a SACS Substantive Change? Yes**** <input type="checkbox"/> No <input checked="" type="checkbox"/></i>			
College Curriculum Committee	2-1-2007	Council on Academic Affairs	
General Education Committee*	NA	Approved <input checked="" type="checkbox"/> Disapproved ___	02/28/08
Teacher Education Committee*	NA	Faculty Senate**	N/A
		Board of Regents**	N/A
		Council on Postsecondary Edu.***	N/A

*If Applicable (Type NA if not applicable.)
**Approval needed for new, revised, or suspended programs
***Approval/Posting needed for new degree program or certificate program
****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.

Completion of A, B, and C is required: (Please be specific, but concise.)

A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)
Change the pre-requisite

A. 2. Effective date: (Example: Fall 2001)
Fall 2008

A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)

B. The justification for this action:
EMT-Basic certification is required by Kentucky Regulations for these activities.

C. The projected cost (or savings) of this proposal is as follows:

Personnel Impact: None

Operating Expenses Impact: None

Equipment/Physical Facility Needs: None

Library Resources: None

Part II. Recording Data for New, Revised, or Dropped Course

(For a **new required course**, complete a separate request for the appropriate program revisions.)

1. For a new course, provide the catalog text.
2. For a revised course, provide the current catalog text with the proposed text using ~~striethrough~~ for deletions and underlines for additions.
3. For a dropped course, provide the current catalog text.

New or Revised* Catalog Text

(*Use ~~striethrough~~ for deletions and underlines for additions. Also include Crs. Prefix, No., and description, limited to 35 words.)

EMC 115 Basic Clinical/Field Experience. (2) I, II, A. Prerequisite: ~~EMC 110~~. Department Approval and Certified EMT-Basic. Minimum of 64 hours supervised hospital emergency department and prehospital emergency care ambulance clinical experience. Preceptor evaluates basic life support knowledge and skills.

Part IV. Recording Data for New or Revised Course (Record only **new** or **changed** course information.)

Course prefix (3 letters)	Course Number (3 Digits)	Effective Term (Example: Fall 2001)	College/Division:	Dept. (4 letters)*
EMC	115	Fall 2008	AS _____ JS X BT _____ EM _____ ED _____ PC _____ HS _____	SSEM
Credit Hrs.	Weekly Contact Hrs.		Repeatable Maximum No. of Hrs. _____	
	Lecture _____ Laboratory _____ Other _____		Cip Code (first two digits only)	
Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)	
			FR _____ JR _____ SO _____ SR _____	
		Grading Information: Course is eligible for IP (in-progress grading) for: <u>Check all applicable</u>	FOR BANNER USE ONLY Date of data entry _____ Data entry person _____	
		Thesis _____		
		Internship _____		
		Independent Study _____		
		Practicum _____		

Co-Requisites and Prerequisites **See definitions on following page**

Co-Requisite(s): (List only co-requisites. See below for prerequisites and combinations.)

Course Prefix and No.	
Course Prefix and No.	

Prerequisite(s): (List prerequisites only. List combinations below. Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)

Course Prefix and No.	EMC 110
Course Prefix and No.	Department Approval and Certified EMT-Basic
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	

Co-Requisite(s) and/or Prerequisite(s) Combination (Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)

Course Prefix and No.	
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	

Equivalent Course(s): (credit not allowed with; or formerly:)

Course Prefix and No.	
Course Prefix and No.	
Course Prefix and No.	

Proposed General Education Block: Please mark (X) in the appropriate Block or Blocks (e.g. – IVB(3) X).

Block I (9)	Block II (3)	Block III (6)	Block IV (6)	Block V (9)	Block VI (3)	Block VII (6)	Block VIII (6)
IA (3)	II (3)	IIIA (3)	IVA (3)	VA (3)	VI (3)	VII (3)	VIII (3)
IB (3)		IIIB (3)	IVB (3)	VB (3)		VII (3)	VIII (3)
IC (3)				VC (3)			



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College of Justice & Safety – A Program of Distinction

Department of Safety, Security & Emergency Management


Assets Protection
Emergency Medical Care
Fire & Safety Engineering Technology
Safety, Security & Emergency Management Graduate Program
Traffic Safety Institute

250 Stratton Building
521 Lancaster Avenue
Richmond, KY 40475-3102
Phone: 859-622-1009
Fax: 859-622-6548

MEMORANDUM

To: Dr. Janna Vice, Interim Associate Provost

Via: Dr. Allen Ault, Dean
College of Justice and Safety

From: 
Larry R. Collins, Chair
Safety, Security and Emergency Management

Date: Wednesday, March 05, 2008

Re: Justification for Revision to FSE Curriculum for Part I. C on curriculum change form concerning the CAA meeting February 28, 2008

Justification for Revision to FSE Curriculum for Part I. C on curriculum change form for the CAA meeting February 28, 2008

(Operating Expenses Impact)

The FSE program faculty in cooperation with their advisory committees consisting of alumni and working professionals in the discipline conducted a thorough analysis of the FSE curriculum and after considerable deliberation brought forth significant revisions to the options within the FSE program. The option in Safety and Industrial Relations was dropped and the Industrial Safety and Risk Management option was strengthened by the addition of three new classes deemed necessary by the FSE faculty and advisory committee members. Modern safety managers spend a great deal of their time working with biomechanics to solve potential repetitive motion injuries and cumulative trauma disorders. One of our advisory board members from Toyota stressed the need for more knowledge and skill in this area to better prepare our graduates for work with Toyota. Toyota Motor Manufacturing is in the process of providing significant funding to enable the FSE program to establish a full scale center for automotive manufacturing ergonomics, testing, and research. We toured a similar Honda supported facility recently and Toyota is excited about partnering with us on this project that will be a “win-win” for both our organizations.

Based upon suggestions from our advisory committee, two additional classes were added to improve the Fire, Arson and Explosion Investigation option and support our self-study to obtain accreditation from the International Fire Service Accreditation Congress. We are able to offer these additional classes because Dean Ault has invested Program of Distinction dollars in two additional faculty lines to support the online FSE undergraduate program. Online course development for the FSE online undergraduate program is nearly complete which will enable the FSE program to significantly reduce the number of overloads and allow us to offer these classes in-load. The revenue from the tuition dollars will more than pay for the additional lines required to deliver the program. This is already the case in the Master's program that started with the summer 2006 semester. The FSE online program began with the fall 2007 semester and already has 99 students. The university will accomplish its mission of graduating students and provide a positive return on the POD investment. Please see the attached analysis indicating how the proposed curriculum revisions can be supported with the existing faculty.

Classes offered by Term

<i>FSE 101</i>	<i>Fall/Spring</i>
<i>FSE 120</i>	<i>Fall/Spring</i>
<i>FSE 200</i>	<i>Fall/Spring</i>
<i>FSE 201</i>	<i>Fall/Spring</i>
<i>FSE 221</i>	<i>Fall/Spring</i>
<i>FSE 223</i>	<i>Fall/Spring</i>
<i>FSE 225</i>	<i>Fall/Spring</i>
<i>FSE-230</i>	<i>Fall</i>
<i>FSE 250</i>	<i>Fall/Spring</i>
<i>FSE 300</i>	<i>Fall/Spring</i>
<i>FSE 305</i>	<i>Fall/Spring</i>
<i>FSE 320</i>	<i>Fall/Spring</i>
<i>FSE 322</i>	<i>Fall/Spring</i>
<i>FSE 349</i>	Fall/Spring/Summer (Larry Collins Assignment)
<i>FSE 350</i>	<i>Fall</i>
<u><i>FSE 355</i></u>	<i>Fall</i>
<i>FSE 360</i>	<i>Spring</i>
<i>FSE 361</i>	<i>Fall/Spring</i>
<i>FSE 362</i>	<i>Spring</i>
<i>FSE 365</i>	<i>Fall</i>
<i>FSE 366</i>	<i>Spring</i>
<i>FSE 367</i>	<i>Fall</i>
<i>FSE 370</i>	<i>Fall</i>
<i>FSE 375</i>	<i>Fall</i>
<u><i>FSE 379</i></u>	<i>Spring</i>
<u><i>FSE 380</i></u>	<i>Spring</i>
<u><i>FSE 390</i></u>	<i>Fall</i>
<u><i>FSE 400</i></u>	<i>Spring</i>
<i>FSE 410</i>	<i>Fall</i>



<i>FSE 412</i>	<i>Spring</i>
<i>FSE 420</i>	<i>Spring</i>
<i>FSE 425</i>	<i>Spring</i>
<i>FSE 430</i>	<i>Fall</i>
<i>FSE 450</i>	<i>Spring 09 then Fall 09 continuous</i>
<i>FSE 490</i>	<i>Spring</i>
<i>FSE 495</i>	<i>Fall</i>
<i>FSE 499</i>	<i>Fall/Spring</i>

<i>On-line</i>	<i>Fall/Spring</i>
<i>On-line</i>	<i>Fall/Spring</i>
<i>On-line</i>	<i>Fall/Spring</i>
<i>Online</i>	<i>Fall/Spring</i>

Results Per Term

29 classes in the fall for a total of 86 credit hours

29 classes in the spring for a total of 86 credit hours

Faculty Load Assignments

6 professors at 12 hours per semester	24 classes/72 hours
1 professor at 6 hours per semester	2 classes/6 hours (balance of load in SSE graduate program)
1 professor at 9 hours/quarter release	3 classes at 9 hours (1/4 re-assignment as FSE Coordinator)
Total:	29 classes/87 credit hours



Curriculum Change Form
(Present only one proposed curriculum change per form)
(Complete only the section(s) applicable.)

Part I

(Check one)	Department Name	Safety, Security & Emergency Management	
X New Course (Parts II, IV)	College	Justice & Safety	
Course Revision (Parts II, IV)	*Course Prefix & Number	FSE 355	
Course Dropped (Part II)	*Course Title (30 characters)	Fire Dynamics	
New Program (Part III)	*Program Title		
Program Revision (Part III)		(Major __, Option __; Minor __; or Certificate __)	
Program Suspended (Part III)	*Provide only the information relevant to the proposal.		

Proposal Approved by:	<u>Date</u>		<u>Date</u>
Departmental Committee	1-26-08	Graduate Council*	N/A
<i>Is this a SACS Substantive Change? Yes****</i> <input type="checkbox"/>		<i>No</i> <input checked="" type="checkbox"/>	
College Curriculum Committee	2-1-2008	Council on Academic Affairs	
General Education Committee*	N/A	Approved <input checked="" type="checkbox"/> Disapproved <input type="checkbox"/>	02/28/08
Teacher Education Committee*	N/A	Faculty Senate**	N/A
		Board of Regents**	N/A
		Council on Postsecondary Edu.***	N/A

*If Applicable (Type NA if not applicable.)
**Approval needed for new, revised, or suspended programs
***Approval/Posting needed for new degree program or certificate program
****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.

Completion of A, B, and C is required: (Please be specific, but concise.)

A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)
Approve a new course FSE 355

A. 2. Effective date: (Example: Fall 2001)
Fall 2008

A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)

B. The justification for this action:
Based upon data collected by the fse faculty from an advisory group consisting of employers and program alums, the safety and industrial relations option is being dropped and the industrial safety and risk management (ISRM) option is being revised. The new ISRM option incorporates the best of both options and adds new courses suggested by the advisory group. These changes were unanimously approved by the program faculty at the annual retreat.

C. The projected cost (or savings) of this proposal is as follows:

Personnel Impact: None

Operating Expenses Impact: None

Equipment/Physical Facility Needs: Existing Facilities will be utilized.

Library Resources: None

Part II. Recording Data for New, Revised, or Dropped Course

(For a **new required course**, complete a separate request for the appropriate program revisions.)

1. For a new course, provide the catalog text.
2. For a revised course, provide the current catalog text with the proposed text using ~~striethrough~~ for deletions and underlines for additions.
3. For a dropped course, provide the current catalog text.

New or Revised* Catalog Text

(*Use ~~striethrough~~ for deletions and underlines for additions. Also include Crs. Prefix, No., and description, limited to 35 words.)

FSE 355 Fire Dynamics. (3). A. Prerequisites: FSE 120 and MAT 107 and CHE 101. An introduction to fire-related measurement techniques, advanced fire and combustion concepts and associated terminology. This course includes basic numerical methods for understanding fire dynamics.

Part IV. Recording Data for New or Revised Course (Record only **new** or **changed** course information.)

Course prefix (3 letters)	Course Number (3 Digits)	Effective Term (Example: Fall 2001)	College/Division:	Dept. (4 letters)*
FSE	355	Fall 2008	AS _____ JS X BT _____ EM _____ ED _____ PC _____ HS _____	SSEM
Credit Hrs.	Weekly Contact Hrs.		Repeatable Maximum No. of Hrs. _____	
3	Lecture 3	Laboratory _____ Other _____	Cip Code (first two digits only) 43	
Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)	
1	3	N	FR _____ JR _____ SO _____ SR _____	
		Grading Information: Course is eligible for IP (in-progress grading) for: <u>Check all applicable</u>	FOR BANNER USE ONLY Date of data entry _____ Data entry person _____	
		Thesis _____		
		Internship _____		
		Independent Study _____		
		Practicum _____		

Co-Requisites and Prerequisites **See definitions on following page**

Co-Requisite(s): (List only co-requisites. See below for prerequisites and combinations.)

Course Prefix and No.	
Course Prefix and No.	

Prerequisite(s): (List prerequisites only. List combinations below. Use **“and”** and **“or”** literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)

Course Prefix and No.	FSE 120 and MAT 107 and CHE 101
Course Prefix and No.	

Test Scores

Minimum GPA (when a course grouping or student cumulative GPA is required)

Co-Requisite(s) and/or Prerequisite(s) Combination (Use **“and”** and **“or”** literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)

Course Prefix and No.	
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	

Equivalent Course(s): (credit not allowed with; or formerly:)

Course Prefix and No.	
Course Prefix and No.	
Course Prefix and No.	

Proposed General Education Block: Please mark (X) in the appropriate Block or Blocks (e.g. – IVB(3) X).

Block I (9)	Block II (3)	Block III (6)	Block IV (6)	Block V (9)	Block VI (3)	Block VII (6)	Block VIII (6)
IA (3)	II (3)	IIIA (3)	IVA (3)	VA (3)	VI (3)	VII (3)	VIII (3)
IB (3)		IIIB (3)	IVB (3)	VB (3)		VII (3)	VIII (3)
IC (3)				VC (3)			

FIRE AND SAFETY ENGINEERING TECHNOLOGY

SYLLABUS

Course: FSE-355 (3 credit hours)

Course Title: Fire Dynamics

Instructor:

Course Description:

This course introduces students to advanced fire and combustion concepts and associated terminology. The course includes basic numerical methods for understanding fire dynamics phenomena. An introduction to fire-related measurement techniques for temperature and heat fluxes will be presented. Students will develop an understanding of fire dynamics within compartments, including compartment fire behavior, pre- and post-flashover conditions and heat release curves. Mathematical analysis, including computer fire models, will be utilized in analyzing and understanding compartment fire dynamics.

Textbook:

1. An Introduction to Fire Dynamics; Drysdale, Dougal 2nd edition.

Related Texts:

1. Principles of Fire Behavior Current Edition; Quintiere, James G.
2. Fire Protection Handbook, 20th Edition; National Fire Protection Association.
3. Principles of Fire Protection Chemistry, 3rd Edition; Friedman, Raymond

Course Objectives:

Upon completion of this course, the participant will be able to:

1. Define and use advanced terms and concepts associated with the chemistry and dynamics of fire.
2. Define and describe the development of fire in a compartment.
3. Introduce fire-related measurement techniques.
4. Quantify and analyze fire dynamics phenomena, including compartment fire behavior.
5. Utilize current computer modeling programs to plot the growth of a fire in a compartment

Course Methodology:

Lecture; classroom discussion on a meaningful level; individual and limited group participation. Pertinent audio-visual media will be utilized as possible. Students will complete all reading and related assignments and be fully and adequately prepared to discuss salient points of these in subsequent class sessions.

House Rules:

Smoking in University Buildings is not permitted. Food, refreshments, soft drinks, is not permitted in classrooms or academic areas.

Student Materials:

Each participant in the class should have and bring with them for each class meeting a calculator, a copy of the SI and General Conversion Chart from the NFPA Handbook.

GENERAL TEST INFORMATION:

There will be a minimum of three (3) tests during the semester, and a final exam. There may also be unannounced quizzes. The type of questions utilized may include, but are not limited to, the following:

- True/False
- Multiple Choice
- Completion of Short Answer
- Sequence or Matching
- Essay

The content of the written evaluations will include all assigned materials, which include information, found in the text and related texts, handouts, lecture materials, and other special assignments included as a part of the class activities.

Missed Tests: **If a student misses a test without a valid excuse (the validity of the excuse will be determined within the sole discretion of the professor), the student may be permitted to make up the test - but will be assessed a penalty of 10% or more. Missed test will be made up during the week of final examinations.**

NOTE:

1. All assignments are to be turned in on time. A letter grade will be deducted for each calendar day the assignment is late. Assignments will be placed on the desk, prior to the start of class. All assignments turned in after the start of class is considered late.
2. 20% of the total points possible will be deducted for each day that the assignment is late. Assignments that are more than 6 days late will not be graded; a zero (0) will be assigned for that assignment.
3. Drawings are not to be rolled; they should be left flat to facilitate grading.
4. Drawings will be assigned a 10-point value.
5. Review assignments will be assigned a total number of points based on the number of problems contained in the assignment.
6. Tests will be taken on the day and time announced. No make-up tests will be given.

GRADING:

1. Any student that has equipment checked-out, lost, or damaged will not be assigned a final grade for the course until the equipment is returned or replaced.
2. Grades will be determined by straight percentage, with no curve.

3. Assignments, quizzes, and tests will be averaged separately, and then the average of the three will be utilized to determine final grades.
4. Grading Scale
 - A = 90 – 100 %
 - B = 80 – 89 %
 - C = 70 – 79 %
 - D = 60 – 69 %
 - F = less than 60%

Mid-Term Grades: Mid-term grades will be assigned and provided to those individuals that have a “D” or “F” at midterm. The grades will be provided in writing, and be distributed after class during the last class period during midterm week. For those that have a grade of “C” or better at midterm, they will be provided with notification that they are passing at this time.

Extra Assistance

In the event a student requires extra help or assistance with a problem, please feel free to:

- A. Schedule an appointment, at the end of class.
- B. Call the office to schedule an appointment.
- C. Stop by the office to see if I can assist you at that time. If you stop by without a scheduled appointment you may not always be assisted due to other responsibilities.

ATTENDANCE:

Regular attendance is recommended and essential for successful completion of this course. In accordance with University Attendance Policy, students with an absenteeism rate of or exceeding 20% of the total class meetings will automatically receive a letter grade of “F”.

HOUSE RULES:

Smoking in University Buildings is not permitted, Food, Refreshments, Soft Drinks, is not permitted in classrooms or academic areas.

The following information pertaining to academic dishonesty issues was downloaded from [http://www. www.academicintegrity.eku.edu/](http://www. <u>www.academicintegrity.eku.edu/</u>)

Academic integrity is a fundamental value for the Eastern Kentucky University community of students, faculty, and staff. It should be clearly understood that academic dishonesty is not tolerated and incidents of it will have serious consequences. Anyone who knowingly assists in any form of academic dishonesty shall be considered as responsible as the student who accepts such assistance and shall be subject to the same sanctions. Academic dishonesty can occur in different forms, some of which include cheating, plagiarism, and fabrication.

Student with Disabilities

If you are registered with the Office of Service for Individuals with Disabilities, please make an appointment with the course instructor to discuss any academic accommodations you need. If you need academic accommodations and are not registered with the Office of Services for Individuals with Disabilities, please contact the Office directly either in person on the first floor of the Turley House or by Telephone at (859)-622-1500 V/TTY. Upon individual request, this syllabus can be made available in alternative forms.

Extra Assistance:

1. In the event a student requires extra help or assistance with a problem, please feel free to:
 - a. Leave an E-Mail message with your question or a description of the type of assistance needed and I will respond as soon as possible.
 - b. Stop by the office to see if I can assist you at that time. If you stop by without a scheduled appointment you may not always be assisted do to other responsibilities.
 - c. Schedule an appointment, at the end of class.
 - d. Call the office to schedule an appointment.
 - e. No Appointments, phone calls, or drop in visits will be scheduled or allowed **30 minutes** prior to the start of class. This will allow me time to gather my notes and other required materials, your assistance will be appreciated.

Topical Outline:

Part I. Review of Fundamentals of Chemistry

- A. Units of Measure
 - 1. Metric System
 - 2. Calculations
- B. Atoms and Elements
 - 1. Mixtures
 - 2. Atoms and Molecules
 - 3. Electrons
- C. Chemical Reactions
 - 1. The Chemical Equation
 - 2. Reaction Types
 - 3. Energy Changes from Reactions
 - 4. Combustion Reactions

Part II Combustion Principles

- A. Fire and the Physical States of Matter
 - 1. Solids
 - 2. Liquids
 - 3. Gases
- B. Heat and its Effects
 - 1. Heat Capacities and Properties
 - 2 Heat Transfer
 - 3. Heat (Energy) Sources and the relationship to ignition
- C. Solids- Properties and burning characteristics
 - 1. Combustion Properties
 - 2. Ordinary Combustibles
 - 3. Metals
 - 4. Combustible Dusts
- D. Liquids
 - 1. Properties
 - 2. Combustion Properties
- E. Gases
 - 1. Gas Laws
 - 2. Properties
 - 3. Combustion Properties
- F. Basic Flame and Extinguishment Facts
 - 1. Properties of Flames
 - 2. Combustion Properties
 - 3. Fire Triangle and Tetrahedron
- G. Computer Fire Models

Curriculum Change Form
(Present only one proposed curriculum change per form)
(Complete only the section(s) applicable.)

Part I

(Check one)	Department Name	Safety, Security & Emergency Management
X New Course (Parts II, IV)	College	Justice & Safety
Course Revision (Parts II, IV)	*Course Prefix & Number	FSE 379
Course Dropped (Part II)	*Course Title <small>(30 characters)</small>	Construction Safety
New Program (Part III)	*Program Title	
Program Revision (Part III)	(Major __, Option __; Minor __; or Certificate __)	
Program Suspended (Part III)	*Provide only the information relevant to the proposal.	

Proposal Approved by:	<u>Date</u>	
Departmental Committee	1-26-2008	Graduate Council*
<i>Is this a SACS Substantive Change? Yes****</i> <input type="checkbox"/> <i>No</i> <input checked="" type="checkbox"/>		Council on Academic Affairs
College Curriculum Committee	2-1-2008	Approved <input checked="" type="checkbox"/> Disapproved <input type="checkbox"/>
General Education Committee*	NA	Faculty Senate**
Teacher Education Committee*	NA	Board of Regents**
		Council on Postsecondary Edu.***
		Date
		NA
		02/28/08
		NA
		NA
		NA

*If Applicable (Type NA if not applicable.)
**Approval needed for new, revised, or suspended programs
***Approval/Posting needed for new degree program or certificate program
****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.

Completion of A, B, and C is required: (Please be specific, but concise.)

A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)
Approve a new course FSE 379

A. 2. Effective date: (Example: Fall 2001)
Fall 2008

A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)

B. The justification for this action:
Based upon data collected by the FSE faculty from an advisory group consisting of employers and program alums, the safety and industrial relations option is being dropped and the industrial safety and risk management (ISRM) option is being revised. The new ISRM option incorporates the best of both options and adds new courses suggested by the advisory group. These changes were unanimously approved by the program faculty at the annual retreat.

C. The projected cost (or savings) of this proposal is as follows:

Personnel Impact: None

Operating Expenses Impact: None

Equipment/Physical Facility Needs: Existing Facilities will be utilized.

Library Resources: None

Part II. Recording Data for New, Revised, or Dropped Course

(For a **new required course**, complete a separate request for the appropriate program revisions.)

1. For a new course, provide the catalog text.
2. For a revised course, provide the current catalog text with the proposed text using ~~striethrough~~ for deletions and underlines for additions.
3. For a dropped course, provide the current catalog text.

New or Revised* Catalog Text

(*Use ~~striethrough~~ for deletions and underlines for additions. Also include Crs. Prefix, No., and description, limited to 35 words.)

FSE 379: CONSTRUCTION SAFETY. (3) A. Prerequisite: FSE 362 An in-depth analysis the Federal and Commonwealth of Kentucky's OSHA requirements for construction safety.

Part IV. Recording Data for New or Revised Course (Record only **new** or **changed** course information.)

Course prefix (3 letters)	Course Number (3 Digits)	Effective Term (Example: Fall 2001)	College/Division:	Dept. (4 letters)*
FSE	379	Fall 2008	AS _____ JS X BT _____ EM _____ ED _____ PC _____ HS _____	SSEM
Credit Hrs.	Weekly Contact Hrs.		Repeatable Maximum No. of Hrs. _____	
3	Lecture 3	Laboratory _____ Other _____	Cip Code (first two digits only) 43	
Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)	
1	3	N	FR _____ JR _____ SO _____ SR _____	
		Grading Information: Course is eligible for IP (in-progress grading) for: <u>Check all applicable</u>	FOR BANNER USE ONLY Date of data entry _____ Data entry person _____	
		Thesis _____		
		Internship _____		
		Independent Study _____		
		Practicum _____		

Co-Requisites and Prerequisites **See definitions on following page**

Co-Requisite(s): (List only co-requisites. See below for prerequisites and combinations.)

Course Prefix and No.	
Course Prefix and No.	

Prerequisite(s): (List prerequisites only. List combinations below. Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)

Course Prefix and No.	FSE 362
Course Prefix and No.	
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	

Co-Requisite(s) and/or Prerequisite(s) Combination (Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)

Course Prefix and No.	
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	

Equivalent Course(s): (credit not allowed with; or formerly:)

Course Prefix and No.	
Course Prefix and No.	
Course Prefix and No.	

Proposed General Education Block: Please mark (X) in the appropriate Block or Blocks (e.g. – IVB(3) X).

Block I (9)	Block II (3)	Block III (6)	Block IV (6)	Block V (9)	Block VI (3)	Block VII (6)	Block VIII (6)
IA (3)	II (3)	IIIA (3)	IVA (3)	VA (3)	VI (3)	VII (3)	VIII (3)
IB (3)		IIIB (3)	IVB (3)	VB (3)		VII (3)	VIII (3)
IC (3)				VC (3)			

FIRE & SAFETY ENGINEERING TECHNOLOGY

COURSE SYLLABUS

COURSE: FSE 379

COURSE TITLE: CONSTRUCTION SAFETY

INSTRUCTOR: Michael S. Schumann, J.D., PhD.
Professor
Department of Loss Prevention & Safety
College of Justice & Safety
Office: 211 Stratton
Office Telephone: (859) 622-5932 or 1051
E-mail: michael.schumann@eku.edu

COURSE DESCRIPTION:

FSE 379: CONSTRUCTION SAFETY

Prerequisites: FSE 362

An in-depth analysis the Federal and Commonwealth of Kentucky's OSH requirements for construction safety.

TEXTBOOKS:

1. OSHA STANDARDS FOR THE CONSTRUCTION INDUSTRY; 29 CFR 1926

Can be purchased through the OSHA Training Institute Education Center Continuing Education & Outreach, Eastern Kentucky University; or the University Bookstore.

2. Construction Safety, 2nd Edition, by Jimmie W. Hinze

SUPPLEMENTAL READINGS:

May be assigned in class.

COURSE OBJECTIVES:

Upon completion of this course, students will be able to:

1. Examine in-depth the regulations for construction safety in the U.S. using 29 CFR 1926.
2. Understand and utilize the specific terminology used in construction safety.

3. Demonstrate a full understanding of the key concepts under the subparts of 29 CFR 1926 and its relationship to 29 CFR 1910.
4. Review and synthesize selected case decisions in construction safety.
5. Demonstrate a complete understand of the multi-employer policy of OSHA, which holds the various types of contractors/subcontractors responsible for safety on the job site.
6. Understand and articulate the new emphasis on Residential Construction safety and the changes made under the new Emphasis Program.
7. Utilize the OSHA web site for specific research projects, including the various subparts of the standards, and especially administrative appeals and interpretation letters.
8. Perform selected legal research and write briefs on selected issues, using critical thinking and analysis, as well as a selected written construction safety program on a selected topic.

COURSE OUTLINE:

Foundations of Construction Safety 29 CFR 1926 and the OSH Act

Trends in Construction Safety

Multi-employer Citation Policy

Construction Partnerships

Hispanic workers and related issues

Focused Inspections

Residential Construction Issues

Construction Standards

Subpart A - General

Subpart B - General Interpretations

Subpart C - General Safety & Health Provisions

Subpart D - Occupational & Environmental Controls

Subpart E - PPE

Subpart F - Fire Protection & Prevention

Subpart G - Signs, Signals & Barricades

Subpart H - Material Handling, Storage, Use and Disposal

Subpart I - Tools - hand and power

Subpart J - Welding & Cutting

Subpart K - Electrical

Subpart L - Scaffolds

Subpart M - Fall Protection

Subpart N - Cranes, Derricks, Hoists, Elevators & Conveyors

Subpart O - Motor Vehicles, Mechanized Equipment & Marine Operations

Subpart P - Excavations

Subpart Q - Concrete & Masonry Construction
Subpart R - Steel Erection
Subpart T - Demolition
Subpart U - Blasting and Explosives
Subpart V - Power Transmission & Distribution
Subpart W - Rollover Protective Structures: Overhead protection
Subpart X - Stairways and Ladders

COURSE METHODOLOGY:

Lecture: Classroom discussion on a meaningful level with individual and group participation. Students will complete all reading and related assignments and will be fully and adequately prepared to discuss salient points in subsequent class sessions.

COURSE REQUIREMENTS:

There will be at least two (2) major written examinations. The exams may consist of short answer, multiple choice, matching, essay or/and true/false questions from topics covered in the lecture, assigned readings and handouts. There will also likely be quizzes to help the students determine whether they understand the basic theories and concepts introduced in class.

GRADING:

A= 90% and above
B=80 - 89%
C=70 - 79%
D=60 - 69%
F=59% and below

OTHER REQUIREMENTS:

Course requirements, in addition to the above-mentioned, may include a research paper, class project, abstracts or other instructor prescribed materials. The class size, instructor's schedule, and other influence require consideration for the determination of course methodology and requirements. The evaluation scheme and grading procedures for this class will be discussed during the initial class meeting.

STUDENT PROGRESS:

Students will be notified in writing, at the mid-point of the course. Grades and/or progress provided will include "Passing", "D", and "F".

MISSED AND LATE ASSIGNMENTS:

Missed or late assignments will NOT be accepted by the instructor, unless prior approval has been obtained from the instructor. Therefore, if the student fails to turn in an assignment without the prior approval of the instructor no credit will be given for the assignment. The instructor reserves the sole right to determine what grounds constitutes a reasonable excuse for missing or submitting a late work assignment, the right to require the student to submit proper verification of such excuse, and the right to substitute or add additional assignments in lieu of late or missed assignments.

ATTENDANCE POLICY:

The University Attendance Policy of 20% will be maintained. Students missing more than twenty percent of the classes without authorization from the instructor will receive an “F” for the final grade.

ACADEMIC HONESTY POLICY:

Eastern Kentucky University faculty and students are bound by the simple principal of engaging in truth and honesty, which are recognized as fundamental to a community of teachers, students and scholars. The University expects that students will honor this commitment and that the faculty will honor and enforce these principles which contribute to the foundation upon which quality education is built. With this premise, the University affirms that it will not tolerate academic dishonesty. This includes, but is not limited to, plagiarism and cheating.

Plagiarism is defined as the act of presenting ideas, words, or organization of a source (published or not) as if they were one’s own, without acknowledgement of that source. All quoted material must be in quotation marks, and all paraphrases, quotations, significant ideas, and organization must be acknowledged by footnotes or by some other form of documentation acceptable to the instructor of the course. Plagiarism also includes presenting material which was composed or revised by any person other than the student who submits it as well as the deliberate falsification of footnotes. The use of the term “material” refers to work in any form including written, oral, or electronic (as in the case of computer files).

Cheating includes buying, stealing, or otherwise fraudulently obtaining copies of examinations or assignments for the purpose of improving one's academic standing. During examinations or in-class work, it includes receiving information from others and referring to unauthorized notes or other written information. In addition, copying from others, either during examinations or in the preparation of homework assignments, is a form of cheating.

Computers should not be used to acquire information in conflict with academic honesty policy. Furthermore, the Code of Ethics for Computing and Communications makes it the responsibility of computer users to keep information, data, and programs in their computer accounts secure from others.

STUDENTS WITH DISABILITIES:

If you are registered with the Office of Services for Individuals with Disabilities, please make an appointment with the course instructor to discuss any academic accommodations you need. If you need academic accommodations and are not registered with the office of Services for Individuals with Disabilities, please contact the Office directly either in person on the first floor of the Turley House or by telephone at (859) 622-1500 V/TTY. Upon individual request, this syllabus can be made available in alternative forms.

Curriculum Change Form
(Present only one proposed curriculum change per form)
(Complete only the section(s) applicable.)

Part I

(Check one)	Department Name	Safety, Security & Emergency Management
X New Course (Parts II, IV)	College	Justice & Safety
Course Revision (Parts II, IV)	*Course Prefix & Number	FSE 380
Course Dropped (Part II)	*Course Title (30 characters)	FIRE AND EXPLOSION SCENE ANALYSIS
New Program (Part III)	*Program Title	Fire&Explosion Scene Analysis
Program Revision (Part III)		(Major __, Option __; Minor __; or Certificate __)
Program Suspended (Part III)	*Provide only the information relevant to the proposal.	

Proposal Approved by:	<u>Date</u>		<u>Date</u>
Departmental Committee	1-26-2008	Graduate Council*	N/A
<i>Is this a SACS Substantive Change? Yes**** <input type="checkbox"/> No <input checked="" type="checkbox"/></i>		Council on Academic Affairs	
College Curriculum Committee	2-1-2008	Approved <input checked="" type="checkbox"/> Disapproved <input type="checkbox"/>	02/28/08
General Education Committee*	N/A	Faculty Senate**	N/A
Teacher Education Committee*	N/A	Board of Regents**	N/A
		Council on Postsecondary Edu.***	N/A

*If Applicable (Type NA if not applicable.)
 **Approval needed for new, revised, or suspended programs
 ***Approval/Posting needed for new degree program or certificate program
 ****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.

Completion of A, B, and C is required: (Please be specific, but concise.)

<p>A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.) Approve a new course FSE 380</p> <p>A. 2. Effective date: (Example: Fall 2001) Fall 2008</p> <p>A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)</p>
<p>B. The justification for this action:</p> <p>Based upon data collected by the FSE faculty from an advisory group consisting of employers and program alums, the safety and industrial relations option is being dropped and the industrial safety and risk management (ISRM) option is being revised. The new ISRM option incorporates the best of both options and adds new courses suggested by the advisory group. These changes were unanimously approved by the program faculty at the annual retreat.</p>
<p>C. The projected cost (or savings) of this proposal is as follows:</p> <p>Personnel Impact: None</p> <p>Operating Expenses Impact: None</p> <p>Equipment/Physical Facility Needs: Existing Facilities will be utilized.</p> <p>Library Resources: None</p>

Part II. Recording Data for New, Revised, or Dropped Course

(For a **new required course**, complete a separate request for the appropriate program revisions.)

1. For a new course, provide the catalog text.
2. For a revised course, provide the current catalog text with the proposed text using ~~striethrough~~ for deletions and underlines for additions.
3. For a dropped course, provide the current catalog text.

New or Revised* Catalog Text

(*Use ~~striethrough~~ for deletions and underlines for additions. Also include Crs. Prefix, No., and description, limited to 35 words.)

FSE 380 FIRE AND EXPLOSION SCENE ANALYSIS. (3) A. Prerequisite: FSE 350. An in-depth study of fire, arson, and explosive investigations. Emphasis will be placed on the principles and techniques of scene preservation, analysis, management of investigations, documentation of the scene and determination of cause and origin.

Part IV. Recording Data for New or Revised Course (Record only **new** or **changed** course information.)

Course prefix (3 letters)	Course Number (3 Digits)	Effective Term (Example: Fall 2001)	College/Division:	Dept. (4 letters)*
FSE	380	Fall 2008	AS _____ JS X BT _____ EM _____ ED _____ PC _____ HS _____	SSEM
Credit Hrs.	Weekly Contact Hrs.		Repeatable Maximum No. of Hrs. _____	
3	Lecture 3	Laboratory _____ Other _____	Cip Code (first two digits only) 43	
Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)	
1	3	N	FR _____ JR _____ SO _____ SR _____	
		Grading Information: Course is eligible for IP (in-progress grading) for: <u>Check all applicable</u>	FOR BANNER USE ONLY Date of data entry _____ Data entry person _____	
		Thesis _____		
		Internship _____		
		Independent Study _____		
		Practicum _____		

Co-Requisites and Prerequisites **See definitions on following page**

Co-Requisite(s): (List only co-requisites. See below for prerequisites and combinations.)

Course Prefix and No.	
Course Prefix and No.	

Prerequisite(s): (List prerequisites only. List combinations below. Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)

Course Prefix and No.	FSE 350
Course Prefix and No.	
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	

Co-Requisite(s) and/or Prerequisite(s) Combination (Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)

Course Prefix and No.	
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	

Equivalent Course(s): (credit not allowed with; or formerly:)

Course Prefix and No.	
Course Prefix and No.	
Course Prefix and No.	

Proposed General Education Block: Please mark (X) in the appropriate Block or Blocks (e.g. – IVB(3) X).

Block I (9)	Block II (3)	Block III (6)	Block IV (6)	Block V (9)	Block VI (3)	Block VII (6)	Block VIII (6)
IA (3)	II (3)	IIIA (3)	IVA (3)	VA (3)	VI (3)	VII (3)	VIII (3)
IB (3)		IIIB (3)	IVB (3)	VB (3)		VII (3)	VIII (3)
IC (3)				VC (3)			

COURSE SYLLABUS

FSE 380 FIRE AND EXPLOSION SCENE ANALYSIS (3 Credit Hours)

Fire & Safety Engineering Technology

Course Description: An in-depth study of fire and arson investigations and an introduction into explosion scene investigation. Emphasis will be placed on the principles and techniques of scene preservation and analysis, management of investigative functions, documentation of the scene, and determination of the cause and origin of fires and explosions.

Text and Reading Material: National Fire Protection Association, *Guide for Fire and Explosion Investigations*, NFPA-921, 2004 Edition; *Practical Bomb Scene Investigation* by James T. Thurman, 2006, and handouts during the semester; *Forensic Fire Scene Reconstruction* by Icove, D. and DeHaan, J., 2004.

Course Objectives: Upon completion of this course, students will be able to discuss and demonstrate the methods and sequence of activities involved in the investigation of fires and suspected arson incidents from moderate to extreme complexity and simple explosion scenes. Additionally, the student will be able to accomplish the following: Through critical analysis determine the origin and cause of fires; Distinguish the difference between accidental and incendiary fires; Distinguish the difference between accidental and caused explosions; Discuss the proper collection of evidence for chain of custody; Demonstrate the ability to recognize fire patterns; and Recognize the materials/components, which are used in arson and bombings.

Course Outline:

- Forensic Fire Scene Reconstruction
- Legal considerations for expert testimony for origin and cause determination
- Comprehensive Fire Scene Investigation, including pattern development and analysis
- Identification of Commercial & Military Explosives
- Pre & Post Blast Improvised Explosive Device Component Recognition
- Basic Improvised Explosive Device Fabrication Methods
- Introduction to Explosion Scene Assessment & Investigation Procedures

Course Methodology: Lecture: Classroom discussion on a meaningful level with individual and group participation. Pertinent audio-visual media will be utilized throughout the semester. Students will complete all reading and related assignments and will be fully and adequately prepared to discuss salient points in subsequent class sessions. Additionally, at least four (4) laboratory sessions, of eight (8) hour duration, will be conducted on designated Saturdays.

Course Requirements: There will be at least three written (3) examinations. The exams may consist of short answer, multiple choice, matching, essay or/and true/false questions from topics covered in the lecture, assigned readings and handouts. **Participation in laboratories* is mandatory as each will be a graded exercise.**

Grading:

A= 90% and above

B=80 - 89%

C=70 - 79%

D=60 - 69%

F=59% and below

Other Requirements: Course requirements, in addition to the above-mentioned, may include a research paper, class project, abstracts or other instructor prescribed materials. The class size, instructor's schedule, and other influence require consideration for the determination of course methodology and requirements. The evaluation scheme and grading procedures for this class will be discussed during the initial class meeting.

Student Progress: Students will be notified in writing, at the mid-point of the course. Grades and/or progress provided will include "Passing", "D", and "F".

Missed and Late Assignments: Missed or late assignments will NOT be accepted by the instructor, unless prior approval has been obtained from the instructor. Therefore, if the student fails to turn in an assignment without the prior approval of the instructor no credit will be given for the assignment. The instructor reserves the sole right to determine what grounds constitutes a reasonable excuse for missing or submitting a late work assignment, the right to require the student to submit proper verification of such excuse, and the right to substitute or add additional assignments in lieu of late or missed assignments.

Attendance Policy: The University Attendance Policy of 20% will be maintained. Students missing more than twenty percent of the classes without authorization from the instructor will receive an "F" for the final grade. In the rare event that the student can not be present at a **Laboratory Exercise***, all excuses must be presented in writing either prior to or immediately after the absence to the appropriate professor, who may or may not accept the reason for the absence.

Students With Disabilities: If you are registered with the Office of Services for Students with Disabilities, please make an appointment with the course instructor to discuss any academic accommodations you need. If you need academic accommodations and are not registered with the Office of Services Disabilities, please contact the Office directly either in person on the first floor of the Turley House, or by telephone at (859) 622-1500 V/TTY. Upon request, this syllabus can be made available in alternate forms.

* A laboratory exercise is defined as a practical exercise involving the application of classroom theory and/or principals in a "hands-on" fire or explosion investigation in efforts to determine the origin and cause of such incident and may also consist in the removal or installation (construction there of) of building materials and/or components at the discretion of the professor.

Curriculum Change Form
(Present only one proposed curriculum change per form)
(Complete only the section(s) applicable.)

Part I

(Check one)	Department Name	Safety, Security & Emergency Management	
<input checked="" type="checkbox"/> New Course (Parts II, IV)	College	Justice & Safety	
<input type="checkbox"/> Course Revision (Parts II, IV)	*Course Prefix & Number	FSE 390	
<input type="checkbox"/> Course Dropped (Part II)	*Course Title (30 characters)	Workers Compensation I	
<input type="checkbox"/> New Program (Part III)	*Program Title		
<input type="checkbox"/> Program Revision (Part III)		(Major ____, Option ____, Minor ____, or Certificate ____)	
<input type="checkbox"/> Program Suspended (Part III)	*Provide only the information relevant to the proposal.		

Proposal Approved by:	<u>Date</u>		<u>Date</u>
Departmental Committee	1-26-2008	Graduate Council*	NA
<i>Is this a SACS Substantive Change? Yes**** <input type="checkbox"/> No <input checked="" type="checkbox"/></i>			
College Curriculum Committee	2-1-2008	Council on Academic Affairs	
General Education Committee*	NA	Approved <input checked="" type="checkbox"/> Disapproved <input type="checkbox"/>	02/28/08
Teacher Education Committee*	NA	Faculty Senate**	NA
		Board of Regents**	NA
		Council on Postsecondary Edu.***	NA

*If Applicable (Type NA if not applicable.)
**Approval needed for new, revised, or suspended programs
***Approval/Posting needed for new degree program or certificate program
****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.

Completion of A, B, and C is required: (Please be specific, but concise.)

A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)
Approve a new course FSE 390

A. 2. Effective date: (Example: Fall 2001)
Fall 2008

A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)

B. The justification for this action:

Based upon data collected by the FSE faculty from an advisory group consisting of employers and program alums, the safety and industrial relations option is being dropped and the industrial safety and risk management (ISRM) option is being revised. The new ISRM option incorporates the best of both options and adds new courses suggested by the advisory group. These changes were unanimously approved by the program faculty at the annual retreat.

C. The projected cost (or savings) of this proposal is as follows:

Personnel Impact: None

Operating Expenses Impact: None

Equipment/Physical Facility Needs: Existing Facilities will be utilized.

Library Resources: None

Part II. Recording Data for New, Revised, or Dropped Course

(For a **new required course**, complete a separate request for the appropriate program revisions.)

1. For a new course, provide the catalog text.
2. For a revised course, provide the current catalog text with the proposed text using ~~striethrough~~ for deletions and underlines for additions.
3. For a dropped course, provide the current catalog text.

New or Revised* Catalog Text

(*Use ~~striethrough~~ for deletions and underlines for additions. Also include Crs. Prefix, No., and description, limited to 35 words.)

FSE 390: WORKERS COMPENSATION I (3) A. Prerequisites: Junior standing.

An in-depth study of the foundations of Worker Compensation law. Emphasis will be placed on the history and theory of injuries “arising out of” and being “in the course of” employment.

Part IV. Recording Data for New or Revised Course (Record only **new** or **changed** course information.)

Course prefix (3 letters)	Course Number (3 Digits)	Effective Term (Example: Fall 2001)	College/Division:	Dept. (4 letters)*
FSE	390	Fall 2008	AS _____ JS <u>X</u> BT _____ EM _____ ED _____ PC _____ HS _____	SSEM
Credit Hrs.	Weekly Contact Hrs.		Repeatable Maximum No. of Hrs. _____	
3	Lecture <u>3</u>	Laboratory _____ Other _____	Cip Code (first two digits only) 43	
Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)	
1	3	N	FR _____ JR <u>X</u> SO _____ SR <u>X</u>	
		Grading Information: Course is eligible for IP (in-progress grading) for: <u>Check all applicable</u>	FOR BANNER USE ONLY Date of data entry _____ Data entry person _____	
		Thesis _____		
		Internship _____		
		Independent Study _____		
		Practicum _____		

Co-Requisites and Prerequisites **See definitions on following page**

Co-Requisite(s): (List only co-requisites. See below for prerequisites and combinations.)

Course Prefix and No.	
Course Prefix and No.	

Prerequisite(s): (List prerequisites only. List combinations below. Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D ..)

Course Prefix and No.	<u>Junior standing</u>
Course Prefix and No.	
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	

Co-Requisite(s) and/or Prerequisite(s) Combination (Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)

Course Prefix and No.	
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	

Equivalent Course(s): (credit not allowed with; or formerly:)

Course Prefix and No.	
Course Prefix and No.	
Course Prefix and No.	

Proposed General Education Block: Please mark (X) in the appropriate Block or Blocks (e.g. – IVB(3) X).

Block I (9)	Block II (3)	Block III (6)	Block IV (6)	Block V (9)	Block VI (3)	Block VII (6)	Block VIII (6)
IA (3)	II (3)	IIIA (3)	IVA (3)	VA (3)	VI (3)	VII (3)	VIII (3)
IB (3)		IIIB (3)	IVB (3)	VB (3)		VII (3)	VIII (3)
IC (3)				VC (3)			

FIRE & SAFETY ENGINEERING TECHNOLOGY

COURSE SYLLABUS

COURSE: FSE 390

COURSE TITLE: **WORKERS COMPENSATION I**

INSTRUCTOR: Michael S. Schumann, J.D., PhD.
Professor
Department of Loss Prevention & Safety
College of Justice & Safety
Office: 211 Stratton
Office Telephone: (859) 622-5932 or 1051
E-mail: michael.schumann@eku.edu

COURSE DESCRIPTION:

FSE 390: WORKERS COMPENSATION I (3 Credit Hours)

Pre-requisites: Junior/Senior Standing

An in-depth study of the foundations of Worker Compensation law. Emphasis will be placed on the history and development of worker compensation in America, the change from an at-fault system focused on the theory of negligence to a no-fault system based upon the 2 prong test of compensable injuries “arising out of” and being “in the course of” employment. Areas of study will include the basic features of typical WC statutes, lines of interpretation and categories of risk; dual purpose trips; going to and coming from work; personal comfort doctrine; traveling employees; mental and nervous injuries; and the street risk doctrine.

TEXTBOOKS:

1. Workers' Compensation Law: Cases, Materials and Text, 3rd Edition. By Lex K. Larson and Arthur Larson. Matthew Bender & Co. ISBN 0-8205-3013-1.
2. Strategies in Workers' Compensation, by Richard E. Sall.

COURSE OBJECTIVES:

Upon completion of this course, students will be able to discuss the theory and history surrounding the change from an at-fault system of tort recovery for injured workers to a no-fault system that balances the competing interests of employers and injured employees. Students will also understand the basic theories behind risk associated with employment and those the ordinary public is exposed to, the benefits available to injured workers and the various issues that safety professionals face on a daily basis in determining whether a claim is work-related or not.

COURSE OUTLINE:

History and Origin of U.S. Worker Compensation law

- Primitive law

- 1000-1837

- 1837-1880

- Judicial Efforts to cut down Common law defenses

- Other countries

Pre-WC remedies

- Common Law Background and Negligence

- Elements of Negligence

- Defenses to Negligence

- Legal System with Negligence and problems both employers and employees
under Tort Theory Liability

- Social Theory and potential burdens on society under old system

- American System distinguished from Social Insurance

Basic Feature of Workers Compensation

- Typical WC Acts in the states

- The test of liability - work-relatedness vs. Fault

- Amount of Compensation

- Significance of Insurance

- Qualifications for and measures of benefits

- Benefits available

Two Prong Test for Compensability

- Arising out of

- 5 lines of interpretation

- Categories of Risk

- Acts of God and Exposure

- Street Risk Doctrine

- Positional risk and neutral risks

- Course of Employment

- Time and place

- Going to and coming from work

- Meal breaks

- Employers conveyance

- Dual Purpose trips

- Working at home

- Deviations

- Activity

- Personal comfort doctrine

- Recreational and social activities

- Traveling employees

- Acts outside normal activities

Accidental injuries and disease
Personal Injury by Accident
Mental and Nervous Injury
Statutory Coverage
Foundations of WC Insurance

COURSE METHODOLOGY:

Lecture: Classroom discussion on a meaningful level with individual and group participation. Students will complete all reading and related assignments and will be fully and adequately prepared to discuss salient points in subsequent class sessions.

COURSE REQUIREMENTS:

There will be at least two (2) major written examinations. The exams may consist of short answer, multiple choice, matching, essay or/and true/false questions from topics covered in the lecture, assigned readings and handouts. There will also likely be quizzes to help the students determine whether they understand the basic theories and concepts introduced in class.

GRADING:

A= 90% and above
B=80 - 89%
C=70 - 79%
D=60 - 69%
F=59% and below

OTHER REQUIREMENTS:

Course requirements, in addition to the above-mentioned, may include a research paper, class project, abstracts or other instructor prescribed materials. The class size, instructor's schedule, and other influence require consideration for the determination of course methodology and requirements. The evaluation scheme and grading procedures for this class will be discussed during the initial class meeting.

STUDENT PROGRESS:

Students will be notified in writing, at the mid-point of the course. Grades and/or progress provided will include "Passing", "D", and "F".

MISSED OR LATE ASSIGNMENTS:

Missed or late assignments will NOT be accepted by the instructor, unless prior approval has been obtained from the instructor. Therefore, if the student fails to turn in an assignment without the prior approval of the instructor no credit will be given for the assignment. The instructor reserves the sole right to determine what grounds constitutes a reasonable excuse for missing or submitting a late work assignment, the right to require the student to submit proper verification of such excuse, and the right to substitute or add additional assignments in lieu of late or missed assignments.

ATTENDANCE POLICY:

The University Attendance Policy of 20% will be maintained. Students missing more than twenty percent of the classes without authorization from the instructor will receive an “F” for the final grade.

ACADEMIC HONESTY POLICY:

Eastern Kentucky University faculty and students are bound by the simple principal of engaging in truth and honesty, which are recognized as fundamental to a community of teachers, students and scholars. The University expects that students will honor this commitment and that the faculty will honor and enforce these principles which contribute to the foundation upon which quality education is built. With this premise, the University affirms that it will not tolerate academic dishonesty. This includes, but is not limited to, plagiarism and cheating.

Plagiarism is defined as the act of presenting ideas, words, or organization of a source (published or not) as if they were one’s own, without acknowledgement of that source. All quoted material must be in quotation marks, and all paraphrases, quotations, significant ideas, and organization must be acknowledged by footnotes or by some other form of documentation acceptable to the instructor of the course. Plagiarism also includes presenting material which was composed or revised by any person other than the student who submits it as well as the deliberate falsification of footnotes. The use of the term “material” refers to work in any form including written, oral, or electronic (as in the case of computer files).

Cheating includes buying, stealing, or otherwise fraudulently obtaining copies of examinations or assignments for the purpose of improving one's academic standing. During examinations or in-class work, it includes receiving information from others and referring to unauthorized notes or other written information. In addition, copying from others, either during examinations or in the preparation of homework assignments, is a form of cheating.

Computers should not be used to acquire information in conflict with academic honesty policy. Furthermore, the Code of Ethics for Computing and Communications makes it the responsibility of computer users to keep information, data, and programs in their computer accounts secure from others.

Source: Eastern Kentucky University Student Handbook (UHS) Page 31

STUDENTS WITH DISABILITIES:

If you are registered with the Office of Services for Students with Disabilities, please make an appointment with the course instructor to discuss any academic accommodations you need. If you need academic accommodations and are not registered with the Office of Services Disabilities, please contact the Office directly either in person on the first floor of the Turley House, or by telephone at (859) 622-1500 V/TTY. Upon request, this syllabus can be made available in alternate forms.

Curriculum Change Form
(Present only one proposed curriculum change per form)
(Complete only the section(s) applicable.)

Part I

(Check one)	Department Name	Safety, Security & Emergency Management
<input checked="" type="checkbox"/> New Course (Parts II, IV)	College	Justice & Safety
<input type="checkbox"/> Course Revision (Parts II, IV)	*Course Prefix & Number	FSE 492
<input type="checkbox"/> Course Dropped (Part II)	*Course Title (30 characters)	Workers Compensation II
<input type="checkbox"/> New Program (Part III)	*Program Title	
<input type="checkbox"/> Program Revision (Part III)		(Major ____, Option ____, Minor ____, or Certificate ____)
<input type="checkbox"/> Program Suspended (Part III)	*Provide only the information relevant to the proposal.	

Proposal Approved by:	<u>Date</u>	<u>Date</u>
Departmental Committee	1-26-2008	Graduate Council* N/A
<i>Is this a SACS Substantive Change? Yes**** <input type="checkbox"/> No <input checked="" type="checkbox"/></i>		
College Curriculum Committee	2-1-2008	Council on Academic Affairs Approved <input checked="" type="checkbox"/> Disapproved _____
General Education Committee*	N/A	02/28/08 Faculty Senate**
Teacher Education Committee*	N/A	N/A Board of Regents**
		N/A Council on Postsecondary Edu.***

*If Applicable (Type NA if not applicable.)
**Approval needed for new, revised, or suspended programs
***Approval/Posting needed for new degree program or certificate program
****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.

Completion of A, B, and C is required: (Please be specific, but concise.)

A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)
Approve a new course FSE 492

A. 2. Effective date: (Example: Fall 2001)
Fall 2008

A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)

B. The justification for this action:
Based upon data collected by the FSE faculty from an advisory group consisting of employers and program alums, the safety and industrial relations option is being dropped and the industrial safety and risk management (ISRM) option is being revised. The new ISRM option incorporates the best of both options and adds new courses suggested by the advisory group. These changes were unanimously approved by the program faculty at the annual retreat.

C. The projected cost (or savings) of this proposal is as follows:

Personnel Impact: None

Operating Expenses Impact: None

Equipment/Physical Facility Needs: Existing Facilities will be utilized.

Library Resources: None

Part II. Recording Data for New, Revised, or Dropped Course

(For a **new required course**, complete a separate request for the appropriate program revisions.)

1. For a new course, provide the catalog text.
2. For a revised course, provide the current catalog text with the proposed text using ~~striethrough~~ for deletions and underlines for additions.
3. For a dropped course, provide the current catalog text.

New or Revised* Catalog Text

(*Use ~~striethrough~~ for deletions and underlines for additions. Also include Crs. Prefix, No., and description, limited to 35 words.)

FSE 492: Workers Compensation II (3) A. Prerequisite: FSE 390 An in-depth study of the management of a workers compensation program. Emphasis will be placed on learning the provisions of the Kentucky Workers Compensation Act and the processing and management of worker compensation claims.

Part IV. Recording Data for New or Revised Course (Record only new or changed course information.)

Course prefix (3 letters)	Course Number (3 Digits)	Effective Term (Example: Fall 2001)	College/Division:	Dept. (4 letters)*
FSE	492	Fall 2008	AS _____ JS X BT _____ EM _____ ED _____ PC _____ HS _____	SSEM
Credit Hrs.	Weekly Contact Hrs.		Repeatable Maximum No. of Hrs. _____	
3	Lecture 3	Laboratory _____	Other _____	
Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Cip Code (first two digits only) 43	
1	3	N	Class Restriction, if any: (undergraduate only)	
			FR _____ JR _____	
			SO _____ SR _____	
		Grading Information: Course is eligible for IP (in-progress grading) for: <u>Check all applicable</u>	FOR BANNER USE ONLY Date of data entry _____ Data entry person _____	
		Thesis _____		
		Internship _____		
		Independent Study _____		
		Practicum _____		

Co-Requisites and Prerequisites **See definitions on following page**

Co-Requisite(s): (List only co-requisites. See below for prerequisites and combinations.)

Course Prefix and No. _____

Course Prefix and No. _____

Prerequisite(s): (List prerequisites only. List combinations below. Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)

Course Prefix and No. _____ FSE 390

Course Prefix and No. _____

Test Scores _____

Minimum GPA (when a course grouping or student cumulative GPA is required) _____

Co-Requisite(s) and/or Prerequisite(s) Combination (Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)

Course Prefix and No. _____

Test Scores _____

Minimum GPA (when a course grouping or student cumulative GPA is required) _____

Equivalent Course(s): (credit not allowed with; or formerly:)

Course Prefix and No. _____

Course Prefix and No. _____

Course Prefix and No. _____

Proposed General Education Block: Please mark (X) in the appropriate Block or Blocks (e.g. – IVB(3) X).

Block I (9)	Block II (3)	Block III (6)	Block IV (6)	Block V (9)	Block VI (3)	Block VII (6)	Block VIII (6)
IA (3)	II (3)	IIIA (3)	IVA (3)	VA (3)	VI (3)	VII (3)	VIII (3)
IB (3)		IIIB (3)	IVB (3)	VB (3)		VII (3)	VIII (3)
IC (3)				VC (3)			

FIRE & SAFETY ENGINEERING TECHNOLOGY

COURSE SYLLABUS

COURSE: FSE 492

COURSE TITLE: **WORKERS COMPENSATION II**

INSTRUCTOR: Michael S. Schumann, J.D., PhD.
Professor
Department of Loss Prevention & Safety
College of Justice & Safety
Office: 211 Stratton
Office Telephone: (859) 622-5932 or 1051
E-mail: michael.schumann@eku.edu

COURSE DESCRIPTION:

FSE 492: Workers Compensation II
Pre-requisites: FSE 390

An in-depth study of the management of a workers compensation program. Emphasis will be placed on learning the provisions of the Kentucky Workers Compensation Act and the processing and management of worker compensation claims. Areas of study will include the basic features of Kentucky WC Act, specific case law under the Kentucky statute, the provisions of administrative procedures, the management of a typical industrial workers compensation program, light duty programs, medical management of WC programs, and return to work policies and programs.

TEXTBOOKS:

1. Workers' Compensation Law: Cases, Materials and Text, 3rd Edition. By Lex K. Larson and Arthur Larson. Matthew Bender & Co. ISBN 0-8205-3013-1.
2. AMA guidelines (*Guides to the Evaluation of Permanent Impairment*, Fifth edition. ISBN 9781579470852.

SUPPLEMENTAL READINGS:

As may be assigned by instructor from time to time.

COURSE OBJECTIVES:

Upon completion of this course, students will be able to discuss the proper procedures for filing claims and responses to WC claims, managing the medical issues of injured workers, light duty programs and return to work policies and programs. Students will be

able to research case law on specific issues within various jurisdictions and be able to determine and explain how the courts would likely decide a case based upon the particular facts presented. Student will also be able to explain the concepts of permanent and partial impairment, disability ratings and functional impairment. Students will also understand the basic theories behind risk associated with employment and those the ordinary public is exposed to, the benefits available to injured workers and the various issues that safety professionals face on a daily basis in determining whether a claim is work-related or not.

COURSE OUTLINE:

- Review of Kentucky WC Act
- Medical Benefits and Rehabilitation
- Dependency and Death Benefits
- Effects of Misconduct
- Misconduct of Employer
- Exclusiveness of Compensation Remedy
- Third Party Action and Liability
- Subrogation
- Claims procedures
 - Filing Claims
 - Employers first report of injury
 - Lost time cases
 - Return to work
 - Light duty programs
 - WC hearings
 - Working with insurance company
 - Evidence
 - Settlements
 - Working with WC attorneys
- Medical Management of claims
- Function Impairment
 - AMA Guidelines
- Successfully Managing WC programs

COURSE METHODOLOGY:

Lecture: Classroom discussion on a meaningful level with individual and group participation. Students will complete all reading and related assignments and will be fully and adequately prepared to discuss salient points in subsequent class sessions.

COURSE REQUIREMENTS:

There will be at least two (2) major written examinations. The exams may consist of short answer, multiple choice, matching, essay or/and true/false questions from topics covered in the lecture, assigned readings and handouts. There will also likely be quizzes to help the students determine whether they understand the basic theories and concepts introduced in class.

GRADING:

A= 90% and above

B=80 - 89%

C=70 - 79%

D=60 - 69%

F=59% and below

OTHER REQUIREMENTS:

Course requirements, in addition to the above-mentioned, may include a research paper, class project, abstracts or other instructor prescribed materials. The class size, instructor's schedule, and other influence require consideration for the determination of course methodology and requirements. The evaluation scheme and grading procedures for this class will be discussed during the initial class meeting.

STUDENT PROGRESS:

Students will be notified in writing, at the mid-point of the course. Grades and/or progress provided will include "Passing", "D", and "F".

MISSED AND LATE ASSIGNMENTS:

Missed or late assignments will NOT be accepted by the instructor, unless prior approval has been obtained from the instructor. Therefore, if the student fails to turn in an assignment without the prior approval of the instructor no credit will be given for the assignment. The instructor reserves the sole right to determine what grounds constitutes a reasonable excuse for missing or submitting a late work assignment, the right to require the student to submit proper verification of such excuse, and the right to substitute or add additional assignments in lieu of late or missed assignments.

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Source: Eastern Kentucky University Student Handbook (UHS) Page 31

STUDENTS WITH DISABILITIES:

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Curriculum Change Form
(Present only one proposed curriculum change per form)
(Complete only the section(s) applicable.)

Part I

(Check one) <input type="checkbox"/> New Course (Parts II, IV) <input type="checkbox"/> Course Revision (Parts II, IV) <input type="checkbox"/> Course Dropped (Part II) <input type="checkbox"/> New Program (Part III) <input checked="" type="checkbox"/> Program Revision (Part III) <input type="checkbox"/> Program Suspended (Part III)	Department Name <u>Safety, Security, & Emergency Management</u> College <u>Justice & Safety</u> *Course Prefix & Number _____ *Course Title (30 characters) _____ *Program Title <u>Fire and Safety Engineering Technology (BS)</u> (Major ____, Option <u>X</u> __; Minor ____; or Certificate ____) *Provide only the information relevant to the proposal.	
Proposal Approved by:		
	<u>Date</u> 1-26-2008	<u>Date</u> NA
	Graduate Council*	
	Council on Academic Affairs	
	Approved <input checked="" type="checkbox"/> Disapproved	<u>02/28/08</u>
	Faculty Senate**	<u>03/03/08</u>
	Board of Regents**	<u>04/22/08</u>
	Council on Postsecondary Edu.***	<u>NA</u>
*If Applicable (Type NA if not applicable.) **Approval needed for new, revised, or suspended programs ***Approval/Posting needed for new degree program or certificate program ****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.		

Completion of A, B, and C is required: (Please be specific, but concise.)

<p>A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)</p> <p>1. Delete the Safety and Industrial Relations Option. 2. To add MAT 107 (College Algebra) to the Supporting Course requirements for the following option: Fire, Arson, and explosion Investigation Option</p> <p>3. Add new courses to options</p> <p>A. 2. Effective date: (Example: Fall 2001)</p> <p>Fall 2008</p> <p>A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)</p>
<p>B. The justification for this action:</p> <p>Based upon data collected by the fse faculty from an advisory group consisting of employers and program alums, the safety and industrial relations option is being dropped and the industrial safety and risk management (ISRM) option is being revised. The new ISRM option incorporates the best of both options and adds new courses suggested by the advisory group. These changes were unanimously approved by the program faculty at the annual retreat.</p> <p>Request the addition of Math 107 to the Supporting Requirements for the Fire and Safety Engineering Technology program This is in response to the need for Math 107 (College Algebra) for FSE 360 Fire Service Hydraulics and Water Supply. This class is heavy math and algebra based and the students need the background in order to be successful.</p>
<p>C. The projected cost (or savings) of this proposal is as follows:</p> <p>Personnel Impact: None</p> <p>Operating Expenses Impact: None</p> <p>Equipment/Physical Facility Needs: None</p> <p>Library Resources: None</p>

Fire and Safety Engineering Technology (B.S.)

Major Requirements.....45-61 hours

Core Requirements.....24 hours
 FSE 101,120, 200, 221, 305, 320, 361, three hours approved (from 349,)

Options

Fire Protection Engineering Technology.....~~24~~...24 hours
 FSE 201, 225, 300, 322, 355, 360, 366, 410

Fire Protection Administration.....~~36~~...42 hours
 FSE 201, 223, 225, 230, 300, 322, 350, 355, 360, 365, 375,390, 400, 425,

Fire, Arson, and Explosion Investigation.....~~29~~...35 hours
 FSE 201, 223,225, 250,300, 350, 355, 370, 380, 450, 495, 499 (2)

Industrial Safety and Risk Management.....~~24~~ 30 hours
 FSE 300, 362, 366, 367, 379, 390, 410, 412, 430 492.

~~**Safety and Industrial Relations**.....27hours
 FSE 201, 225, 300, 362, 367, 410, 412, 420, 430~~

Supporting Course Requirements.....14-38 hours

Fire Protection Engineering Technology.....~~35~~...38 hours
 CHE 101 & 107 Lab, CHE 102, EHS 340; MAT 107, MAT 124, MAT 224; PHY 201, PHY 202, PHY 375; TEC 190.

Fire Protection Administration.....17 hours
 CHE 101 &107 Lab, CHE 102, MAT 107, PSY 200, TRS 235.

Fire, Arson, and Explosion Investigation.....29 hours
 CHE 101 & 107 Lab, or 111/115 Lab, CHE 102 OR 112/116 Lab, FOR 301; MAT 107, PLS 216, 316, 375, 416, 426,
~~JOU 325 OR TEC 315 OR TEC 313.~~

Industrial Safety and Risk Management.....~~29~~ 28 hours
~~APS 110; APS 210, BIO 171, CHE 101 & 107 Lab, OR 111/115Lab; CHE 102 OR 112/116 Lab; EHS 340,~~
~~3 hours from EHS 345 OR 440; 3 hours from INS 370, 372 OR 378; MAT 107 PHE 320, TRS 332~~

~~**Safety and Industrial Relations**.....38 hours
 EHS 340, 345, 440; CHE 101 & 107 Lab, OR 111/115 Lab, CHE 102 OR 112/116Lab; APS 110 OR 210; INS 378,
 ACC 201, 202, ECO 230; MCT300, 320, and three hours from MCT 440 OR 445.~~

General Education Requirements.....33-39.....~~30~~.....~~33~~ 42 hours

Standard General Education program excluding the following per option:
 Exclude Blocks II, IVB, VII (QS) and VIII (6 hours) for Fire Protection Engineering Technology Option.
 Exclude Blocks II, VB, and VIII (6 hours) for Fire Protection Administration Option.
 Exclude Blocks II, VIII(6 hours) for Fire, Arson, and Explosion Investigation.
 Exclude **Blocks II, VIII (6 hours)** for Industrial Safety and Risk Management Options.
~~Exclude blocks VB and VIII (6 hours) for Safety and Industrial Relations.~~

Refer to Section Four of this Catalog for details on the General Education and University requirements.
 University Requirement.....1 hour
 JSO 100

Free Electives.....~~1-14~~ 0-8-0 hours

Total Curriculum Requirements.....~~128-129~~ hours

Curriculum Change Form
(Present only one proposed curriculum change per form)
(Complete only the section(s) applicable.)

Part I

<input type="checkbox"/> (Check one) New Course (Parts II, IV)	Department Name	Safety, Security & Emergency Management																																	
<input type="checkbox"/> Course Revision (Parts II, IV)	College	Justice & Safety																																	
<input checked="" type="checkbox"/> Course Dropped (Part II)	*Course Prefix & Number	FSE 230																																	
<input type="checkbox"/> New Program (Part III)	*Course Title <small>(30 characters)</small>	Fire Prevention Organization & Management																																	
<input type="checkbox"/> Program Revision (Part III)	*Program Title																																		
<input type="checkbox"/> Program Suspended (Part III)	*Provide only the information relevant to the proposal.																																		
<table style="width: 100%; border: none;"> <tr> <td style="width: 30%;">Proposed Approved by:</td> <td style="width: 20%;"><u>Date</u></td> <td style="width: 30%;"></td> <td style="width: 20%;"><u>Date</u></td> </tr> <tr> <td>Departmental Committee</td> <td>1-26-2008</td> <td>Graduate Council*</td> <td>NA</td> </tr> <tr> <td colspan="4"> <i>Is this a SACS Substantive Change?</i> Yes**** <input type="checkbox"/> No <input checked="" type="checkbox"/> </td> </tr> <tr> <td>College Curriculum Committee</td> <td>2-1-2008</td> <td>Council on Academic Affairs</td> <td></td> </tr> <tr> <td>General Education Committee*</td> <td>NA</td> <td>Approved <input checked="" type="checkbox"/> Disapproved <input type="checkbox"/></td> <td>02/28/08</td> </tr> <tr> <td>Teacher Education Committee*</td> <td>NA</td> <td>Faculty Senate**</td> <td>N/A</td> </tr> <tr> <td></td> <td></td> <td>Board of Regents**</td> <td>N/A</td> </tr> <tr> <td></td> <td></td> <td>Council on Postsecondary Edu.***</td> <td>N/A</td> </tr> </table>				Proposed Approved by:	<u>Date</u>		<u>Date</u>	Departmental Committee	1-26-2008	Graduate Council*	NA	<i>Is this a SACS Substantive Change?</i> Yes**** <input type="checkbox"/> No <input checked="" type="checkbox"/>				College Curriculum Committee	2-1-2008	Council on Academic Affairs		General Education Committee*	NA	Approved <input checked="" type="checkbox"/> Disapproved <input type="checkbox"/>	02/28/08	Teacher Education Committee*	NA	Faculty Senate**	N/A			Board of Regents**	N/A			Council on Postsecondary Edu.***	N/A
Proposed Approved by:	<u>Date</u>		<u>Date</u>																																
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		Board of Regents**	N/A																																
		Council on Postsecondary Edu.***	N/A																																
<p>*If Applicable (Type NA if not applicable.) **Approval needed for new, revised, or suspended programs ***Approval/Posting needed for new degree program or certificate program ****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.</p>																																			

Completion of A, B, and C is required: (Please be specific, but concise.)

A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)	Add a prerequisite FSE 101
A. 2. Effective date: (Example: Fall 2001)	Fall 2008
A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)	
B. The justification for this action:	
Per recommendations from the FSE Faculty FSE 101 should be added as pre-requisite	
C. The projected cost (or savings) of this proposal is as follows:	
Personnel Impact: None	
Operating Expenses Impact: None	
Equipment/Physical Facility Needs: None	
Library Resources: None	

Part II. Recording Data for New, Revised, or Dropped Course

(For a **new required course**, complete a separate request for the appropriate program revisions.)

1. For a new course, provide the catalog text.
2. For a revised course, provide the current catalog text with the proposed text using ~~striethrough~~ for deletions and underlines for additions.
3. For a dropped course, provide the current catalog text.

New or Revised* Catalog Text

(*Use ~~striethrough~~ for deletions and underlines for additions. Also include Crs. Prefix, No., and description, limited to 35 words.)

FSE-230 Fire Prevention Organization and Management (3): A. Prerequisite FSE 101. A introduction to management issues related to fire prevention systems. Overview of requirements for fire prevention codes, managing inspections, relations with public and officials and implementation of Fire education programs.

Part IV. Recording Data for New or Revised Course (Record only **new** or **changed** course information.)

Course prefix (3 letters)	Course Number (3 Digits)	Effective Term (Example: Fall 2001)	College/Division:	Dept. (4 letters)*
FSE	230	Fall 2008	AS _____ JS X BT _____ EM _____ ED _____ PC _____ HS _____	SSEM
Credit Hrs.	Weekly Contact Hrs. Lecture _____ Laboratory _____ Other _____		Repeatable Maximum No. of Hrs. _____	
Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Cip Code (first two digits only)	
			Class Restriction, if any: (undergraduate only)	
			FR _____ JR _____ SO _____ SR _____	
		Grading Information: Course is eligible for IP (in-progress grading) for: <u>Check all applicable</u>	FOR BANNER USE ONLY Date of data entry _____ Data entry person _____	
		Thesis _____		
		Internship _____		
		Independent Study _____		
		Practicum _____		

Co-Requisites and Prerequisites **See definitions on following page**

Co-Requisite(s): (List only co-requisites. See below for prerequisites and combinations.)

Course Prefix and No.	
Course Prefix and No.	

Prerequisite(s): (List prerequisites only. List combinations below. Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)

Course Prefix and No.	FSE 101
Course Prefix and No.	
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	

Co-Requisite(s) and/or Prerequisite(s) Combination (Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)

Course Prefix and No.	
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	

Equivalent Course(s): (credit not allowed with; or formerly:)

Course Prefix and No.	
Course Prefix and No.	
Course Prefix and No.	

Proposed General Education Block: Please mark (X) in the appropriate Block or Blocks (e.g. – IVB(3) X).

Block I (9)	Block II (3)	Block III (6)	Block IV (6)	Block V (9)	Block VI (3)	Block VII (6)	Block VIII (6)
IA (3)	II (3)	IIIA (3)	IVA (3)	VA (3)	VI (3)	VII (3)	VIII (3)
IB (3)		IIIB (3)	IVB (3)	VB (3)		VII (3)	VIII (3)
IC (3)				VC (3)			

Curriculum Change Form
(Present only one proposed curriculum change per form)
(Complete only the section(s) applicable.)

Part I

<input type="checkbox"/> (Check one) New Course (Parts II, IV)	Department Name	Safety, Security & Emergency Management
<input type="checkbox"/> Course Revision (Parts II, IV)	College	Justice & Safety
<input checked="" type="checkbox"/> Course Dropped (Part II)	*Course Prefix & Number	FSE 360
<input type="checkbox"/> New Program (Part III)	*Course Title (30 characters)	Fire Protection Hydraulics and Water Supply
<input type="checkbox"/> Program Revision (Part III)	*Program Title	
<input type="checkbox"/> Program Suspended (Part III)	(Major ____, Option ____, Minor ____, or Certificate ____)	
*Provide only the information relevant to the proposal.		

Proposal Approved by:	<u>Date</u>	<u>Date</u>
Departmental Committee	1-26-2008	Graduate Council* NA
<i>Is this a SACS Substantive Change? Yes**** <input type="checkbox"/> No <input checked="" type="checkbox"/></i>		
College Curriculum Committee	2-1-2008	Council on Academic Affairs Approved <input checked="" type="checkbox"/> Disapproved _____
General Education Committee*	NA	02/28/08
Teacher Education Committee*	NA	Faculty Senate** N/A
		Board of Regents** N/A
		Council on Postsecondary Edu.*** N/A

*If Applicable (Type NA if not applicable.)
 **Approval needed for new, revised, or suspended programs
 ***Approval/Posting needed for new degree program or certificate program
 ****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.

Completion of A, B, and C is required: (Please be specific, but concise.)

A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)	Add prerequisite of FSE 120
A. 2. Effective date: (Example: Fall 2001)	Fall 2008
A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)	
B. The justification for this action:	
Per recommendations from the FSE Faculty FSE 120 should be added as pre-requisite	
C. The projected cost (or savings) of this proposal is as follows:	
Personnel Impact: None	
Operating Expenses Impact: None	
Equipment/Physical Facility Needs: None	
Library Resources: None	

Part II. Recording Data for New, Revised, or Dropped Course

(For a **new required course**, complete a separate request for the appropriate program revisions.)

1. For a new course, provide the catalog text.
2. For a revised course, provide the current catalog text with the proposed text using ~~striethrough~~ for deletions and underlines for additions.
3. For a dropped course, provide the current catalog text.

New or Revised* Catalog Text

(*Use ~~striethrough~~ for deletions and underlines for additions. Also include Crs. Prefix, No., and description, limited to 35 words.)

FSE 360 Fire Protection Hydraulics and Water Supply. (3) A. Prerequisites: FSE 120, and MAT 107 . A study of water at rest and in motion, Bernoulli's and Pascal's theorems, water distribution systems, velocity, friction loss, pump and nozzle pressures required for fire protection.

Part IV. Recording Data for New or Revised Course (Record only **new or changed** course information.)

Course prefix (3 letters)	Course Number (3 Digits)	Effective Term (Example: Fall 2001)	College/Division:	Dept. (4 letters)*
FSE	360	Fall 2008	AS _____ JS X BT _____ EM _____ ED _____ PC _____ HS _____	SSEM
Credit Hrs.	Weekly Contact Hrs.		Repeatable Maximum No. of Hrs. _____	
	Lecture _____ Laboratory _____ Other _____		Cip Code (first two digits only)	
Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)	
			FR _____ JR _____ SO _____ SR _____	
		Grading Information: Course is eligible for IP (in-progress grading) for: <u>Check all applicable</u>	FOR BANNER USE ONLY Date of data entry _____ Data entry person _____	
		Thesis _____		
		Internship _____		
		Independent Study _____		
		Practicum _____		
Co-Requisite(s): (List only co-requisites. See below for prerequisites and combinations.)				
Course Prefix and No.				
Course Prefix and No.				
Prerequisite(s): (List prerequisites only. List combinations below. Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)				
Course Prefix and No.	FSE 120 and MAT 107			
Course Prefix and No.				
Test Scores				
Minimum GPA (when a course grouping or student cumulative GPA is required)				
Co-Requisite(s) and/or Prerequisite(s) Combination (Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)				
Course Prefix and No.				
Test Scores				
Minimum GPA (when a course grouping or student cumulative GPA is required)				
Equivalent Course(s): (credit not allowed with; or formerly:)				
Course Prefix and No.				
Course Prefix and No.				
Course Prefix and No.				

Curriculum Change Form
(Present only one proposed curriculum change per form)
(Complete only the section(s) applicable.)

Part I

<input type="checkbox"/> (Check one) New Course (Parts II, IV)	Department Name	Safety, Security & Emergency Management
<input type="checkbox"/> Course Revision (Parts II, IV)	College	Justice & Safety
<input checked="" type="checkbox"/> Course Dropped (Part II)	*Course Prefix & Number	FSE 367
<input type="checkbox"/> New Program (Part III)	*Course Title (30 characters)	Human Factors in Occupational Safety
<input type="checkbox"/> Program Revision (Part III)	*Program Title	
<input type="checkbox"/> Program Suspended (Part III)	(Major ____, Option ____, Minor ____, or Certificate ____)	
*Provide only the information relevant to the proposal.		

Proposal Approved by:	<u>Date</u>	<u>Date</u>
Departmental Committee	1-26-2008	Graduate Council* NA
<i>Is this a SACS Substantive Change? Yes**** <input type="checkbox"/> No <input checked="" type="checkbox"/></i>		
College Curriculum Committee	2-1-2008	Council on Academic Affairs Approved <input checked="" type="checkbox"/> Disapproved _____
General Education Committee*	NA	Faculty Senate** N/A
Teacher Education Committee*	NA	Board of Regents** N/A
		Council on Postsecondary Edu.*** N/A
*If Applicable (Type NA if not applicable.)		
**Approval needed for new, revised, or suspended programs		
***Approval/Posting needed for new degree program or certificate program		
****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.		

Completion of A, B, and C is required: (Please be specific, but concise.)

A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)	Add Pre-requisite BIO 171 and PHE 320
A. 2. Effective date: (Example: Fall 2001)	Fall 2008
A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)	
B. The justification for this action:	
Per recommendations from the FSE Faculty BIO 171 and PHE 320 should be added as pre-requisite.	
C. The projected cost (or savings) of this proposal is as follows:	
Personnel Impact: : None	
Operating Expenses Impact: None	
Equipment/Physical Facility Needs: None	
Library Resources: None	

Part II. Recording Data for New, Revised, or Dropped Course

(For a **new required course**, complete a separate request for the appropriate program revisions.)

1. For a new course, provide the catalog text.
2. For a revised course, provide the current catalog text with the proposed text using ~~striethrough~~ for deletions and underlines for additions.
3. For a dropped course, provide the current catalog text.

New or Revised* Catalog Text

(*Use ~~striethrough~~ for deletions and underlines for additions. Also include Crs. Prefix, No., and description, limited to 35 words.)

FSE 367 Human Factors in Occupational Safety. (3) A. Prerequisite BIO 171 and PHE 320. Focuses on ergonomics, man/machine interface and human efficiency. Study of work-related stress, psychological factors, and Cumulative Trauma Disorders. Solutions are reviewed for common problems found in labor-intensive operations.

Part IV. Recording Data for New or Revised Course (Record only **new** or **changed** course information.)

Course prefix (3 letters)	Course Number (3 Digits)	Effective Term (Example: Fall 2001)	College/Division:	Dept. (4 letters)*
FSE	367	Fall 2008	AS _____ JS X BT _____ EM _____ ED _____ PC _____ HS _____	SSEM
Credit Hrs.	Weekly Contact Hrs.		Repeatable Maximum No. of Hrs. _____	
	Lecture _____ Laboratory _____ Other _____		Cip Code (first two digits only)	
Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)	
			FR _____ JR _____ SO _____ SR _____	
		Grading Information: Course is eligible for IP (in-progress grading) for: <u>Check all applicable</u>	FOR BANNER USE ONLY Date of data entry _____ Data entry person _____	
		Thesis _____		
		Internship _____		
		Independent Study _____		
		Practicum _____		

Co-Requisites and Prerequisites **See definitions on following page**

Co-Requisite(s): (List only co-requisites. See below for prerequisites and combinations.)

Course Prefix and No. _____

Course Prefix and No. _____

Prerequisite(s): (List prerequisites only. List combinations below. Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)

Course Prefix and No. _____ Prerequisite BIO 171 and PHE 320

Test Scores _____

Minimum GPA (when a course grouping or student cumulative GPA is required) _____

Co-Requisite(s) and/or Prerequisite(s) Combination (Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)

Course Prefix and No. _____

Test Scores _____

Minimum GPA (when a course grouping or student cumulative GPA is required) _____

Equivalent Course(s): (credit not allowed with; or formerly:)

Course Prefix and No. _____

Course Prefix and No. _____

Course Prefix and No. _____

Proposed General Education Block: Please mark (X) in the appropriate Block or Blocks (e.g. – IVB(3) X).

Block I (9)	Block II (3)	Block III (6)	Block IV (6)	Block V (9)	Block VI (3)	Block VII (6)	Block VIII (6)
IA (3)	II (3)	IIIA (3)	IVA (3)	VA (3)	VI (3)	VII (3)	VIII (3)
IB (3)		IIIB (3)	IVB (3)	VB (3)		VII (3)	VIII (3)
IC (3)				VC (3)			

Curriculum Change Form
(Present only one proposed curriculum change per form)
(Complete only the section(s) applicable.)

Part I

<input type="checkbox"/> (Check one) New Course (Parts II, IV)	Department Name	Safety, Security & Emergency Management
<input type="checkbox"/> Course Revision (Parts II, IV)	College	Justice & Safety
<input checked="" type="checkbox"/> Course Dropped (Part II)	*Course Prefix & Number	FSE 370
<input type="checkbox"/> New Program (Part III)	*Course Title <small>(30 characters)</small>	Electrical and Mechanical Principles Related to Fire Investigations (Elect/Mech System Fail Analysis)
<input type="checkbox"/> Program Revision (Part III)	*Program Title	(Major ____, Option ____, Minor ____, or Certificate ____)
<input type="checkbox"/> Program Suspended (Part III)	*Provide only the information relevant to the proposal.	

Proposal Approved by:	<u>Date</u>	<u>Date</u>
Departmental Committee	1-26-2008	Graduate Council* NA
<i>Is this a SACS Substantive Change?</i> Yes**** <input type="checkbox"/> No <input checked="" type="checkbox"/>		Council on Academic Affairs
College Curriculum Committee	2-1-2008	Approved <input checked="" type="checkbox"/> Disapproved <input type="checkbox"/>
General Education Committee*	NA	02/28/08
Teacher Education Committee*	NA	Faculty Senate** N/A
		Board of Regents** N/A
		Council on Postsecondary Edu.*** N/A

*If Applicable (Type NA if not applicable.)
 **Approval needed for new, revised, or suspended programs
 ***Approval/Posting needed for new degree program or certificate program
 ****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.

Completion of A, B, and C is required: (Please be specific, but concise.)

A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)
 To add prerequisite FSE 355 and change title to Electrical and Mechanical Systems and Failure Analysis

A. 2. Effective date: (Example: Fall 2001)
 Fall 2008

A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)

B. The justification for this action:
 Per recommendations from the FSE Faculty FSE 355 should be added as pre-requisite

C. The projected cost (or savings) of this proposal is as follows:

Personnel Impact: None

Operating Expenses Impact: None

Equipment/Physical Facility Needs: None

Library Resources: None

Part II. Recording Data for New, Revised, or Dropped Course

(For a **new required course**, complete a separate request for the appropriate program revisions.)

1. For a new course, provide the catalog text.
2. For a revised course, provide the current catalog text with the proposed text using ~~striethrough~~ for deletions and underlines for additions.
3. For a dropped course, provide the current catalog text.

New or Revised* Catalog Text

(*Use ~~striethrough~~ for deletions and underlines for additions. Also include Crs. Prefix, No., and description, limited to 35 words.)

FSE 370: Electrical and Mechanical ~~Principles Related to Fire Investigations~~ Systems and Failure Analysis (3) A. Prerequisite FSE 355. Overview of design criteria for electrical and mechanical systems and components relative to fire safety via laboratory experiments, exemplar components and photographs that depict system and component failures that result in fire. Learning opportunities include engaging in destructive and non-destructive analysis of components and systems.

Part IV. Recording Data for New or Revised Course (Record only **new** or **changed** course information.)

Course prefix (3 letters)	Course Number (3 Digits)	Effective Term (Example: Fall 2001)	College/Division:	Dept. (4 letters)*
FSE	370	Fall 2008	AS _____ JS X BT _____ EM _____ ED _____ PC _____ HS _____	SSEM
Credit Hrs.	Weekly Contact Hrs.		Repeatable Maximum No. of Hrs. _____	
	Lecture _____ Laboratory _____ Other _____		Cip Code (first two digits only)	
Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)	
			FR _____ JR _____ SO _____ SR _____	
		Grading Information: Course is eligible for IP (in-progress grading) for: <u>Check all applicable</u>	FOR BANNER USE ONLY Date of data entry _____ Data entry person _____	
		Thesis _____		
		Internship _____		
		Independent Study _____		
		Practicum _____		

Co-Requisites and Prerequisites **See definitions on following page**

Co-Requisite(s): (List only co-requisites. See below for prerequisites and combinations.)

Course Prefix and No. _____

Course Prefix and No. _____

Prerequisite(s): (List prerequisites only. List combinations below. Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)

Course Prefix and No. _____

FSE 355

Course Prefix and No. _____

Test Scores _____

Minimum GPA (when a course grouping or student cumulative GPA is required) _____

Co-Requisite(s) and/or Prerequisite(s) Combination (Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)

Course Prefix and No. _____

Test Scores _____

Minimum GPA (when a course grouping or student cumulative GPA is required) _____

Equivalent Course(s): (credit not allowed with; or formerly:)

Course Prefix and No. _____

Course Prefix and No. _____

Course Prefix and No. _____

Proposed General Education Block: Please mark (X) in the appropriate Block or Blocks (e.g. – IVB(3) X).

Block I (9)	Block II (3)	Block III (6)	Block IV (6)	Block V (9)	Block VI (3)	Block VII (6)	Block VIII (6)
IA (3)	II (3)	IIIA (3)	IVA (3)	VA (3)	VI (3)	VII (3)	VIII (3)
IB (3)		IIIB (3)	IVB (3)	VB (3)		VII (3)	VIII (3)
IC (3)				VC (3)			

Curriculum Change Form
(Present only one proposed curriculum change per form)
(Complete only the section(s) applicable.)

Part I

<input type="checkbox"/> (Check one) New Course (Parts II, IV)	Department Name	Safety, Security & Emergency Management
<input type="checkbox"/> Course Revision (Parts II, IV)	College	Justice & Safety
<input checked="" type="checkbox"/> Course Dropped (Part II)	*Course Prefix & Number	FSE 400
<input type="checkbox"/> New Program (Part III)	*Course Title (30 characters)	Advanced Emergency Services
<input type="checkbox"/> Program Revision (Part III)	*Program Title	
<input type="checkbox"/> Program Suspended (Part III)	(Major ____, Option ____, Minor ____, or Certificate ____)	
*Provide only the information relevant to the proposal.		

Proposal Approved by:	<u>Date</u>	<u>Date</u>
Departmental Committee	1-26-2008	Graduate Council* NA
<i>Is this a SACS Substantive Change? Yes**** <input type="checkbox"/> No <input checked="" type="checkbox"/></i>		
College Curriculum Committee	2-1-2008	Council on Academic Affairs Approved <input checked="" type="checkbox"/> Disapproved _____
General Education Committee*	NA	02/28/08
Teacher Education Committee*	NA	Faculty Senate** N/A
		Board of Regents** N/A
		Council on Postsecondary Edu.*** N/A
*If Applicable (Type NA if not applicable.)		
**Approval needed for new, revised, or suspended programs		
***Approval/Posting needed for new degree program or certificate program		
****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.		

Completion of A, B, and C is required: (Please be specific, but concise.)

A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)	Add prerequisite FSE 300 and FSE 320
A. 2. Effective date: (Example: Fall 2001)	Fall 2008
A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)	
B. The justification for this action:	
Per recommendations from the FSE Faculty FSE 300 and FSE 320 should be added as pre-requisite	
C. The projected cost (or savings) of this proposal is as follows:	
Personnel Impact: None	
Operating Expenses Impact: None	
Equipment/Physical Facility Needs: None	
Library Resources: None	

Part II. Recording Data for New, Revised, or Dropped Course

(For a **new required course**, complete a separate request for the appropriate program revisions.)

1. For a new course, provide the catalog text.
2. For a revised course, provide the current catalog text with the proposed text using ~~striethrough~~ for deletions and underlines for additions.
3. For a dropped course, provide the current catalog text.

New or Revised* Catalog Text

(*Use ~~striethrough~~ for deletions and underlines for additions. Also include Crs. Prefix, No., and description, limited to 35 words.)

FSE 400 Advanced Emergency Services. (3) A. Prerequisites: FSE 300 and FSE 320. A study of environmental management including the identification and analysis of key managerial issues confronting contemporary fire services managers. Application in current methods and planning, organizing, developing and evaluating public fire/emergency services organizations.

Part IV. Recording Data for New or Revised Course (Record only **new or changed** course information.)

Course prefix (3 letters)	Course Number (3 Digits)	Effective Term (Example: Fall 2001)	College/Division:	Dept. (4 letters)*
FSE	400	Fall 2008	AS _____ JS X BT _____ EM _____ ED _____ PC _____ HS _____	SSEM
Credit Hrs.	Weekly Contact Hrs.		Repeatable Maximum No. of Hrs. _____	
	Lecture _____	Laboratory _____	Other _____	
			Cip Code (first two digits only)	
Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)	
			FR _____ JR _____ SO _____ SR _____	
		Grading Information: Course is eligible for IP (in-progress grading) for: <u>Check all applicable</u>	FOR BANNER USE ONLY Date of data entry _____ Data entry person _____	
		Thesis _____		
		Internship _____		
		Independent Study _____		
		Practicum _____		
Co-Requisites and Prerequisites **See definitions on following page**				
Co-Requisite(s): (List only co-requisites. See below for prerequisites and combinations.)				
Course Prefix and No.				
Course Prefix and No.				
Prerequisite(s): (List prerequisites only. List combinations below. Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)				
Course Prefix and No.	FSE 300 and FSE 320.			
Course Prefix and No.				
Test Scores				
Minimum GPA (when a course grouping or student cumulative GPA is required)				
Co-Requisite(s) and/or Prerequisite(s) Combination (Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)				
Course Prefix and No.				
Test Scores				
Minimum GPA (when a course grouping or student cumulative GPA is required)				
Equivalent Course(s): (credit not allowed with; or formerly:)				
Course Prefix and No.				
Course Prefix and No.				
Course Prefix and No.				

Curriculum Change Form
(Present only one proposed curriculum change per form)
(Complete only the section(s) applicable.)

Part I

<input type="checkbox"/> (Check one) New Course (Parts II, IV)	Department Name	Safety, Security & Emergency Management	
<input type="checkbox"/> Course Revision (Parts II, IV)	College	Justice & Safety	
<input checked="" type="checkbox"/> Course Dropped (Part II)	*Course Prefix & Number	FSE 410	
<input type="checkbox"/> New Program (Part III)	*Course Title (30 characters)	System Safety Analysis	
<input type="checkbox"/> Program Revision (Part III)	*Program Title		
<input type="checkbox"/> Program Suspended (Part III)	(Major ____, Option ____, Minor ____, or Certificate ____)		
*Provide only the information relevant to the proposal.			

Proposal Approved by:	<u>Date</u>		<u>Date</u>
Departmental Committee	1-26-2008	Graduate Council*	NA
<i>Is this a SACS Substantive Change? Yes**** <input type="checkbox"/> No <input checked="" type="checkbox"/></i>			
College Curriculum Committee	2-1-2008	Council on Academic Affairs	
General Education Committee*	NA	Approved <input checked="" type="checkbox"/> Disapproved <input type="checkbox"/>	02/28/08
Teacher Education Committee*	NA	Faculty Senate**	N/A
		Board of Regents**	N/A
		Council on Postsecondary Edu.***	N/A

*If Applicable (Type NA if not applicable.)
**Approval needed for new, revised, or suspended programs
***Approval/Posting needed for new degree program or certificate program
****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.

Completion of A, B, and C is required: (Please be specific, but concise.)

A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)
Add Pre-requisite FSE 361

A. 2. Effective date: (Example: Fall 2001)
Summer 2008

A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)

B. The justification for this action:
Per recommendations from the FSE Faculty FSE 361 should be added as pre-requisite.

C. The projected cost (or savings) of this proposal is as follows:

Personnel Impact: None

Operating Expenses Impact: None

Equipment/Physical Facility Needs: None

Library Resources: None

Part II. Recording Data for New, Revised, or Dropped Course

(For a **new required course**, complete a separate request for the appropriate program revisions.)

1. For a new course, provide the catalog text.
2. For a revised course, provide the current catalog text with the proposed text using ~~striethrough~~ for deletions and underlines for additions.
3. For a dropped course, provide the current catalog text.

New or Revised* Catalog Text

(*Use ~~striethrough~~ for deletions and underlines for additions. Also include Crs. Prefix, No., and description, limited to 35 words.)

FSE 410 System Safety Analysis (3) A. Prerequisite: ~~FSE 361~~ FSE 200 or departmental approval. Corequisite: ~~FSE 366~~. Evaluation of the probabilities and consequence of various risks. Study includes system safety analysis, job safety analysis, hazard analysis, and faulty tree analysis. Safety audit methods are reviewed.

Part IV. Recording Data for New or Revised Course (Record only **new** or **changed** course information.)

Course prefix (3 letters)	Course Number (3 Digits)	Effective Term (Example: Fall 2001)	College/Division:	Dept. (4 letters)*
FSE	410	Fall 2008	AS _____ JS X BT _____ EM _____ ED _____ PC _____ HS _____	SSEM
Credit Hrs.	Weekly Contact Hrs.		Repeatable Maximum No. of Hrs. _____	
	Lecture _____	Laboratory _____	Other _____	
Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Cip Code (first two digits only)	
			Class Restriction, if any: (undergraduate only)	
			FR _____ JR _____ SO _____ SR _____	
		Grading Information: Course is eligible for IP (in-progress grading) for: <u>Check all applicable</u>	FOR BANNER USE ONLY Date of data entry _____ Data entry person _____	
		Thesis _____		
		Internship _____		
		Independent Study _____		
		Practicum _____		

Co-Requisites and Prerequisites **See definitions on following page**

Co-Requisite(s): (List only co-requisites. See below for prerequisites and combinations.)

Course Prefix and No.	Corequisite: FSE 366
Course Prefix and No.	

Prerequisite(s): (List prerequisites only. List combinations below. Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)

Course Prefix and No.	FSE 361 FSE 200 or departmental approval
Course Prefix and No.	

Test Scores

Minimum GPA (when a course grouping or student cumulative GPA is required)

Co-Requisite(s) and/or Prerequisite(s) Combination (Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)

Course Prefix and No.	
Course Prefix and No.	

Test Scores

Minimum GPA (when a course grouping or student cumulative GPA is required)

Equivalent Course(s): (credit not allowed with; or formerly:)

Course Prefix and No.	
Course Prefix and No.	
Course Prefix and No.	

Proposed General Education Block: Please mark (X) in the appropriate Block or Blocks (e.g. – IVB(3) X).

Block I (9)	Block II (3)	Block III (6)	Block IV (6)	Block V (9)	Block VI (3)	Block VII (6)	Block VIII (6)
IA (3)	II (3)	IIIA (3)	IVA (3)	VA (3)	VI (3)	VII (3)	VIII (3)
IB (3)		IIIB (3)	IVB (3)	VB (3)		VII (3)	VIII (3)
IC (3)				VC (3)			

Curriculum Change Form
(Present only one proposed curriculum change per form)
(Complete only the section(s) applicable.)

Part I

<input type="checkbox"/> (Check one) New Course (Parts II, IV)	Department Name	Safety, Security & Emergency Management
<input type="checkbox"/> Course Revision (Parts II, IV)	College	Justice & Safety
<input checked="" type="checkbox"/> Course Dropped (Part II)	*Course Prefix & Number	FSE 412
<input type="checkbox"/> New Program (Part III)	*Course Title <small>(30 characters)</small>	Safety and Health Program Management
<input type="checkbox"/> Program Revision (Part III)	*Program Title	(Major ____, Option ____, Minor ____, or Certificate ____)
<input type="checkbox"/> Program Suspended (Part III)	*Provide only the information relevant to the proposal.	

Proposal Approved by:	<u>Date</u>	<u>Date</u>
Departmental Committee	1-26-2008	Graduate Council* NA
<i>Is this a SACS Substantive Change? Yes**** <input type="checkbox"/> No <input checked="" type="checkbox"/></i>		
College Curriculum Committee	2-1-2008	Council on Academic Affairs Approved <input checked="" type="checkbox"/> Disapproved _____
General Education Committee*	NA	02/28/08
Teacher Education Committee*	NA	Faculty Senate** N/A
		Board of Regents** N/A
		Council on Postsecondary Edu.*** N/A

*If Applicable (Type NA if not applicable.)
 **Approval needed for new, revised, or suspended programs
 ***Approval/Posting needed for new degree program or certificate program
 ****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.

Completion of A, B, and C is required: (Please be specific, but concise.)

A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)	Add Pre-requisite FSE 200, 362 and 366.
A. 2. Effective date: (Example: Fall 2001)	Fall 2008
A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)	
B. The justification for this action:	
Per recommendations from the FSE Faculty FSE-200 should be added again.	
C. The projected cost (or savings) of this proposal is as follows:	
Personnel Impact: None	
Operating Expenses Impact: None	
Equipment/Physical Facility Needs: None	
Library Resources: None	

Part II. Recording Data for New, Revised, or Dropped Course

(For a **new required course**, complete a separate request for the appropriate program revisions.)

1. For a new course, provide the catalog text.
2. For a revised course, provide the current catalog text with the proposed text using ~~striethrough~~ for deletions and underlines for additions.
3. For a dropped course, provide the current catalog text.

New or Revised* Catalog Text

(*Use ~~striethrough~~ for deletions and underlines for additions. Also include Crs. Prefix, No., and description, limited to 35 words.)

FSE 412 Safety and Health Program Management (3) A. Prerequisite: FSE 200, 362, and 366; or departmental approval. Emphasis on personnel aspects, communication, and motivation in managing safety and health programs. Practice in writing safety programs, and implementing safety training. Evaluation of the effectiveness of various methods and programs.

Part IV. Recording Data for New or Revised Course (Record only **new** or **changed** course information.)

Course prefix (3 letters)	Course Number (3 Digits)	Effective Term (Example: Fall 2001)	College/Division:	Dept. (4 letters)*
FSE	412	Fall 2008	AS _____ JS X BT _____ EM _____ ED _____ PC _____ HS _____	SSEM
Credit Hrs.	Weekly Contact Hrs.		Repeatable Maximum No. of Hrs. _____	
	Lecture _____ Laboratory _____ Other _____		Cip Code (first two digits only)	
Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)	
			FR _____ JR _____ SO _____ SR _____	
		Grading Information: Course is eligible for IP (in-progress grading) for: <u>Check all applicable</u>	FOR BANNER USE ONLY Date of data entry _____ Data entry person _____	
		Thesis _____		
		Internship _____		
		Independent Study _____		
		Practicum _____		

Co-Requisites and Prerequisites **See definitions on following page**

Co-Requisite(s): (List only co-requisites. See below for prerequisites and combinations.)	
Course Prefix and No.	
Course Prefix and No.	
Prerequisite(s): (List prerequisites only. List combinations below. Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)	
Course Prefix and No.	FSE 362, FSE 366 and FSE 200 or departmental approval
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	
Co-Requisite(s) and/or Prerequisite(s) Combination (Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)	
Course Prefix and No.	
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	
Equivalent Course(s): (credit not allowed with; or formerly:)	
Course Prefix and No.	
Course Prefix and No.	
Course Prefix and No.	

Proposed General Education Block: Please mark (X) in the appropriate Block or Blocks (e.g. – IVB(3) X).

Block I (9)	Block II (3)	Block III (6)	Block IV (6)	Block V (9)	Block VI (3)	Block VII (6)	Block VIII (6)
IA (3)	II (3)	IIIA (3)	IVA (3)	VA (3)	VI (3)	VII (3)	VIII (3)
IB (3)		IIIB (3)	IVB (3)	VB (3)		VII (3)	VIII (3)
IC (3)				VC (3)			

Curriculum Change Form
(Present only one proposed curriculum change per form)
(Complete only the section(s) applicable.)

Part I

<input type="checkbox"/> (Check one) New Course (Parts II, IV)	Department Name	Safety, Security & Emergency Management
<input checked="" type="checkbox"/> Course Revision (Parts II, IV)	College	Justice & Safety
<input type="checkbox"/> Course Dropped (Part II)	*Course Prefix & Number	FSE 425
<input type="checkbox"/> New Program (Part III)	*Course Title <small>(30 characters)</small>	Disaster & Comm Fire Def Planng
<input type="checkbox"/> Program Revision (Part III)	*Program Title	
<input type="checkbox"/> Program Suspended (Part III)	(Major ____, Option ____, Minor ____, or Certificate ____)	
*Provide only the information relevant to the proposal.		

Proposal Approved by:	<u>Date</u>	<u>Date</u>
Departmental Committee	1-26-2008	Graduate Council* NA
<i>Is this a SACS Substantive Change? Yes**** <input type="checkbox"/> No <input checked="" type="checkbox"/></i>		
College Curriculum Committee	2-1-2008	Council on Academic Affairs Approved <input checked="" type="checkbox"/> Disapproved _____
General Education Committee*	NA	02/28/08
Teacher Education Committee*	NA	Faculty Senate** N/A
		Board of Regents** N/A
		Council on Postsecondary Edu.*** N/A

*If Applicable (Type NA if not applicable.)
 **Approval needed for new, revised, or suspended programs
 ***Approval/Posting needed for new degree program or certificate program
 ****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.

Completion of A, B, and C is required: (Please be specific, but concise.)

A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)	To add prerequisite FSE 300
A. 2. Effective date: (Example: Fall 2001)	Fall 2008
A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)	
B. The justification for this action:	
Per recommendations from the FSE Faculty FSE-200 should be added as a Pre requisite.	
C. The projected cost (or savings) of this proposal is as follows:	
Personnel Impact: None	
Operating Expenses Impact: None	
Equipment/Physical Facility Needs: None	
Library Resources: None	

Part II. Recording Data for New, Revised, or Dropped Course

(For a **new required course**, complete a separate request for the appropriate program revisions.)

1. For a new course, provide the catalog text.
2. For a revised course, provide the current catalog text with the proposed text using ~~strikethrough~~ for deletions and underlines for additions.
3. For a dropped course, provide the current catalog text.

New or Revised* Catalog Text

(*Use ~~strikethrough~~ for deletions and underlines for additions. Also include Crs. Prefix, No., and description, limited to 35 words.)

FSE 425: Disaster and Community Fire Defense Planning (3).A.. Prerequisite FSE 300 Overview of the ever changing demographics of the departmental jurisdictions and response during community service master planning. Identifying hazards then assessing risks associated with those hazards. Analysis of potential disaster and recovery methods

Part IV. Recording Data for New or Revised Course (Record only **new** or **changed** course information.)

Course prefix (3 letters)	Course Number (3 Digits)	Effective Term (Example: Fall 2001)	College/Division:	Dept. (4 letters)*
FSE	425	Fall 2008	AS _____ JS X BT _____ EM _____ ED _____ PC _____ HS _____	SSEM
Credit Hrs.	Weekly Contact Hrs.		Repeatable Maximum No. of Hrs. _____	
	Lecture _____ Laboratory _____ Other _____		Cip Code (first two digits only)	
Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)	
			FR _____ JR _____ SO _____ SR _____	
		Grading Information: Course is eligible for IP (in-progress grading) for: <u>Check all applicable</u>	FOR BANNER USE ONLY Date of data entry _____ Data entry person _____	
		Thesis _____		
		Internship _____		
		Independent Study _____		
		Practicum _____		

Co-Requisites and Prerequisites **See definitions on following page**

Co-Requisite(s): (List only co-requisites. See below for prerequisites and combinations.)

Course Prefix and No.	
Course Prefix and No.	

Prerequisite(s): (List prerequisites only. List combinations below. Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D ..)

Course Prefix and No.	<u>FSE 300</u>
Course Prefix and No.	
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	

Co-Requisite(s) and/or Prerequisite(s) Combination (Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)

Course Prefix and No.	
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	

Equivalent Course(s): (credit not allowed with; or formerly:)

Course Prefix and No.	
Course Prefix and No.	
Course Prefix and No.	

Proposed General Education Block: Please mark (X) in the appropriate Block or Blocks (e.g. – IVB(3) X).

Block I (9)	Block II (3)	Block III (6)	Block IV (6)	Block V (9)	Block VI (3)	Block VII (6)	Block VIII (6)
IA (3)	II (3)	IIIA (3)	IVA (3)	VA (3)	VI (3)	VII (3)	VIII (3)
IB (3)		IIIB (3)	IVB (3)	VB (3)		VII (3)	VIII (3)
IC (3)				VC (3)			

Curriculum Change Form
(Present only one proposed curriculum change per form)
(Complete only the section(s) applicable.)

Part I

<input type="checkbox"/> (Check one) New Course (Parts II, IV)	Department Name	Safety, Security & Emergency Management				
<input checked="" type="checkbox"/> Course Revision (Parts II, IV)	College	Justice & Safety				
<input type="checkbox"/> Course Dropped (Part II)	*Course Prefix & Number	FSE 450				
<input type="checkbox"/> New Program (Part III)	*Course Title <small>(30 characters)</small>	Fire Arson and Explosion Investigation II (Adv Explosion/Bombing Invest.)				
<input type="checkbox"/> Program Revision (Part III)	*Program Title	(Major <input checked="" type="checkbox"/> , Option <input type="checkbox"/> ; Minor <input type="checkbox"/> ; or Certificate <input checkbox"="" type="checkbox/>)</td> </tr> <tr> <td><input type="/> Program Suspended (Part III)		*Provide only the information relevant to the proposal.		

Proposal Approved by:	<u>Date</u>		<u>Date</u>
Departmental Committee	1-26-2008	Graduate Council*	NA
<i>Is this a SACS Substantive Change? Yes**** <input type="checkbox"/> No <input checked="" type="checkbox"/></i>			
College Curriculum Committee	2-1-2008	Council on Academic Affairs	
General Education Committee*	NA	Approved <input checked="" type="checkbox"/> Disapproved <input type="checkbox"/>	02/28/08
Teacher Education Committee*	NA	Faculty Senate**	N/A
		Board of Regents**	N/A
		Council on Postsecondary Edu.***	N/A

*If Applicable (Type NA if not applicable.)
**Approval needed for new, revised, or suspended programs
***Approval/Posting needed for new degree program or certificate program
****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.

Completion of A, B, and C is required: (Please be specific, but concise.)

A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)	Change the course Title to Advanced Explosion and Bombing Investigation Change prerequisite to FSE380
A. 2. Effective date: (Example: Fall 2001)	Fall 2008
A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)	
B. The justification for this action:	
Per recommendations from the FSE Faculty FSE380 should be added as the prerequisite.	
C. The projected cost (or savings) of this proposal is as follows:	
Personnel Impact: None	
Operating Expenses Impact: None	
Equipment/Physical Facility Needs: None	
Library Resources: None	

Part II. Recording Data for New, Revised, or Dropped Course

(For a **new required course**, complete a separate request for the appropriate program revisions.)

New or Revised* Catalog Text

(*Use ~~strike through~~ for deletions and underlines for additions. Also include Crs. Prefix, No., and description, limited to 35 words.)

FSE 450 ~~Fire Arson and~~ Advanced Explosion and Bombing Investigation-III (**3**) A. Prerequisite: ~~FSE 370~~ FSE 380.
An in-depth study of explosion scene investigation. Emphasis will be placed on the principles and techniques of scene preservation and analysis, management of investigative functions, documentation of the scene, and determination of the cause of explosions.

Part IV. Recording Data for New or Revised Course (Record only **new or changed** course information.)

Course prefix (3 letters)	Course Number (3 Digits)	Effective Term (Example: Fall 2001)	College/Division:	Dept. (4 letters)*
FSE	450	Fall 2008	AS _____ JS X BT _____ EM _____ ED _____ PC _____ HS _____	SSEM
Credit Hrs.	Weekly Contact Hrs.		Repeatable Maximum No. of Hrs. _____	
	Lecture _____ Laboratory _____ Other _____		Cip Code (first two digits only)	
Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)	
			FR _____ JR _____ SO _____ SR _____	
		Grading Information: Course is eligible for IP (in-progress grading) for: <u>Check all applicable</u>	FOR BANNER USE ONLY Date of data entry _____ Data entry person _____	
		Thesis _____		
		Internship _____		
		Independent Study _____		
		Practicum _____		
Co-Requisites and Prerequisites **See definitions on following page**				
Co-Requisite(s): (List only co-requisites. See below for prerequisites and combinations.)				
Course Prefix and No.				
Course Prefix and No.				
Prerequisite(s): (List prerequisites only. List combinations below. Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)				
Course Prefix and No.	FSE 370– FSE 380			
Course Prefix and No.				
Test Scores				
Minimum GPA (when a course grouping or student cumulative GPA is required)				
Co-Requisite(s) and/or Prerequisite(s) Combination (Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)				
Course Prefix and No.				
Test Scores				
Minimum GPA (when a course grouping or student cumulative GPA is required)				
Equivalent Course(s): (credit not allowed with; or formerly:)				
Course Prefix and No.				
Course Prefix and No.				
Course Prefix and No.				

Curriculum Change Form
(Present only one proposed curriculum change per form)
(Complete only the section(s) applicable.)

Part I

<input type="checkbox"/> (Check one) New Course (Parts II, IV)	Department Name	Safety, Security & Emergency Management
<input type="checkbox"/> Course Revision (Parts II, IV)	College	Justice & Safety
<input checked="" type="checkbox"/> Course Dropped (Part II)	*Course Prefix & Number	FSE 495
<input type="checkbox"/> New Program (Part III)	*Course Title (30 characters)	Fire Arson and Explosion Case Preparation
<input type="checkbox"/> Program Revision (Part III)	*Program Title	
<input type="checkbox"/> Program Suspended (Part III)	(Major ____, Option ____, Minor ____, or Certificate ____)	
*Provide only the information relevant to the proposal.		

Proposal Approved by:	<u>Date</u>	<u>Date</u>
Departmental Committee	1-26-2008	Graduate Council* NA
<i>Is this a SACS Substantive Change? Yes**** <input type="checkbox"/> No <input checked="" type="checkbox"/></i>		
College Curriculum Committee	2-1-2008	Council on Academic Affairs Approved <input checked="" type="checkbox"/> Disapproved _____
General Education Committee*	NA	02/28/08
Teacher Education Committee*	NA	Faculty Senate** N/A
		Board of Regents** N/A
		Council on Postsecondary Edu.*** N/A

*If Applicable (Type NA if not applicable.)
 **Approval needed for new, revised, or suspended programs
 ***Approval/Posting needed for new degree program or certificate program
 ****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.

Completion of A, B, and C is required: (Please be specific, but concise.)

A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)	Remove Pre-requisite FSE 350
A. 2. Effective date: (Example: Fall 2001)	Fall 2008
A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)	
B. The justification for this action:	
Per recommendations from the FSE Faculty FSE-350 should be removed as pre-requisite.	
C. The projected cost (or savings) of this proposal is as follows:	
Personnel Impact: : None	
Operating Expenses Impact:. None	
Equipment/Physical Facility Needs: None	
Library Resources: None	

Part II. Recording Data for New, Revised, or Dropped Course

(For a **new required course**, complete a separate request for the appropriate program revisions.)

1. For a new course, provide the catalog text.
2. For a revised course, provide the current catalog text with the proposed text using ~~striethrough~~ for deletions and underlines for additions.
3. For a dropped course, provide the current catalog text.

New or Revised* Catalog Text

(*Use ~~striethrough~~ for deletions and underlines for additions. Also include Crs. Prefix, No., and description, limited to 35 words.)

FSE 495 (3) A. Fire Arson and Explosion Case Preparation. (3) A. Prerequisites: ~~FSE 350 and~~ FSE 450.
Preparation of the fire, arson, and explosion case for trial, including preparation of demonstrative evidence, scene documentation for presentation, rules of evidence, case review and analysis, and testimony.

Part IV. Recording Data for New or Revised Course (Record only **new** or **changed** course information.)

Course prefix (3 letters)	Course Number (3 Digits)	Effective Term (Example: Fall 2001)	College/Division:	Dept. (4 letters)*
FSE	495	Fall 2008	AS _____ JS X BT _____ EM _____ ED _____ PC _____ HS _____	SSEM
Credit Hrs.	Weekly Contact Hrs.		Repeatable Maximum No. of Hrs. _____	
	Lecture _____ Laboratory _____ Other _____		Cip Code (first two digits only)	
Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)	
			FR _____ JR _____ SO _____ SR _____	
		Grading Information: Course is eligible for IP (in-progress grading) for: <u>Check all applicable</u>	FOR BANNER USE ONLY Date of data entry _____ Data entry person _____	
		Thesis _____		
		Internship _____		
		Independent Study _____		
		Practicum _____		

Co-Requisites and Prerequisites **See definitions on following page**

Co-Requisite(s): (List only co-requisites. See below for prerequisites and combinations.)

Course Prefix and No.	
Course Prefix and No.	

Prerequisite(s): (List prerequisites only. List combinations below. Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)

Course Prefix and No.	FSE 350 and FSE 450.
Course Prefix and No.	

Test Scores

Minimum GPA (when a course grouping or student cumulative GPA is required)	
--	--

Co-Requisite(s) and/or Prerequisite(s) Combination (Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)

Course Prefix and No.	
Course Prefix and No.	

Test Scores

Minimum GPA (when a course grouping or student cumulative GPA is required)	
--	--

Equivalent Course(s): (credit not allowed with; or formerly:)

Course Prefix and No.	
Course Prefix and No.	
Course Prefix and No.	

Proposed General Education Block: Please mark (X) in the appropriate Block or Blocks (e.g. – IVB(3) X).

Block I (9)	Block II (3)	Block III (6)	Block IV (6)	Block V (9)	Block VI (3)	Block VII (6)	Block VIII (6)
IA (3)	II (3)	IIIA (3)	IVA (3)	VA (3)	VI (3)	VII (3)	VIII (3)
IB (3)		IIIB (3)	IVB (3)	VB (3)		VII (3)	VIII (3)
IC (3)				VC (3)			

Editorial Change - Curriculum Form
(Present only one curriculum editorial change per form)
(Complete only the section(s) applicable.)

Part I

Department Name	Correctional and Juvenile Justice Studies		
College	Justice & Safety		
*Course Prefix & Number	COR 808		
*Course Title (30 characters)	Analysis of Correctional and Juvenile Justice Data		
*Program Title	_____ (Major ____, Option ____, Minor ____, or Certificate ____)		
*Provide only the information relevant to the proposal.			
Original Proposal Approved by the Council on Academic Affairs on	Date:	12-15-2005	

Completion of A is required: (Please be specific, but concise.)

<p>A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)</p> <p>Remove statement "Cross listed as CRJ 808"</p>	
<p>A. 2. Effective date: (Example: Fall 2001)</p> <p>Fall 2008</p>	

Part II. Recording Data for Revised Course

<p>1. For a revised course, provide (a) the current catalog text and (b) the proposed text, reflecting the exact changes being proposed.</p>	
<p>New or Revised* Catalog Text</p> <p>(*Use strikeout for deletions and <u>underlines</u> for additions. Also include Crs. Prefix, No., and description, limited to 35 words.)</p>	
<p>COR 808 Analysis of Correctional and Juvenile Justice Data (3) A. Cross-listed as CRJ 808. Prerequisites: undergraduate research methods and undergraduate statistics or departmental approval. This course examines techniques for analyzing data in corrections and juvenile justice. Emphasis is placed on analysis and interpretation of data using univariate, bivariate, and multivariate techniques.</p>	

Part IV. Recording Data for a Revised Course (Record only **changed** course information.) ***Required**

Course prefix* (3 letters)	Course Number* (3 Digits)	Effective Term* (Example: Fall 2001)	College/Division:	Dept. (4 letters)*
COR	808	Fall 2008	AS _____ JS X BT _____ EM _____ ED _____ PC _____ HS _____	CORS
Credit Hrs.	Weekly Contact Hrs. Lecture _____ Laboratory _____ Other _____		Repeatable Maximum No. of Hrs. _____	
Schedule Type** (List all applicable)	Work Load (for each schedule type)	Grading Mode**	Cip Code (first two digits only)	
			Class Restriction, if any: (undergraduate only)	
			Major Restrictions, if any:	
			FR _____	FR _____
			SO _____	SO _____
			JR _____	JR _____
			SR _____	SR _____
		Grading Information: Course is eligible for IP (in-progress grading) for: <u>Check all applicable</u>	<p>FOR BANNER USE ONLY</p> <p>Date of data entry _____</p> <p>Data entry person _____</p>	
		Thesis _____		
		Internship _____		
		Independent Study _____		
		Practicum _____		

Co-Requisites and Prerequisites

Co-Requisite(s): (List only co-requisites. See below for prerequisites and combinations.)

Course Prefix and No. _____

Course Prefix and No. _____

Prerequisite(s): (List prerequisites only. List combinations below. Use "and" and "or" literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)

Course Prefix and No. _____

Course Prefix and No. _____

Test Scores _____

Minimum GPA (when a course grouping or student cumulative GPA is required) _____

Co-Requisite(s) and/or Prerequisite(s) Combination (Use "and" and "or" literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)

Course Prefix and No. _____

Test Scores _____

Minimum GPA (when a course grouping or student cumulative GPA is required) _____

Equivalent Course(s): (credit not allowed with; or formerly:)

Course Prefix and No. _____ CRJ 808

Course Prefix and No. _____

Course Prefix and No. _____

Proposed General Education Block: Please mark (X) in the appropriate Block or Blocks (e.g. – IVB(3) X).

Block I (9)	Block II (3)	Block III (6)	Block IV (6)	Block V (9)	Block VI (3)	Block VII (6)	Block VIII (6)
IA (3)	II (3)	IIIA (3)	IVA (3)	VA (3)	VI (3)	VII (3)	VIII (3)
IB (3)		IIIB (3)	IVB (3)	VB (3)		VII (3)	VIII (3)
IC (3)				VC (3)			



EASTERN KENTUCKY UNIVERSITY

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Office of Academic Affairs and Research
Office of the Dean
University Programs

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(859) 622-2222 Fax (859) 622-5018

TO: Council on Academic Affairs

FROM: Onda Bennett
Interim Dean, University Programs

DATE: February 7, 2008

RE: Agenda Items for 02/21/08 Council on Academic Affairs meeting

The following items are being submitted to the Council on Academic Affairs for consideration at the February 21, 2008 meeting from University Programs:

New Courses

WGS 364 Women and Gender Studies proposal to cross list WGS 364 with English 364

Submissions from General Education

PSY 280 Proposal to add the substantive writing component for approval as a writing intensive course (approved by the TCAC committee on October 31, 2007)

HPR 190
HPR 390 Proposal to approve course to fulfill the old general education requirement for category 18. Included in packet: Memo from College Committee; Curriculum Change forms; Revised Course Choice and Action Matrix for General Education Area 5

Editorial Change Drop ENG 342 from African/African American Studies certificate per CAA action 12/20/07



Curriculum Change Form
(Present only one proposed curriculum change per form)
(Complete only the section(s) applicable.)

Part I

(Check one) <input checked="" type="checkbox"/> New Course (Parts II, IV) <input type="checkbox"/> Course Revision (Parts II, IV) <input type="checkbox"/> Course Dropped (Part II) <input type="checkbox"/> New Program (Part III) <input type="checkbox"/> Program Revision (Part III) <input type="checkbox"/> Program Suspended (Part III)	Department Name <u>Psychology</u> College <u>Arts & Sciences</u> *Course Prefix & Number <u>PSY 280W</u> *Course Title (<u>30 characters</u>) <u>Lifespan Developmental Psy: W</u> *Program Title _____ (Major ____, Option ____, Minor ____, or Certificate ____) *Provide only the information relevant to the proposal.	
Proposal Approved by:		
	<u>Date</u> 10/31/07	<u>Date</u> N/A
		Graduate Council*
		Council on Academic Affairs
		Approved <input checked="" type="checkbox"/> Disapproved _____
		02/028/08
		Faculty Senate**
		N/A
		Board of Regents**
		N/A
		Council on Postsecondary Edu.***
		N/A
*If Applicable (Type NA if not applicable.) **Approval needed for new, revised, or suspended programs ***Approval/Posting needed for new degree program or certificate program ****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.		

Completion of A, B, and C is required: (Please be specific, but concise.)

<p>A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.) To create a PSY 280 course that incorporates substantive writing assignments and is designated as a writing intensive course.</p> <p>A. 2. Effective date: (Example: Fall 2001) Fall 2008</p> <p>A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)</p>
<p>B. The justification for this action:</p> <p>Courses with substantive writing requirements can now be identified with a W following the course number. This will allow courses to be easily identified by students and tracked for assessment purposes. This course meets the requirements set forth by the Thinking and Communicating Across the Curriculum Advisory Board.</p>
<p>C. The projected cost (or savings) of this proposal is as follows:</p> <p>Personnel Impact: None</p> <p>Operating Expenses Impact: None</p> <p>Equipment/Physical Facility Needs: None</p> <p>Library Resources: none</p>

Part II. Recording Data for New, Revised, or Dropped Course

(For a **new required course**, complete a separate request for the appropriate program revisions.)

1. For a new course, provide the catalog text.
2. For a revised course, provide the current catalog text with the proposed text using ~~striethrough~~ for deletions and underlines for additions.
3. For a dropped course, provide the current catalog text.

New or Revised* Catalog Text

(*Use ~~striethrough~~ for deletions and underlines for additions. Also include Crs. Prefix, No., and description, limited to 35 words.)

PSY 280W Lifespan Developmental Psy: Writing Intensive. (3) I, II. Prerequisites: PSY 200; ENG 102, or ENG 105 (B), or HON 102. A writing-intensive survey of theory and research in developmental psychology across the entire life span. May not be applied to the Psychology major. Credit will not be awarded to students who have credit for PSY 280. Gen. Ed. VB, VC, or VII (SBS).

Part IV. Recording Data for New or Revised Course (Record only **new or changed** course information.)

Course prefix (3 letters) PSY	Course Number (3 Digits) 280	Effective Term (Example: Fall 2001) Fall 2008	College/Division: AS <input checked="" type="checkbox"/> JS _____ BT _____ EM _____ ED _____ PC _____ HS _____	Dept. (4 letters)* PSYC
Credit Hrs. 3.0	Weekly Contact Hrs. Lecture <u>3.0</u> Laboratory _____ Other _____		Repeatable Maximum No. of Hrs. _____	
Schedule Type* (List all applicable) 1 B D E K S T V W Y	Work Load (for each schedule type) 3 3 3 3 3 3 3 3 3 3	Grading Mode* N A	Class Restriction, if any: (undergraduate only) FR _____ JR _____ SO _____ SR _____	
Grading Information: Course is eligible for IP (in-progress grading) for: <u>Check all applicable</u>			FOR BANNER USE ONLY Date of data entry _____ Data entry person _____	
Thesis _____				
Internship _____				
Independent Study _____				
Practicum _____				

Co-Requisites and Prerequisites **See definitions on following page**

Co-Requisite(s): (List only co-requisites. See below for prerequisites and combinations.)

Course Prefix and No. _____

Course Prefix and No. _____

Prerequisite(s): (List prerequisites only. List combinations below. Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)

Course Prefix and No. **PSY 200; ENG 102, or ENG 105 (B), or HON 102.**

Course Prefix and No. _____

Test Scores _____

Minimum GPA (when a course grouping or student cumulative GPA is required) _____

Co-Requisite(s) and/or Prerequisite(s) Combination (Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)

Course Prefix and No. _____

Test Scores _____

Minimum GPA (when a course grouping or student cumulative GPA is required) _____

Equivalent Course(s): (credit not allowed with; or formerly:)

Course Prefix and No. **Credit not allowed with PSY 280**

Course Prefix and No. _____

Course Prefix and No. _____

Proposed General Education Block: Please mark (X) in the appropriate Block or Blocks (e.g. – IVB(3) X).

Block I (9)	Block II (3)	Block III (6)	Block IV (6)	Block V (9)	Block VI (3)	Block VII (6)	Block VIII (6)
IA (3)	II (3)	IIIA (3)	IVA (3)	VA (3)	VI (3)	VII (3) X	VIII (3)
IB (3)		IIIB (3)	IVB (3)	VB (3) X		VII (3)	VIII (3)
IC (3)				VC (3) X			

Syllabus Information for Bundy PSY 280 Proposed Writing Intensive Section

(This syllabus was cut and pasted from several sections of a Blackboard Course Information section).

GENERAL EDUCATIONAL GOALS AND PSY 280

Upon successful completion of this course, students will be able to:

1. Use appropriate methods of critical thinking and quantitative reasoning to examine issues and to identify solutions (Gen Ed Goal two)
2. Analyze the social and behavioral influences that explain how people relate to each other, to institutions, and to communities (Gen Ed Goal four)
3. Distinguish the methods that underlie the search for knowledge in the arts, humanities, natural sciences, history, and social and behavioral sciences. (Gen Ed Goal seven)
4. Integrate knowledge that will deepen their understanding of, and will inform their own choices about, issues of personal and public importance. (Gen Ed Goal eight)

PSY 280 LEARNING OBJECTIVES

This course is designed to introduce students to theories of human development throughout the lifespan. Upon successful completion of the course, students will be able to do the following:

1. Demonstrate knowledge about major theoretical perspectives on human development.
2. Demonstrate knowledge about research methods and findings related to development throughout the lifespan.
3. Identify major concepts and themes crossing the various topics of development.
4. Apply developmental principles and theories to their own lives and to their chosen fields of study and work.
5. Demonstrate understanding of variability across cultural, individual, and temporal contexts regarding development over the lifespan.

PSY 280 WRITING INTENSIVE OBJECTIVES

Because this is a writing intensive section of PSY 280, students will learn and demonstrate the following critical thinking and written communication skills when completing their written assignments:

1. Using Bloom's taxonomy as a guide, student writing will demonstrate critical and creative thinking through comprehension, application, analysis, synthesis, and interpretation/evaluation.

2. Student writing will demonstrate control of written language and rhetorical knowledge through sentence and paragraph structure, appropriate style for the different types of assignments, and organization. For some assignments, information will be researched and integrated across sources and across the various concepts addressed in the course.

DISABILITY ACCOMMODATION STATEMENT

If you are registered with the Office of Services for Individuals with Disabilities, please make an appointment with the course instructor to discuss any academic accommodations you need. If you need academic accommodations and are not registered with the Office of Services for Individuals with Disabilities, please contact the office on the third floor of the Student Services Building, by email at disserv@eku.edu or by telephone at (859) 622-2933 V/TDD. Upon individual request, this syllabus can be made available in alternative forms

ACADEMIC INTEGRITY

Students are advised that EKU's Academic Integrity Policy will strictly be enforced in this course. The Academic Integrity policy is available at www.academicintegrity.eku.edu. Questions regarding the policy may be directed to the Office of Academic Integrity.

TEXTBOOK

Berk, L.E. (2007), *Development Through the Lifespan*, 4th Edition. Boston: Allyn and Bacon.

Your text should also come with a Student Access Kit for MYDEVELOPMENTLAB, which will allow you to register for CourseCompass and access our course E-book, as well as other resources.

You'll be logging in to "Mydevelopmentlab course compass". The link is available through the "E-book" link on our site. Once in the course compass site, click on "E-book" to access your online text.

You will also purchase a video and observation video guide.

You'll also need to read ONE of the following books (you can check out from a library, purchase on-line, etc.):

1. Albom, M. (1997). *Tuesdays with Morrie*. Doubleday: New York.

OR

2. Sebold, A. (2002). *The Lovely Bones*. Little, Brown and Company: New York.

GRADING POLICIES

Final Grade

Your performance will be weighted as follows:

CHAPTER QUIZZES: 24% (15 points each, 15 in all)

DISCUSSION FORUM: 24% (2 points each week)

MEDIA ASSET SUMMARIES: 12% (1 point each week)

JOURNALS: 10% (5 points each)

APA STYLE REVIEW PAPER: 20% (100 points)

FINAL EXAM: 10% (100 points)

How does Blackboard compute your grade? Your obtained points in each area will be divided by the points possible in each area and then multiplied by the area's weighting percentage. Then these area figures will be added to provide a total final percentage.

Letter grades will be awarded as follows:

90-100%=A

80-89%=B

70-79%=C

60-69%=D

0-59%=F

COURSE REQUIREMENTS

Discussion Forum

The Discussion Forum provides students an opportunity to respond to questions posed by the instructor. The questions will relate to readings assigned in the text as well as assigned videos and other ebook activities.

Posts made by students on this forum are graded by the instructor. Students are required to post **AT LEAST TWO QUALITY RESPONSES TO EACH QUESTION** posted by the instructor (of course, students can post as many as they like in addition to the two that are required). The required posts must be made **ON AT LEAST TWO DIFFERENT DAYS and MUST BE MADE DURING THE WEEK THE TOPIC IS BEING COVERED**. At least one response should be the student's direct response to the instructor's question. The second response could be the student's comment on another student's post. Weekly discussion questions will be posted on Sunday morning. Students have until **NOON** the following Saturday to post their required comments. Any comments posted after noon will not be considered for a grade.

Contributions to the weekly Discussion Forum are worth a maximum of 2 points per week (1 point per post). If the required number of posts are made AND they are of acceptable quality, the student will earn the full number of points. The quality of a post is determined by the degree to which it answers the question posed by the instructor, the degree to which it makes a substantive contribution to the discussion, and the degree to which it is based on material covered in the text (e.g., makes reference to information in the text). There will be no "make-ups".

The following is an example of an appropriate contribution to the Discussion Forum. Suppose we were studying the relationship between stress and psychological disorders in young adulthood. A reasonable Discussion Forum question might be "Explain how two young adults who experience the same stressful event can have different psychological reactions to it." Here's an example of one quality response (i.e., one that would be worth full credit) from past student work: "One

reason for this might be that the two people interpret the event differently. According to Lazarus's theory of stress, an event is likely to be experienced as stressful if a person sees the event as a threat and believes that he/she lacks the resources to cope with the threat. Another person, one who is better prepared to cope with stress, might not perceive the same event as a threat. Lazarus adds the critical variable of individual differences in perception of events." Although not perfect, this is a good response for several reasons:

1. It's brief
2. It makes reference to material from the book.
3. The information included in the response is accurate. It reflects application and analysis of what the book says about Lazarus. This moves beyond just summarizing information from the book.

As elsewhere in our writing in this class, I refer you to Bloom's taxonomy. Bloom outlines different levels of reading and responding to information. I hope that at least some of your writing for this class will make it to the synthesis and evaluation levels! The deeper (or the higher on his triangle) your responses can be, the better their quality and the more critical thinking involved. A graphic of this taxonomy is attached to this syllabus and there are several good website providing examples, including the following link. Pay attention mainly to the cognitive aspect for the purposes of this class.

<http://www.nwlink.com/~donclark/hrd/bloom.html>

Just to show you that opinion/point of view can be a good part of the discussion forum, here's another good discussion forum response: "I viewed "Video Segment 1" and got a little upset. The woman seems to be expecting Anna to perform something--I think the woman is entirely too quiet and "observant." What Anna needs most (according to this highly opinionated, very verbal parent) is to hear lots of ordinary speech with real words, or music, or whatever, rather than to be stared at (scrutinized for) whatever she might try to do "on her own." I know I dislike being "watched" like that, much preferring genuine interaction."

There are 2 discussion forums, split by alphabetization of last name. If your name is kind of in the middle of the alphabet, either e-mail instructor to ask which forum you're in, or simply try to post: you should be blocked from posting if it's not your forum.

You will receive an e-mail message from Dr. Bundy after discussion forum posts are due. This message will alert you that grading for the week has been completed and will summarize thoughts on the week's discussion. Make sure to update your e-mail address on Blackboard so that you will receive this and other e-mails related to this course.

Readings

Students will be assigned weekly readings in the text book. Because there are no lectures for this course, completing these readings will be a critical mechanism for learning the course material. Chapters 1-19 will be assigned. A detailed schedule of readings is included in the Course Schedule section.

You will also need to read one of 2 additional book choices in order to complete your 4th journal entry. Make sure to plan ahead so that you can finish the book in time to complete this assignment.

Media Assets

Icons are located throughout the margins in the e-book and link to specific "media assets". These include: simulations (Simulate), video clips (Watch), explorations of topics (Explore), audio explanations (Listen), and biographies of prominent psychologists (Biography).

Your textbook also includes a video and video guide.

You will be assigned media assets/icons from the e-book to explore during appropriate weeks/text chapters. Students will also be assigned videos from the CD-ROM. See course schedule for specific assignments. Discussion forums and/or quizzes will often reflect information from the assigned media assets and CD-ROM videos.

Page numbers for each required media asset will be given in the course syllabus. Use these and/or the Multimedia library on the e-book site to help you locate the media assets.

If you have difficulty getting these to run on your computer, contact the textbook technical assistance folks. They are often helpful. If not, contact Dr. Bundy. It can take a little effort in the beginning to get things set up, but taking advantage of these "experiential" elements of the course can really help the material to come alive for you!

Each week, you will complete a "media assets assignment". This will consist of a brief (fitting within the assignments text box) summary highlighting what you learned from the media assets for the week. Complete this quickly and don't labor over this assignment. It's simply meant as a way to encourage you to actually view/experience the media assets.

Students can access their weekly assignment by going to the Assignments section, clicking on the Media Assets folder, and then clicking on the appropriate week).

Following is a sample of a nicely written Media Asset reaction:

"Chapters 17 & 18 have really brought us to the far side of life's spectrum. Studying this in an aging and senescence class has already brought much insight into this part of the lifespan. Everything that the videos had to say were crucial in successful aging. The people that we viewed all had one thing in common; when they all grew got older, they stayed busy and involved. Nearly all of them stated that they had more leisure time, however, they were active participants in their communities. The elder black couple stayed apart of the college that they worked for, played tennis and bridge, spent time with their grandchild, and volunteered at the Humane Society and other places. The Rabbi continued his work after retirement by helping to build a retirement community, Jewish based, and filled multiple roles in his community. Finally, the writer's group showed the significance of a close social network as we grow older. Staying busy/involved, having friends and family nearby, and exercising are invaluable parts to successful aging. Yes, having pets as the Rabbi stated is helpful, just like listening to music, and reminiscence, but the three that I mentioned are the most significant in my mind."

Journals

A set of 4 "journal entries" will be required. The entries will be graded on a scale from 1 to 5, based on on-time completion, communication skills (e.g., spelling, grammar, sentence construction) and content (e.g., did it address the question, was it interesting, creative and thoughtful). A choice of questions/topics will be available for each entry. See schedule for journal entry due dates and see Bb "Assignments" for actual assignments. Please cut and paste journal

entries into the window provided in Bb Assignments--do NOT attach files unless yours is too long to fit into the text window.

You'll notice that the first and last journal entries will be a bit more time consuming, while you get more of a break for Journal 2 and 3. The first entry actually involves completing 2 little assignments. The last entry involves responding to the book you choose to read for the class (not your textbook). In addition to a grade, you will receive my written feedback for each journal entry that you complete. For the first journal entry, you may rewrite your work based on my feedback and turn it in again via e-mail. Grades of "D" or lower must rewrite this journal assignment. Grades of "B" or lower may rewrite. Rewrites will be due 1 week after you receive your journal grade and instructor comments.

Once during the semester, you will be asked to briefly provide information summarizing one of your journal entries. You'll do this in the form of a discussion post. Your name will be mentioned by Dr. Bundy on the discussion forum when it's your turn.

Study Materials

Study materials, designed to help students learn course materials and prepare for quizzes and exams, may be found in the Course Documents area (PowerPoint presentations) and on the MYDEVELOPMENTLAB/E-BOOK site.

Some examples of available materials include PowerPoint presentations and pre- and post-tests for each chapter with the option to develop Individualized Study Plans.

Weekly Quizzes

(See section on quizzes and exams for details!)

Review Paper

A 5-7 page typed paper is required. (The actual TEXT of your paper must be at least 5 pages in length, with references, abstract page, etc., as additional pages). Please use APA (American Psychological Association) style. This paper will be similar to literature reviews written by psychologists for professional journals or as book chapters, with a professional audience in mind.

I'll furnish a list of general topics to sign up for, based on the major topics covered by our book, but **you will need to investigate a specific aspect of the topic**. For example, rather than choosing a topic of "Conduct Disorders in Children", you'd choose "Family Influences on the Development of Conduct Disorders." Feel free to consult with me about choosing a topic. I'll help you narrow your ideas down. Do not simply summarize general information about an aspect of development.

Your paper must be based on at least five appropriate research-based sources, e.g., professional, peer reviewed journals and books. Journals are preferred, because you're more likely to find up-to-date information that way. Grades tend to be better for papers using mostly professional journals as sources. You will need to do a library database search early in the semester to see what journals you need, because you may have to order some of them from interlibrary loan. After you have these five solid sources, you may add others, such as information from the Internet or from layperson magazines such as "Time."

Sometimes students try to summarize information article by article, but we will work together to develop an outline that will help you organize the paper by topic. Within each topic area, you will synthesize the research from various sources.

When you turn in your paper, you must have **copies of the sources you used** (e.g., journal articles, book chapters) available upon instructor request.

This paper is a major project with multiple feedback opportunities to promote a good final product and reduced anxiety! You will receive **feedback** after each of the following stages:

1. **Topic**
2. **Reference list** (may be in progress)
3. **Paper outline**
4. **Sample section** of text
5. **Peer review** of full draft (post papers and exchange comments in discussion forum)
6. **Rough draft of entire paper** to instructor
7. **Final Paper**
8. **Rewrite** (if applicable)

Due dates for each “stage” are available in the course schedule.

Paper Grading Guidelines (points possible)

35 points Content

Is the paper interesting? Does it cover the area you have chosen to review? Do your conclusions give the sense that you’ve evaluated and summarized what you’ve read/researched? Do you use a line of reasoning based on the literature you’re reviewing throughout the paper to come to the points you make in your discussion section? Does the paper achieve the stated purpose? Does your writing show awareness of your target audience (professional)?

20 points Grammar and style

Do you use complete and properly structured sentences? Do you use correct spelling and transition sentences? Is your style appropriate for academic writing, e.g., formal vocabulary and writing style? Does your paper follow a clear outline/organizational framework?

15 points APA style

10 points required number and type of sources

5 points final paper in on time

3 points rough draft in on time

3 points adequate outline, on time

3 points sample section, on time

2 points participation in peer review

2 points topic turned in, on time

2 points reference list, on time

Rewrites incorporating my feedback about your paper will be possible in some cases. Rewrites **MUST** be written for papers that receive grades of “D” or less. Rewrites **MAY** be written for papers that receive grades of “B” or “C”. If you rewrite, your final paper grade will be the average of your first grade and your rewrite grade. Rewrites will be due 1 week after you receive your paper grade and instructor comments.

Helpful Hints

Please see the “The Publication Manual of the American Psychological Association” and my sample APA paper (available in Course Documents) for stylistic guidance.

Remember Bloom’s taxonomy. It is not enough to merely summarize the research. Your paper should comment on the state of the literature in the area you chose and suggest directions for future research. See the visual guide for Bloom at the end of this syllabus.

EXAMS AND QUIZZES

Final Exam

The final exam will be closed book, comprehensive, covering all material presented in the course. It will be in multiple-choice and/or short essay format and administered on the ECU campus (or another suitable, supervised location approved by the instructor). Please bring and show your ECU student ID.

The Course Schedule lists the date and time that the exam will be administered. Students who are unable to come to campus for either of the scheduled administrations will be responsible for making alternate arrangements with the instructor **AT LEAST THREE WEEKS BEFORE THE END OF THE SEMESTER** (even earlier if possible)

Chapter Quizzes

There will be 16 Chapter Quizzes. Quizzes will cover material presented in the text as well as other assigned materials, such as the video segments. Information from the Discussion Forum or media assets is also fair game for quizzes.

Quizzes will be administered on-line. Students can access a quiz by going to the Assignments section, clicking on the Quizzes folder, and then clicking on the appropriate quiz (they’re listed by chapter and quiz number). When a quiz is made available for students to take, an announcement appears in the Announcement section.

Each quiz will consist of largely multiple choice (and possibly fill-in-the-blank or short-essay questions). The quizzes are timed so that once you begin the quiz you will only have a certain amount of time to complete it. Furthermore, each quiz can only be accessed once (i.e., you can't take it, or even start it, then go back later and try to take it again).

Students are on the honor system. You should not confer with others regarding the quiz. You may consult your text or other materials while taking the quiz, but the purpose of the time limit is to make it difficult for students to do so (you won't have time to look up all the answers in your book).

Quizzes will be made available between Thursday at 8 a.m. and Saturday at 12 noon only. So, for example, during the week we are studying Development in Early Childhood, we will begin the unit on Sunday morning (that's when the Discussion Forum questions will be posted). The quiz over early childhood will be available for students to take at any time between 8 a.m. Thursday and noon. Saturday of that week. The quiz will be taken off-line at noon and will no longer be accessible.

There are no make-up quizzes, but these are typically unnecessary since you have several days flexibility with when to take your quizzes.

The schedule for quizzes is included in the Course Schedule section. You should print out and post the Course Schedule section to remind yourself about the timelines for discussion posts and quizzes until you become familiar with the routine.

SCHEDULE FOR COURSE BY WEEK

(Take my word for it: You should print this for weekly reference!!)

Week 1

THEORY & RESEARCH IN HUMAN DEVELOPMENT

Read: Chapter 1 in the text

MEDIA Assets:

Explore: Freud's 5 stages, p. 16

Explore: Psychoanalytic Perspective: Freud and Erikson, p. 17

Biography: Erikson, P. 17

Simulate: Illustration of Ecological Systems Theory, p. 24

Simulate: Research Designs, p. 34

Video: None

Discussion Forum & Media Assets Summary Assignment: opens at 8 a.m. on and closes noon on

Quiz: available 8 a.m. on and closes at noon on

Week 2

BIOLOGICAL AND ENVIRONMENTAL FOUNDATIONS; PRENATAL DEVELOPMENT, BIRTH, AND THE NEWBORN

Read: Chapters 2 and 3 in the text

MEDIA Assets:

Watch: Multiple Births-Twins, p. 48

Watch: High-Risk Pregnancy, p. 94

Explore: Children's Well-Being in US and Canada, p. 68

Watch: Childbirth, p. 99

Watch: Natural Childbirth, p. 101

Watch: Newborn Reflexes with Learning Activity, p. 106

Discussion Forum & Media Assets Summary Assignment: opens at 8 a.m. on and closes noon on

Quiz: available 8 a.m. on and closes at noon on

Week 3

PHYSICAL DEVELOPMENT IN INFANCY & TODDLERHOOD

Read: Chapter 4 in the text

MEDIA assets:

Watch: Appropriate Stimulation with Learning activity, p 127

Watch: Breastfeeding with Learning Activity, p. 130

Explore: Evaluating Infant/Toddler Toys, p. 133

Simulate: Experiencing the Visual Cliff, p. 142

Discussion Forum and Media Assets Summary Assignment: opens at 8 a.m. on and closes noon on

Quiz: available 8 a.m. on and closes at noon on

Review Paper Topic: due by noon on

Week 4

COGNITIVE DEVELOPMENT IN INFANCY AND TODDLERHOOD

Read: Chapter 5 in the text

MEDIA assets:

Explore: Piaget Assimilation and Accommodation, p. 152

Biography: Piaget, p. 152

Watch: Object Permanence with Learning Activity, p. 154

Watch: Mental Representation: Make-Believe Play, p. 155

Explore: Identify Picture Books, p. 177

Discussion Forum & Media Assets Summary Assignment: opens at 8 a.m. on and closes noon on

Quiz: available 8 a.m. on and closes at noon on .

Journal Assignment 1: due by noon on

Review Paper Reference list (can be in progress): due at noon on

Week 5

EMOTIONAL AND SOCIAL DEVELOPMENT IN INFANCY AND TODDLERHOOD

Read: Chapter 6 in the text

MEDIA assets

Simulate: Recognizing Facial Expressions of Emotion, p.185

Explore: Examining your temperament, p. 191

Watch: Harlow's Monkeys, p. 196

Simulate: The Strange Situation, p. 198

Watch: Quality of Caregiving, Interactional Synchrony, p. 200

Discussion Forum and Media Assets Summary Assignment: open at 8 a.m. on and close noon on

Quiz available 8 a.m. on and closes noon on

Review Paper Outline: due at noon on

Week 6

PHYSICAL AND COGNITIVE DEVELOPMENT IN EARLY CHILDHOOD

Read: Chapter 7 in the text

MEDIA assets:

Watch: Make-Believe Play with Learning Activity, p. 228

Watch: Conservation with Learning Activity, p.230

Watch: Private Speech, 234

Watch: Visit to 2 Child Care Centers, p. 246

Discussion Forum & Media Assets Summary Assignment: opens at 8 a.m. on and closes noon on

Quiz: available 8 a.m. on and closes at noon on

Week 7

EMOTIONAL AND SOCIAL DEVELOPMENT IN EARLY CHILDHOOD

Read: Chapter 8 in the text

Watch: Television and Aggression, p. 272

Explore: Television Viewing and the Preoperational Child, p. 272

Simulate: Childrearing Styles, p. 279

Watch: Child-rearing Styles: Authoritative, p. 280

Discussion Forum and Media Assets Summary Assignment: open at 8 a.m. on and close noon on

Quiz: available 8 a.m. on and closes at noon on

Review Paper Sample Paper Section: due at noon on

Week 8

PHYSICAL & COGNITIVE DEVELOPMENT IN MIDDLE CHILDHOOD

Read: Chapter 9 in the text

MEDIA assets:

Watch: Motor Development and Play: The Children's Circus, p. 294

Watch: Piaget's Concrete Operational Stage, p. 299

Watch: Mathematics: A 2nd grade Math Lesson, p. 308

Explore: Sternberg's Triarchic Theory of Intelligence, p. 310

Discussion Forum and Media Assets Summary Assignment: open at 8 a.m. on and close noon on

Quiz: available 8 a.m. on and closes at noon on

Journal Assignment 2: due by noon

Week 9

NO ASSIGNMENTS! (: Enjoy your Spring break!

Week 10

EMOTIONAL AND SOCIAL DEVELOPMENT IN MIDDLE CHILDHOOD

Read: Chapter 10 in the text

Watch: Self-Concept in Middle Childhood, p. 330

Explore: Reducing Gender Stereotyping in School-Age Children, p. 343

Watch: Peer Acceptance, P. 340

Discussion Forum & Media Assets Summary Assignment: open at 8 a.m. on and close noon on

Quiz: available 8 a.m. on and closes noon
Review Paper Peer Review Week! Have your paper draft ready and this will be our
Discussion Forum topic this week.

Week 11

PHYSICAL AND COGNITIVE DEVELOPMENT IN ADOLESCENCE

Read: Chapter 11 in the text

MEDIA assets:

Explore: Critiquing Adolescent Magazines, p. 368

Simulate: Early vs. Late Pubertal Timing, p. 369

Watch: Adolescent Sexuality, p 377

Watch: Formal Operational Thought--High School Math, p. 381

Discussion Forum and Media Assets Summary Assignment: open at 8 a.m. on and close noon on

Quiz: available 8 a.m. on and closes at noon on

Review Paper Full Draft: due at noon on

Week 12

EMOTIONAL AND SOCIAL DEVELOPMENT IN ADOLESCENCE

Read: Chapter 12 in the text

MEDIA assets:

Watch: Adolescents Discuss Identity, p. 402

Biography: Lawrence Kohlberg, p. 406

Biography: Carol Gilligan, p. 408

Watch: High School History Class: Moral Reasoning, p. 410

Watch: Friendship and Popularity with Learning Activity, p. 417

Discussion Forum and Media Assets Summary Assignment: open at 8 a.m. on and close noon on

Quiz: available 8 a.m. on and closes at noon on

Week 13

PHYSICAL, COGNITIVE, EMOTIONAL AND SOCIAL DEVELOPMENT IN EARLY ADULTHOOD

Read: Chapters 13 & 14 in the text

MEDIA assets:

Simulate: Aging and Changes in Physical Appearance, p. 431

Watch: Vocational Choice, p. 454

Watch: Dreams and Mentors, p. 465

Watch Transition to Parenthood: Adena and Cooper, p. 114

Watch: A Gay Couple, p. 485

Watch: Dual Earner Family, p. 492

Discussion Forum and Media Assets Summary Assignment: open at 8 a.m. on and close noon on

Quiz available 8 a.m. on and closes at noon on

Journal Assignment 3: due by noon on

Week 14

PHYSICAL, COGNITIVE, EMOTIONAL AND SOCIAL DEVELOPMENT IN MIDDLE ADULTHOOD

Read: Chapters 15 & 16 in the text

MEDIA assets:

Watch: Remaining Physically Active in Midlife: Miss Janet, p. 513

Watch: Generativity Without Children, p. 530

Explore: The "Big Five" Personality Test, p. 540

Watch: Divorce and Remarriage in Midlife: Herm and Fran, p. 541

Discussion Forum and Media Assets Summary Assignment: open at 8 a.m. on and close noon on
Quiz available 8 a.m. on and closes at noon on

Review Final Paper: due at noon on

Week 15

PHYSICAL, COGNITIVE, EMOTIONAL AND SOCIAL DEVELOPMENT IN LATE ADULTHOOD

Read: Chapters 17 & 18 in the text

Simulate: Facts on Aging, p. 572

Simulate: Plasticity in Late Adulthood, p. 587

Watch: Creativity in Late Life: An Older Adult Writer's Group , p. 591

Watch: Retirement and Leisure: Jeanne and Charles, p. 625

Watch: Successful Aging: Rabbi Gordon, p. 628

Discussion Forum and Media Assets Summary Assignment: open at 8 a.m. on and close noon on
Quiz available 8 a.m. on and closes at noon on

Journal Assignment 4: due by noon on

Week 16

DEATH, DYING, AND BEREAVEMENT

Read: Chapter 19 in the text

Explore: Helping Children Cope with Death, p. 638

Watch: Chuck, A Cancer Patient, Prepared for Death, p. 642

Explore: Right to Die Controversy, p. 650

Watch: Coping with Bereavement, p. 657

Discussion Forum and Media Assets Summary Assignment: open at 8 a.m. on and close noon on
Quiz available 8 a.m. on and closes at noon on

FINAL EXAM

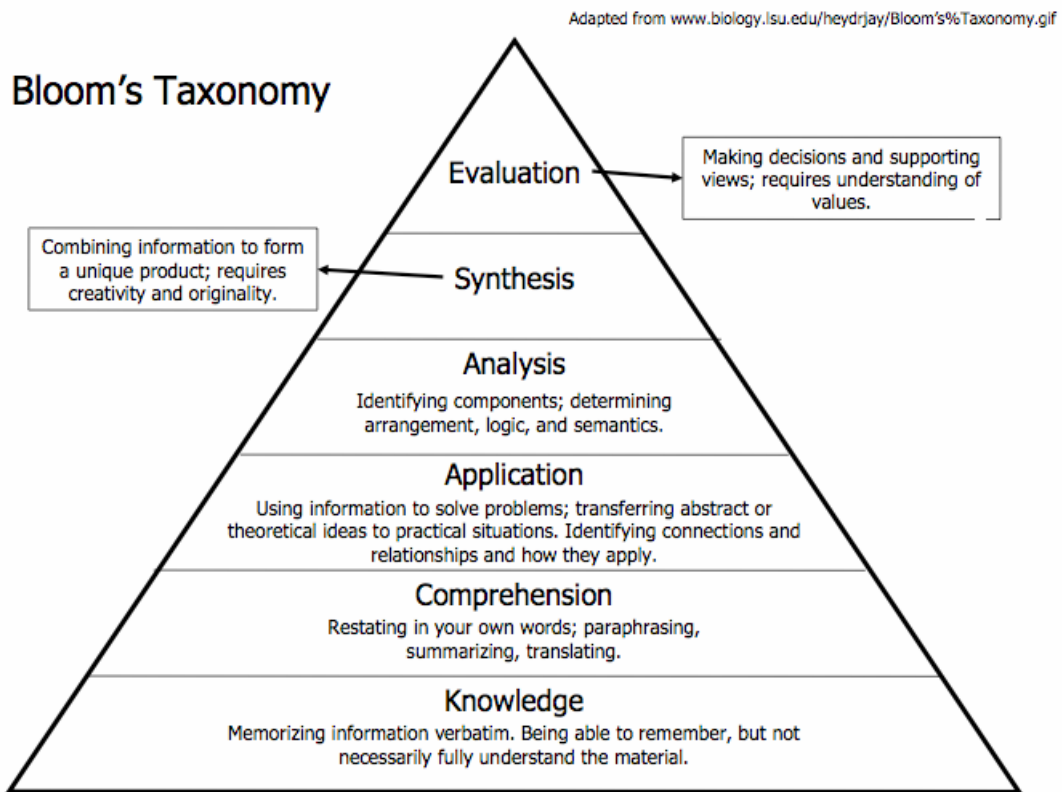
10:00 a.m. OR 6 p.m., Cammack Building, Room 120 (or by prior arrangement--at least 3 weeks prior-- at an off-campus proctored site approved by the instructor) Bring and show your ECU Student ID to receive your copy of the final exam.

COMMUNICATING WITH THE INSTRUCTOR

Because of the nature of this course, communicating with the instructor will occur mostly via e-mail. Make sure that you update your e-mail address in Blackboard so that you can receive

weekly grading e-mails and other information. You should e-mail Dr. Bundy at any time with questions or concerns. As you probably know, sometimes e-mails can go astray. If you do not hear back from her within a day or so (or sooner if you're feeling impatient!), please feel free to e-mail again--sometimes persistence is needed when technology is involved!

The much discussed “Bloom’s Taxonomy” Here it is!



For examples, see:

<http://www.nwlink.com/~donclark/hrd/bloom.html>



November 5, 2007

Dear Myra Beth:

The TCAC Advisory Board met on October 31 to consider proposals for writing-intensive general education courses. I am pleased to inform you that PYS 280 (on-line) was approved for “W” status.

To make certain that your course (or course section) is available for fall 2008 registration, you will need to take the following steps:

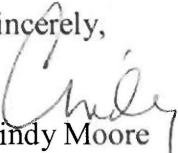
1. At the department level, prepare the University Curriculum Change Form (available at <http://www.forms.eku.edu>), indicating that the course or section will be “changed” to W; the “justification” is that the course will allow students to meet the new university requirement of “one writing intensive general education course following completion of ENG 102, ENG 105, or HON 102.” If the course, as it currently exists, does not specify “ENG 102 or ENG 105 or HON 102” as the prerequisite, you will need to add this change to the form as well.
2. This form must be processed through the usual approval channels: Department Curriculum Committee, College Curriculum Committee, University General Education Committee, and Committee on Academic Affairs. Please be aware that this process can take many weeks and that you may need to check on the status of your proposal as it moves through the various committees.

As you know, you will be eligible to receive a course-development stipend of \$1,500 upon completion of a half-day assessment workshop, which will be scheduled in early April 2008 (according to TCAC participant availability), and a full-day faculty-development workshop, to be held on Monday, August 18. During the first semester that you teach your writing-intensive course, you will receive a three-credit reduction in teaching load or an equivalent amount as overload, depending on departmental staffing demands. For every two sections taught after the initial offering of the course, you will receive either a three-credit reduction in teaching load (or equivalent amount as overload). You can also apply, through me, for up to \$1,500 to support relevant conference travel or to purchase program-related books and instructional materials.

I will be communicating with you regularly to inform you about the upcoming workshops as well as other professional-development opportunities that you may find helpful. Please let me know if you have any questions or concerns about the program—or about your course—that I can help you address.

Thank you again for your support of this important QEP initiative.

Sincerely,



Cindy Moore

Associate Professor, English

Director, TCAC (Thinking and Communicating across the Curriculum)

C: Robert Brubaker, Chair, Psychology



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Julie.Robinson@eku.edu

December 10, 2007

To: General Education Committee

From: Dr. Deborah Whitehouse,
Associate Dean, College of Health Science
Chair, College of Health Science Curriculum Committee

Re: General Education Wellness - Category 17, 18 & 19: In the spirit of General Education

In discussion and agreement with the Chair of Health Promotions & Administration, Exercise and Sports Science, the College of Health Science Chairs, the College of Health Sciences Curriculum Committee, in the spirit of general education we are requesting **approval to allow any three hour approved course that meets the new wellness block VI to fulfill all categories 17, 18 & 19 of the old general education.**

Block VI approved courses to date: BIO310, HEA285, NFA201 or PHE180.

Rational:

- 1) Students are short one hour because of the difference in the wellness requirements of the old and new general education and the recent courses that are no longer offered.
- 2) The old general education wellness categories 17, 18 & 19 may have one extra credit hour requirement from the new general education, however if you add the courses currently available that now have an extra hour imbedded in them with linked labs, most students end up meeting the overall hours required in the old general education.
- 3) This proposal we believe will meet the goals and requirements of the objectives of the new wellness categories and is student friendly in this transition period.



Curriculum Change Form
 (Present only one proposed curriculum change per form)
 (Complete only the section(s) applicable.)

Part I

<input type="checkbox"/> (Check one) New Course (Parts II, IV)	Department Name	Exercise & Sport Science
<input type="checkbox"/> Course Revision (Parts II, IV)	College	Health Science
<input checked="" type="checkbox"/> Course Dropped (Part II)	*Course Prefix & Number	HPR 190
<input type="checkbox"/> New Program (Part III)	*Course Title (30 characters)	Wellness Experience: _____.
<input type="checkbox"/> Program Revision (Part III)	*Program Title	(Major __, Option __; Minor __; or Certificate __)
<input type="checkbox"/> Program Suspended (Part III)	*Provide only the information relevant to the proposal.	

Proposal Approved by:	<u>Date</u>	<u>Date</u>
Departmental Committee	12/05/07	Graduate Council* NA
<i>Is this a SACS Substantive Change?</i> Yes**** <input type="checkbox"/> No <input checked="" type="checkbox"/>		Council on Academic Affairs
College Curriculum Committee	12/5/07	Approved <input checked="" type="checkbox"/> Disapproved _____ 02/28/08
General Education Committee*	1/28/08	Faculty Senate** NA
Teacher Education Committee*	NA	Board of Regents** NA
		Council on Postsecondary Edu.*** NA

*If Applicable (Type NA if not applicable.)
 **Approval needed for new, revised, or suspended programs
 ***Approval/Posting needed for new degree program or certificate program
 ****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.

Completion of A, B, and C is required: (Please be specific, but concise.)

A. 1. Specific action requested:
 HPR190 to fill requirement of old General Education category 18.

A. 2. Effective date: Fall 2008

A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)

B. The justification for this action: Old General Education HPR 282 is no longer being offered. HPR 190 is a similar activity type of class and will fill Old Cat. 18

C. The projected cost (or savings) of this proposal is as follows:

Personnel Impact: None

Operating Expenses Impact: None

Equipment/Physical Facility Needs: None

Library Resources: None

Part II. Recording Data for New, Revised, or Dropped Course

(For a **new required course**, complete a separate request for the appropriate program revisions.)

New or Revised* Catalog Text
(*Use strikethrough for deletions and <u>underlines</u> for additions. Also include Crs. Prefix, No., and description, limited to 35 words.)
HPR190 Wellness Experience: _____. (1-2) I, II. Wellness activities of current interest and/or needs for students. May be retaken to a maximum of six hours, if subtitles are different.

Part IV. Recording Data for New or Revised Course (Record only **new or changed** course information.)

Course prefix (3 letters)	Course Number (3 Digits)	Effective Term (Example: Fall 2001)	College/Division:	Dept. (4 letters)*
HPR	190	Fall 2008	AS _____ JS _____ BT _____ EM _____ ED _____ PC _____ HS X _____	ESSC
Credit Hrs.	Weekly Contact Hrs.		Repeatable Maximum No. of Hrs. _____	
	Lecture _____ Laboratory _____ Other _____		Cip Code (first two digits only) 13	
Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)	
			FR _____ JR _____ SO _____ SR _____	
		Grading Information: Course is eligible for IP (in-progress grading) for: <u>Check all applicable</u>	FOR BANNER USE ONLY	
		Thesis _____	Date of data entry _____	
		Internship _____	Data entry person _____	
		Independent Study _____		
		Practicum _____		

Co-Requisites and Prerequisites **See definitions on following page**

Co-Requisite(s): (List only co-requisites. See below for prerequisites and combinations.)

Course Prefix and No. _____

Course Prefix and No. _____

Prerequisite(s): (List prerequisites only. List combinations below. Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)

Course Prefix and No. _____

Course Prefix and No. _____

Test Scores _____

Minimum GPA (when a course grouping or student cumulative GPA is required) _____

Co-Requisite(s) and/or Prerequisite(s) Combination (Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)

Course Prefix and No. _____

Test Scores _____

Minimum GPA (when a course grouping or student cumulative GPA is required) _____

Equivalent Course(s): (credit not allowed with; or formerly:)

Course Prefix and No. _____

Course Prefix and No. _____

Course Prefix and No. _____

Proposed General Education Block: Please mark (X) in the appropriate Block or Blocks (e.g. – IVB(3) X).

Block I (9)	Block II (3)	Block III (6)	Block IV (6)	Block V (9)	Block VI (3)	Block VII (6)	Block VIII (6)
IA (3)	II (3)	IIIA (3)	IVA (3)	VA (3)	VI (3)	VII (3)	VIII (3)
IB (3)		IIIB (3)	IVB (3)	VB (3)		VII (3)	VIII (3)
IC (3)				VC (3)			

Curriculum Change Form
 (Present only one proposed curriculum change per form)
 (Complete only the section(s) applicable.)

Part I

(Check one)	Department Name	Exercise & Sport Science
<input type="checkbox"/> New Course (Parts II, IV)	College	Health Science
<input checked="" type="checkbox"/> Course Revision (Parts II, IV)	*Course Prefix & Number	HPR 390
<input type="checkbox"/> Course Dropped (Part II)	*Course Title (30 characters)	Lifetime Activity Series _____
<input type="checkbox"/> New Program (Part III)	*Program Title	
<input type="checkbox"/> Program Revision (Part III)		(Major __, Option __; Minor __; or Certificate __)
<input type="checkbox"/> Program Suspended (Part III)	*Provide only the information relevant to the proposal.	

Proposal Approved by:	<u>Date</u>		<u>Date</u>
Departmental Committee	12/05/07	Graduate Council*	NA
<i>Is this a SACS Substantive Change?</i>	Yes**** <input type="checkbox"/> No <input checked="" type="checkbox"/>	Council on Academic Affairs	
College Curriculum Committee	12/05/07	Approved <input checked="" type="checkbox"/> Disapproved	02/28/08
General Education Committee*	1/28/08	Faculty Senate**	NA
Teacher Education Committee*	NA	Board of Regents**	NA
		Council on Postsecondary Edu.***	NA

*If Applicable (Type NA if not applicable.)
 **Approval needed for new, revised, or suspended programs
 ***Approval/Posting needed for new degree program or certificate program
 ****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.

Completion of A, B, and C is required: (Please be specific, but concise.)

A. 1. Specific action requested: HPR390 will fill old Cat. 18 in General Education A. 2. Effective date: Fall 2008 A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)	
B. The justification for this action: Old General Education HPR 282 is no longer being offered. HPR 390 is a similar activity type of class and will fill Old Cat. 18	
C. The projected cost (or savings) of this proposal is as follows: Personnel Impact: None Operating Expenses Impact: None Equipment/Physical Facility Needs: None Library Resources: None	

Part II. Recording Data for New, Revised, or Dropped Course

(For a new required course, complete a separate request for the appropriate program revisions.)

New or Revised* Catalog Text
(*Use strikethrough for deletions and <u>underlines</u> for additions. Also include Crs. Prefix, No., and description, limited to 35 words.)
HPR 390 Lifetime Activity Series: _____. (1/2-2) I, II. A series of activities suitable for participation throughout life. Includes rules, skills, techniques, and strategies. May be retaken to a maximum of four hours toward graduation requirements.

Part IV. Recording Data for New or Revised Course (Record only **new or changed** course information.)

Course prefix (3 letters)	Course Number (3 Digits)	Effective Term (Example: Fall 2001)	College/Division:	Dept. (4 letters)*
HPR	390	Fall 2008	AS _____ JS _____ BT _____ EM _____ ED _____ PC _____ HS X	ESSC
Credit Hrs.	Weekly Contact Hrs.		Repeatable Maximum No. of Hrs. _____	
	Lecture _____	Laboratory _____	Other _____	
		Cip Code (first two digits only) 13		
Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)	
			FR _____ JR _____ SO _____ SR _____	
		Grading Information: Course is eligible for IP (in-progress grading) for: <u>Check all applicable</u>	FOR BANNER USE ONLY Date of data entry _____ Data entry person _____	
		Thesis _____		
		Internship _____		
		Independent Study _____		
		Practicum _____		

Co-Requisites and Prerequisites **See definitions on following page**

Co-Requisite(s): (List only co-requisites. See below for prerequisites and combinations.)	
Course Prefix and No.	
Course Prefix and No.	
Prerequisite(s): (List prerequisites only. List combinations below. Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)	
Course Prefix and No.	
Course Prefix and No.	
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	
Co-Requisite(s) and/or Prerequisite(s) Combination (Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)	
Course Prefix and No.	
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	
Equivalent Course(s): (credit not allowed with; or formerly:)	
Course Prefix and No.	
Course Prefix and No.	
Course Prefix and No.	

Proposed General Education Block: Please mark (X) in the appropriate Block or Blocks (e.g. – IVB(3) X).

Block I (9)	Block II (3)	Block III (6)	Block IV (6)	Block V (9)	Block VI (3)	Block VII (6)	Block VIII (6)
IA (3)	II (3)	IIIA (3)	IVA (3)	VA (3)	VI (3)	VII (3)	VIII (3)
IB (3)		IIIB (3)	IVB (3)	VB (3)		VII (3)	VIII (3)
IC (3)				VC (3)			

General Education Area 5 – Physical Education and Health Course Choice and Action Matrix

Area 5 Courses Taken	Area 5 Courses Remaining	Action Required	PROPOSAL 1/28/08
None	<u>HPR 282 now</u> <u>HPR190(1) /390(1)</u> and one of the following: BIO 310, HEA 285, NFA 201, PHE 180 Total 4 hrs	Student registers for and completes the appropriate courses	<u>ONE of the following: BIO 310, HEA 285, NFA 201, PHE 180 – Complete Waive/Extra hr. Total 3 hrs</u>
HPR 180 (1)	One of the following courses: BIO 310, HEA 285, NFA 201 Total 4 hrs	Student registers for and completes the appropriate course	<u>Stays the SAME Total 4 Credit hrs.</u>
HPR 282 (1)	One of the following courses: BIO 310, HEA 285, NFA 201, PHE 180 Total 4 hrs	Student registers for and completes the appropriate course	<u>Stays the SAME Total 4 Credit hrs.</u>
HEA 281(2)	<u>HPR 282</u> Now HPR190(1) or 390(1) - Total of 3 hrs.	Upon completion of the specified courses the College office sends a request for <u>exception to waive HPR 180 directly to Laurie Sissel</u> (approval of University Programs not required)	<u>Stays the SAME completes HPR190 or 390 Waive extra hr.– Total 3 Credit hrs.</u>
HEA 281(2) & HPR 282 (1) (Total 3 hrs.)	None (3 hrs.)	College office sends a <u>request for exception to waive HPR 180</u> directly to Laurie Sissel (approval of University Programs not required)	<u>Stays the SAME Total 3 Credit hrs.</u>
HEA 281(2) & HPR 180 (1) (Total 3 hrs.)	<u>HPR 282</u> Now HPR190(1) or 390(1) - Total 4 hrs.	Student registers for and completes the appropriate course	<u>Waive 1 hr. – they are complete - Total 3 credit hrs.</u>
HPR 180 (1)& HPR 282 (1) (Total 2 hrs.)	One of the following courses: BIO 310, HEA 285, NFA 201 - Total 5 hrs.	Student registers for and completes the appropriate course	<u>Require 1 hr. course – HPR190 or 390 which is a repeatable courses Total 3 hrs.</u>

NOTE:

- 1) **HPR190/390 will fill Cat. 18 in place of HPR282 which is no longer offered. HPR190/390 will also fill the one hour needed to fulfill the last block of the Gen. Ed. matrix**

If there are questions please contact Julie Robinson #2-1139 or e-mail: Julie.robinson@eku.edu

**OLD: General Education Area 5 – Physical Education and Health
Course Choice and Action Matrix**

Area 5 Courses Taken	PROPOSAL: COURSES NEEDED TO COMPLETE AREA 5
None	<i>One of the following: BIO 310, HEA 285, NFA 201, PHE 180 <u>Total 3 hrs; Waive/Extra hr</u></i>
HPR 180 (1)	<i>One of the following: BIO 310, HEA 285, NFA 201, PHE 180 <u>Total 4 hrs</u></i>
HPR 282 (1)	<i>One of the following: BIO 310, HEA 285, NFA 201, PHE 180 <u>Total 4 hrs</u></i>
HEA 281(2)	<i>HPR 190/390 (1) <u>Total 3 hrs; Waive/Extra hr</u></i>
HEA 281(2) & HPR 282 (1)	<i>No additional courses needed. <u>Total 3 hrs; Waive/Extra hr</u></i>
HEA 281(2) & HPR 180 (1)	<i>No additional courses needed. <u>Total 3 hrs; Waive/Extra hr</u></i>
HPR 180 (1)& HPR 282 (1)	<i>HPR 190/390 (1) <u>Total 3 hrs; Waive/Extra hr</u></i>

NOTE: HEA 281 and HEA 285 are equivalent courses. Taking HEA 285 after completing HEA 281 will result in a grade replacement.

- 1) **HPR 180 and PHE 180 are equivalent courses.** Taking PHE 180 after completing HPR 180 will result in a grade replacement.
- 2) **HPR282 is equivalent to HPR190 or 390; HPR 190/390 are repeatable.**
Taking HPR 190/390 after HPR 282 will not result in a grade replacement.

Curriculum Change Form
(Present only one proposed curriculum change per form)
(Complete only the section(s) applicable.)

Part I

(Check one) <input checked="" type="checkbox"/> New Course (Parts II, IV) <input type="checkbox"/> Course Revision (Parts II, IV) <input type="checkbox"/> Course Dropped (Part II) <input type="checkbox"/> New Program (Part III) <input type="checkbox"/> Program Revision (Part III) <input type="checkbox"/> Program Suspended (Part III)	Department Name College *Course Prefix & Number *Course Title (30 characters) *Program Title (Major ____, Option ____, Minor ____, or Certificate ____) *Provide only the information relevant to the proposal.	EKU Women's Studies Program University Programs WGS 364 Women's Literature Proposal Approved by: <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;"></td> <td style="width: 33%; text-align: center;"><u>Date</u></td> <td style="width: 33%; text-align: center;"><u>Date</u></td> </tr> <tr> <td>Departmental Committee</td> <td style="text-align: center;">3/28/2007</td> <td style="text-align: center;">Graduate Council* NA</td> </tr> <tr> <td style="text-align: center;"><i>Is this a SACS Substantive Change?</i> Yes**** <input type="checkbox"/> No <input checked="" type="checkbox"/></td> <td></td> <td style="text-align: center;">Council on Academic Affairs</td> </tr> <tr> <td>College Curriculum Committee</td> <td style="text-align: center;">1/22/2008</td> <td style="text-align: center;">Approved <input checked="" type="checkbox"/> Disapproved <input type="checkbox"/> 02/28/08</td> </tr> <tr> <td>General Education Committee*</td> <td style="text-align: center;">NA</td> <td style="text-align: center;">Faculty Senate** N/A</td> </tr> <tr> <td>Teacher Education Committee*</td> <td style="text-align: center;">NA</td> <td style="text-align: center;">Board of Regents** N/A</td> </tr> <tr> <td></td> <td></td> <td style="text-align: center;">Council on Postsecondary Edu.*** N/A</td> </tr> </table>		<u>Date</u>	<u>Date</u>	Departmental Committee	3/28/2007	Graduate Council* NA	<i>Is this a SACS Substantive Change?</i> Yes**** <input type="checkbox"/> No <input checked="" type="checkbox"/>		Council on Academic Affairs	College Curriculum Committee	1/22/2008	Approved <input checked="" type="checkbox"/> Disapproved <input type="checkbox"/> 02/28/08	General Education Committee*	NA	Faculty Senate** N/A	Teacher Education Committee*	NA	Board of Regents** N/A			Council on Postsecondary Edu.*** N/A
	<u>Date</u>	<u>Date</u>																					
Departmental Committee	3/28/2007	Graduate Council* NA																					
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General Education Committee*	NA	Faculty Senate** N/A																					
Teacher Education Committee*	NA	Board of Regents** N/A																					
		Council on Postsecondary Edu.*** N/A																					

*If Applicable (Type NA if not applicable.)
 **Approval needed for new, revised, or suspended programs
 ***Approval/Posting needed for new degree program or certificate program
 ****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.

Completion of A, B, and C is required: (Please be specific, but concise.)

<p>A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.) To cross list WGS 364 with English 364.</p> <p>A. 2. Effective date: (Example: Fall 2001) Fall 2008</p> <p>A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)</p>	<p>B. The justification for this action: To create a new course to be cross listed with ENG 364. Material is applicable to both English and Women and Gender Studies</p> <p>C. The projected cost (or savings) of this proposal is as follows:</p> <p>Personnel Impact: None</p> <p>Operating Expenses Impact: None</p> <p>Equipment/Physical Facility Needs: None</p> <p>Library Resources: The library has adequate holdings and resources to meet the needs of this course.</p>
--	--

Part II. Recording Data for New, Revised, or Dropped Course

(For a **new required course**, complete a separate request for the appropriate program revisions.)

1. For a new course, provide the catalog text.
2. For a revised course, provide the current catalog text with the proposed text using ~~striethrough~~ for deletions and underlines for additions.
3. For a dropped course, provide the current catalog text.

New or Revised* Catalog Text

(*Use ~~striethrough~~ for deletions and underlines for additions. Also include Crs. Prefix, No., and description, limited to 35 words.)

WGS 364 Women's Literature. (3) A. Cross listed with ENG 364. Prerequisite: ENG 102, 105 (B), or HON 102. Study of selected literature by women writers from varying cultures, genres, and periods. Credit will not be awarded to students who have credit for ENG 364.

Part IV. Recording Data for New or Revised Course (Record only **new or changed** course information.)

Course prefix (3 letters)	Course Number (3 Digits)	Effective Term (Example: Fall 2001)	College/Division:	Dept. (4 letters)*
WGS	364	Fall 2008	AS _____ JS _____ BT _____ EM _____ ED _____ PC _____ HS _____ UP x	WGS
Credit Hrs.	Weekly Contact Hrs.		Repeatable Maximum No. of Hrs. 0	
3	Lecture 3 Laboratory _____ Other _____		Cip Code (first two digits only) 23	
Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)	
1	100%	N	FR _____ JR _____ SO _____ SR _____	
			FOR BANNER USE ONLY Date of data entry _____ Data entry person _____	
		Grading Information: Course is eligible for IP (in-progress grading) for: <u>Check all applicable</u>		
		Thesis _____		
		Internship _____		
		Independent Study _____ Practicum _____		

Co-Requisites and Prerequisites **See definitions on following page**

Co-Requisite(s): (List only co-requisites. See below for prerequisites and combinations.)

Course Prefix and No.	
Course Prefix and No.	

Prerequisite(s): (List prerequisites only. List combinations below. Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)

Course Prefix and No.	ENG 102, 105 (B), or HON 102.
Course Prefix and No.	

Test Scores

Minimum GPA (when a course grouping or student cumulative GPA is required)

Co-Requisite(s) and/or Prerequisite(s) Combination (Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)

Course Prefix and No.	
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	

Equivalent Course(s): (credit not allowed with; or formerly:)

Course Prefix and No.	Formerly: ENG 535/735
Course Prefix and No.	Eng 364
Course Prefix and No.	

Proposed General Education Block: Please mark (X) in the appropriate Block or Blocks (e.g. – IVB(3) X).

Block I (9)	Block II (3)	Block III (6)	Block IV (6)	Block V (9)	Block VI (3)	Block VII (6)	Block VIII (6)
IA (3)	II (3)	IIIA (3)	IVA (3)	VA (3)	VI (3)	VII (3)	VIII (3)
IB (3)		IIIB (3)	IVB (3)	VB (3)		VII (3)	VIII (3)
IC (3)				VC (3)			

COURSE REQUIREMENTS AND GRADING

Required Texts (always bring the day's assigned reading to class)

The Norton Anthology of Literature by Women, edited by Gilbert and Gubar
Virginia Woolf, *A Room of One's Own*
Sandra Cisneros, *The House on Mango Street*

Means of assessment

Daily quizzes (10%) (Learning Outcome #1)
Essay #1 (20%) (Learning Outcomes #1,2,3,6,7)
Essay #2 (20%) (Learning Outcomes #1,2,3,6,7)
Exam #1 (20%) (Learning Outcomes #1,2,3,4)
Exam #2 (20%) (Learning Outcomes #1,2,3,4)
Participation (10%) (Learning Outcomes #1,2, 3,4,5)

Daily quizzes

I will often give a reading quiz on the material required for that day. If you have read that material carefully, you should have little problem completing the quiz. These quizzes can NOT be made up.

Essays

Students will write two 5-7 page essays on assigned topics that incorporate literary analysis and critical sources about the literary text(s) being analyzed. More details will be supplied in class.

Exams

Students will take two exams (midterm and final) that will consist of identification, short answer, and essay responses.

Participation

Our main class format will be discussion; therefore, active, enthusiastic participation by everyone is necessary and expected. Come to class prepared to talk about the readings. We will also make use of the Blackboard Discussion Board to supplement our class discussions. Discourteous behavior (including coming late) will lower your participation grade.

Attendance

Attendance is required. You may miss the equivalent of one week of class without penalty. Additional absences will lower your final course grade.

Other Guidelines

- All written work should be typed and formatted according to MLA style.
- Late work will generally not be accepted. Under extraordinary circumstances, late work may be accepted, but the grade will be lowered.
- Plagiarism is the act of using another's words and/or ideas without proper acknowledgement. Work that has been plagiarized in whole or in part will receive a grade of 0. If you have any questions about this—if you aren't sure if what you're doing might be plagiarism, or you find yourself tempted to cheat—please come see me! Students are advised that ECU's Academic Integrity policy will strictly be enforced in this course. The Academic Integrity policy is available at www.academicintegrity.ecu.edu. Questions regarding the policy may be directed to the Office of Academic Integrity.

ENG 364: Women's Literature (3 credits)

Instructor: Dr. Susan Kroeg
Office: 284 Case Annex
Office hours: TBA
Office phone: 622-2282 (also voice mail)
E-mail: susan.kroeg@eku.edu
Blackboard: <http://learn.eku.edu> (for assignments, discussion board, etc.)

COURSE DESCRIPTION: Study of literature by women writers.

OBJECTIVES

Department objectives

- Students will demonstrate the ability to apply criticism/theory to texts and/or to analyze texts for rhetorical/historical/cultural contexts, literary techniques, and/or connections to other texts in/out of class.
- Students will demonstrate the ability to compose effective, discipline-appropriate texts.
- Students will demonstrate an understanding of the characteristics of literary/rhetorical contexts, periods, genres, theories, and trends.
- Students will demonstrate the ability to conduct research, to assess sources, to effectively synthesize their ideas with those of others, and to correctly document that research.
- Students will demonstrate the ability to make connections among courses, texts, and diverse (authorial and theoretical) voices.

Course objectives

- Students will identify and examine the history, roles, contributions and/or experiences of women through a close study of literature (poetry, stories, essays, novels, drama) written by women.
- Students will demonstrate an understanding of the historical and cultural issues that have shaped the experiences of women and women writers.

Learning outcomes:

1. Demonstrate an initial understanding of texts read in view of the female experience.
2. Identify and analyze ideas in women's literature with reference to various critical approaches, including feminisms.
3. Identify how race, class, sexuality and other aspects of identity influence gender and the experiences of women.
4. Effectively communicate through oral and written means critical and analytical ideas about women's literature.
5. Demonstrate skills of productive collaboration with peers.
6. Show mastery of the academic conventions of attribution and the effective ethical use of sources.
7. Demonstrate appropriate use of information technology.

Students needing accommodation

If you are registered with the Office of Services for Individuals with Disabilities, please make an appointment with the course instructor to discuss any academic accommodations you need. If you need academic accommodations and are not registered with the Office of Services for Individuals with Disabilities, please contact the office on the third floor of the Student Services Building, by email at disabilities@eku.edu or by telephone at (859) 622-2933 V/TDD. Upon individual request, this syllabus can be made available in alternative forms.

COURSE SCHEDULE

(subject to change should circumstances necessitate)

Week

- 1 Course introduction
- 2 Virginia Woolf, *A Room of One's Own*
- 3 Aphra Behn, *Oroonoko*; Anne Finch, selected poetry
- 4 Charlotte Bronte, *Jane Eyre*
- 5 Bronte, *Jane Eyre*
- 6 poetry by Emily Dickinson
- 7 poetry by Emily Bronte, Christina Rosset, Elizabeth Barrett Browning
- 8 Charlotte Perkins Gilman, *The Yellow Wallpaper*; Susan Glaspell, *Trifles*
- 9 Kate Chopin, *The Awakening*
- 10 essays by Alice Walker, Zora Neale Hurston
- 11 poetry by Gwendolyn Brooks, Lucille Clifton, Rita Dove
- 12 Maxine Hong Kingston, "No Name Woman"
- 13 poems and essays by Adrienne Rich
- 14 essay by Gloria Anzaldua
- 15 Sandra Cisneros, *The House on Mango Street*

Editorial Change - Curriculum Form
(Present only one curriculum editorial change per form)
(Complete only the section(s) applicable.)

Part I

Department Name	African/African-American Studies program		
College	University Programs		
*Course Prefix & Number	_____		
*Course Title (30 characters)	_____		
*Program Title	African/African-American Studies Certificate		
	(Major ____, Option ____, Minor ____, or Certificate <u> x </u>)		
*Provide only the information relevant to the proposal.			
Original Proposal Approved by the Council on Academic Affairs on	Date:	12/20/2007	

Completion of A is required: (Please be specific, but concise.)

<p>A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)</p> <p>Drop ENG 342 as an AFA certificate elective.</p> <p>A. 2. Effective date: (Example: Fall 2001)</p> <p>Fall 2008</p>
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Part III. Recording Data for Revised Program

<p>1. For a revised program, provide (a) the current program requirements and (b) the revised program, reflecting the exact changes being proposed.</p>
<p>New or Revised* Program (*Use strikeout for deletions and <u>underlines</u> for additions.)</p>
<p>Electives 6 hours</p> <p>Six hours from the following courses: AFA 225, 304, 305, 345, 346, 347, 349, 360, 385, 386, 495; CDF 424; ENG 342; SOC 400.</p>

2006-07 Survey - Major/Minor/Concentration Definitions

University	"Major"	"Minor"	"Area of specialization"
Eastern Kentucky University	not provided	not provided	not provided
<u>Other Kentucky Colleges</u>			
Asbury College	not provided	not provided	not provided
Beckfield College	not provided	not provided	not provided
Bellarmine University	not provided	not provided	not provided
Berea College	One of the three parts of each student's undergraduate curriculum (the other two parts being the General Education curriculum and the student's elective courses). The major is a set of courses selected to provide an opportunity for a student to undertake study in depth.	Students may graduate with a major and a minor (or a double major, or a single major alone). A minor program will be a program with a minimum of five (5) courses and a maximum of seven (7) courses. Independent minors are not permitted	not provided
Brescia University	An student's primary area of academic study including no less than 30 hours of designated course work, of which 50% must be at the 300-400 level.	A secondary area of academic study including no less than 21 hours of designated course work, of which 25% must be at the 300-400 level.	An area of study consisting of a minimum of 48 credit hours, designed to meet Kentucky high school certification requirements.
Campbellsville University	not provided	not provided	not provided
Centre College	not provided	not provided	not provided
Georgetown College	not provided	not provided	not provided
Kentucky State University	A planned sequence of courses, usually within a single discipline; however, a major may consist of a planned group of courses for more than one discipline. (Min. of 30 hours with min. of 18 being upper-level).	A planned sequence of courses, usually in a discipline related to the major. (Min. of 18 hours with min. of 12 above 100 level).	Major programs, which consist of a core program of study within the academic unit as well as required additional study in one or more specialization selected from options within or related to the discipline. (Min. of 12 hours with a min. of 12 being upper-level).
Kentucky Wesleyan College	not provided	not provided	not provided
Lindsey Wilson College	not provided	not provided	not provided
Mid-Continent University	A major is a specific field of study in which a student plans to obtain a degree. A major requires not less than 33 semester hours of designated course work in addition to General Education courses and may be accompanied by a minor or second major.	A secondary field of study of not less than 18 semester hours of designated work.	not provided

Midway College	A major is an organized course of study consisting of at least 30 credit hours within a recognized field, and which when combined with general education courses and elective courses as specified, lead to a degree.	A minor is a structured group of courses that leads to considerable knowledge and understanding of a subject, although with less depth than a major or a concentration. All require the completion of 15 to 21 semester hours and all require that a minimum number be completed at the upper division	not provided
Morehead State University	A principal field of specialized study in which a student plans to obtain a degree. A major requires no fewer than 30 semester hours of designated course work and must be accompanied by a minor or second major.	A secondary field of study of no fewer than 21 semester hours of designated course work.	A field of specialization requiring not less than 48 semester hours of credit, which can be completed in place of a major-minor combination.
Murray State University	not provided	not provided	not provided
Northern Kentucky University	not provided	not provided	not provided
Pikeville College	not provided	not provided	not provided
Spalding University	not provided	not provided	not provided
Sullivan University	not provided	not provided	not provided
Thomas More College	not provided	not provided	not provided
Transylvania University	not provided	not provided	not provided
Union College	not provided	not provided	not provided
University of Kentucky	not provided	not provided	not provided
University of Louisville	not provided	not provided	not provided
University of the Cumberlands	not provided	not provided	not provided
Western Kentucky University	not provided	not provided	not provided
EKU Benchmark Institutions			
Arkansas State University	not provided	not provided	not provided
California State University - Chico	A major is defined as a program of related courses, and all university-level prerequisites to those courses, which focus on a field of study.	An approved group of related courses, 18-30 units in length, successful completion of which is also recognized on your transcript. Minors, like majors, consist of a set of required courses and all prerequisites to these courses.	An officially recognized program of specialization within a major. It includes requirements specific to the option plus a core of courses taken by all students in the major regardless of option selected.
Central Missouri State University	not provided	not provided	not provided
Eastern Michigan University	not provided	not provided	not provided
Indiana State University	not provided	not provided	not provided
Kennesaw State University	not provided	not provided	not provided
Minnesota State University - Mankato	not provided	not provided	not provided
Northern Michigan University	not provided	not provided	not provided
Sam Houston State University	not provided	not provided	not provided

Sonoma State University	A concentration of studies in a particular area, students focus in depth upon a particular set of disciplines or subject areas.	Many departments, however, offer programs leading to a minor, and students are encouraged to consider pursuing a minor that complements their major.	not provided
University of Massachusetts - Boston	not provided	not provided	not provided
University of Michigan - Flint	not provided	not provided	not provided
University of North Carolina - Greensboro	A major is a formalized curricular program leading to a degree. Each academic unit or department establishes the course requirements for each major program, concentrations within a major, and related area requirements.	A minor is a formalized curricular sequence taken by a student outside his or her major area of study. Programs that can be taken as minors are described following descriptions of the major and second major. A minimum of 15 hours in a department is required to complete an area of study as a minor.	A concentration is a formalized curricular sequence established to achieve a specific goal within a major.
University of Northern Iowa	not provided	not provided	not provided
University of Southern Indiana	not provided	not provided	not provided
University of Tennessee - Chattanooga	not provided	not provided	not provided
University of Wisconsin - Oshkosh	not provided	not provided	not provided
Western Carolina University	not provided	not provided	not provided
Wichita State University	not provided	not provided	not provided