

Request for Graduate Course Change

1. Prepare one paper copy with all signatures and supporting material and forward to the Graduate Council Chair.
2. E-mail one identical PDF copy to the Graduate Council Chair. If attachments included, please merge into a single file.
3. **The Graduate Council cannot process this application until it has received both the PDF copy and the signed hard copy.**

College: COEPD

Dept/Division: ACE

Current Alpha Designator/Number: ATE 508

Contact Person: Dr. Feon Smith and Dr. Jessica Hanna

Phone: Feon 696-2381; Jessi 746-8935

CURRENT COURSE DATA:

Course Title: Teaching Methods in Career and Technical Education

Alpha Designator/Number:


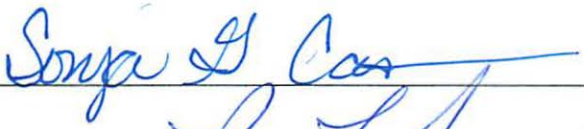

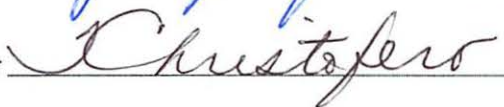
A T E 5 0 8

Title Abbreviation:

T e a c h i n g M e t h o d s i n C a r e e

1. Complete this **five** page form in its entirety and route through the departments/committees below for changes to a course involving: course title, alpha designator, course number, course content, credit hours, or catalog description.
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3. If the changes made to this course will make the course similar in title or content to another department's courses, please send a memo to the affected department and include it with this packet as well as the response received from the affected department.
4. List courses, if any, that will be deleted because of this change (*must submit course deletion form*).
5. If the faculty requirements and/or equipment need to be changed upon approval of this proposal, attach a written estimate of additional needs.

Signatures: if disapproved at any level, do not sign. Return to previous signer with recommendation attached.

Dept. Chair/Division Head 	Date <u>9-1-16</u>
Registrar  131320	Date <u>9-16-16</u>
College Curriculum Chair 	Date <u>9-20-16</u>
Graduate Council Chair 	Date <u>11-6-16</u>

Request for Graduate Course Change - Page 2

College: COEPD

Department/Division: ACE

Alpha Designator/Number: ATE 508

Provide complete information regarding the course change for each topic listed below.

Change in CATALOG TITLE: ☐ YES ☒ NO

From

 (limited to 30 characters and spaces)

To

If Yes, Rationale

Change in COURSE ALPHA DESIGNATOR:

From:

 To

☒ YES ☐ NO

If Yes, Rationale

Changes to the course alpha designator are required to correspond with the new program name, now known as Adult and Continuing Education (ACE), formerly Adult and Technical Education (ATE).

Change in COURSE NUMBER: ☐ YES ☒ NO

From:

 To:

If Yes, Rationale

Change in COURSE GRADING

From ☐ Grade To ☐ Credit/No Credit

Rationale

Change in CATALOG DESCRIPTION: ☐ YES ☒ NO IF YES, fill in below:

From

To

If Yes
Rationale

Request for Graduate Course Change - Page 3

Change in COURSE CREDIT HOURS: ☐ YES ☒ NO If YES, fill in below:

NOTE: If credit hours increase/decrease, please provide documentation that specifies the adjusted work requirements.

From

To

Change in COURSE CONTENT: ☐ YES ☒ NO

From

To

Rationale

Request for Graduate Course Change-Page 4

College: COEPD _____

Department: Adult and Continuing Education (ACE) _____

Course Number/Title ATE 508 Teaching Methods in Career and Technical Education _____

1. REQUIRED COURSE: If this course is required by another department(s), identify it/them by name and attach the written notification you sent to them announcing to them the proposed change and any response received. Enter NOT APPLICABLE if not applicable.

NOT APPLICABLE

2. COURSE DELETION: List any courses that will be deleted because of this change. A *Course Deletion* form is also required. Enter NOT APPLICABLE if not applicable.

NOT APPLICABLE

3. ADDITIONAL RESOURCE REQUIREMENTS: If your department requires additional faculty, equipment, or specialized materials as a result of this change, attach an estimate of the time and cost etc. required to secure these items. (NOTE: approval of this form does not imply approval for additional resources. Enter NOT APPLICABLE if not applicable.

NOT APPLICABLE

Request for Graduate Course Change - Page 5

Please insert in the text box below your course change summary information for the Graduate Council agenda. Please enter the information exactly in this way (including headings) based on the appropriate change:

COURSE DESCRIPTION CHANGE

Department:

Course Number and Title:

Rationale:

Course Description (old)

Course Description: (new)

Catalog Description:

COURSE NUMBER CHANGE

Department:

Current Course Number/Title:

New Course Number:

Rationale:

Catalog Description:

Credit hours:

COURSE TITLE CHANGE

Department:

Current Course Number/Title:

New Course Title:

Rationale:

Catalog Description:

COURSE CHANGE (ALPHA DESIGNATOR)

Department: ACE

Current Course Number/Title: ATE 508 Teaching Methods in Career and Technical Education

New Course Number: ACE 508 Teaching Methods in Career and Technical Education

Rationale: Changes to the course alpha designator are required to correspond with the new program name, now known as Adult and Continuing Education (ACE), formerly Adult and Technical Education (ATE).

Catalog Description: Correlating lab instruction with classroom instruction; individual and group instruction sheets and materials; the four teaching steps in career and technical education; physical factors relating to classroom and lab.

Credit hours: 3

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College: COEPD

Dept/Division: ACE

Current Alpha Designator/Number: ATE 511

Contact Person: Dr. Feon Smith and Dr. Jessica Hanna

Phone: Feon 696-2381; Jessi 746-8935

CURRENT COURSE DATA:

Course Title: Introduction to Career and Technical Education

Alpha Designator/Number:



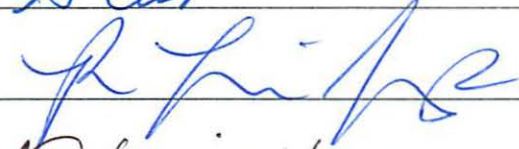
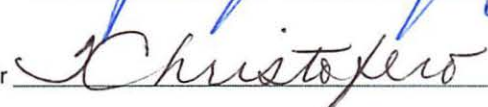
A T E 5 1 1

Title Abbreviation:

I n t r o d u c t i o n t o C a r e e r a n

1. Complete this **five** page form in its entirety and route through the departments/committees below for changes to a course involving: course title, alpha designator, course number, course content, credit hours, or catalog description.
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Dept. Chair/Division Head 	Date <u>9-1-16</u>
Registrar  131320	Date <u>9-14-16</u>
College Curriculum Chair 	Date <u>9-20-16</u>
Graduate Council Chair 	Date <u>11-6-16</u>

Request for Graduate Course Change - Page 2

College: COEPD

Department/Division: ACE

Alpha Designator/Number: ATE 511

Provide complete information regarding the course change for each topic listed below.

Change in CATALOG TITLE: ☐ YES ☒ NO

From

 (limited to 30 characters and spaces)

To

If Yes, Rationale

Change in COURSE ALPHA DESIGNATOR:

From:

 To

☒ YES ☐ NO

If Yes, Rationale

Changes to the course alpha designator are required to correspond with the new program name, now known as Adult and Continuing Education (ACE), formerly Adult and Technical Education (ATE).

Change in COURSE NUMBER: ☐ YES ☒ NO

From:

 To:

If Yes, Rationale

Change in COURSE GRADING

From ☐ Grade To ☐ Credit/No Credit

Rationale

Change in CATALOG DESCRIPTION: ☐ YES ☒ NO IF YES, fill in below:

From

To

If Yes
Rationale

Request for Graduate Course Change - Page 3

Change in COURSE CREDIT HOURS: ☐ YES ☒ NO If YES, fill in below:

NOTE: If credit hours increase/decrease, please provide documentation that specifies the adjusted work requirements.

From

To

Change in COURSE CONTENT: ☐ YES ☒ NO

From

To

Rationale

Request for Graduate Course Change-Page 4

College: COEPD _____

Department: Adult and Continuing Education (ACE) _____

Course Number/Title ATE 511 Introduction to Career and Technical Education _____

1. REQUIRED COURSE: If this course is required by another department(s), identify it/them by name and attach the written notification you sent to them announcing to them the proposed change and any response received. Enter NOT APPLICABLE if not applicable.

NOT APPLICABLE

2. COURSE DELETION: List any courses that will be deleted because of this change. A *Course Deletion* form is also required. Enter NOT APPLICABLE if not applicable.

NOT APPLICABLE

3. ADDITIONAL RESOURCE REQUIREMENTS: If your department requires additional faculty, equipment, or specialized materials as a result of this change, attach an estimate of the time and cost etc. required to secure these items. (NOTE: approval of this form does not imply approval for additional resources. Enter NOT APPLICABLE if not applicable.

NOT APPLICABLE

Request for Graduate Course Change - Page 5

Please insert in the text box below your course change summary information for the Graduate Council agenda. Please enter the information exactly in this way (including headings) based on the appropriate change:

COURSE DESCRIPTION CHANGE

Department:

Course Number and Title:

Rationale:

Course Description (old)

Course Description: (new)

Catalog Description:

COURSE NUMBER CHANGE

Department:

Current Course Number/Title:

New Course Number:

Rationale:

Catalog Description:

Credit hours:

COURSE TITLE CHANGE

Department:

Current Course Number/Title:

New Course Title:

Rationale:

Catalog Description:

COURSE CHANGE (ALPHA DESIGNATOR)

Department: ACE

Current Course Number/Title: ATE 511 Introduction to Career and Technical Education

New Course Number: ACE 511 Introduction to Career and Technical Education

Rationale: Changes to the course alpha designator are required to correspond with the new program name, now known as Adult and Continuing Education (ACE), formerly Adult and Technical Education (ATE).

Catalog Description: Designed as a follow-up to Teaching Methods in Career and Technical Education and intended to provide the new teacher guidance and supervision in developing teacher competence.

Credit hours: 3

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College: COEPD

Dept/Division: ACE

Current Alpha Designator/Number: ATE 524

Contact Person: Dr. Feon Smith and Dr. Jessica Hanna

Phone: Feon 696-2381; Jessi 746-8935

CURRENT COURSE DATA:

Course Title: Safety in Career and Technical Education

Alpha Designator/Number:

A T E 5 2 4

Title Abbreviation:

S a f e t y i n C a r e e r a n d T e c h

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5. If the faculty requirements and/or equipment need to be changed upon approval of this proposal, attach a written estimate of additional needs.

Signatures: if disapproved at any level, do not sign. Return to previous signer with recommendation attached.

Dept. Chair/Division Head

Date

9-1-16

Registrar

Date

9-16-16

College Curriculum Chair

Date

9-20-16

Graduate Council Chair

Date

11-6-16

College: COEPD Department/Division: ACE Alpha Designator/Number: ATE 524

Change in CATALOG TITLE: ☐ YES ☒ NO

From																				(limited to 30 characters and spaces)
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[illegible]

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From:

A	T	E	
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 To:

A	C	E	
---	---	---	--

☒ YES ☐ NO

If Yes, Rationale	Changes to the course alpha designator are required to correspond with the new program name, now known as Adult and Continuing Education (ACE), formerly Adult and Technical Education (ATE).
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Change in COURSE NUMBER: ☐ YES ☒ NO

From:

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 To:

--	--	--	--

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From ☐ Grade To ☐ Credit/No Credit

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Change in CATALOG DESCRIPTION: ☐ YES ☒ NO IF YES, fill in below:

From	
------	--

To	
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Request for Graduate Course Change - Page 3

Change in COURSE CREDIT HOURS: ☐ YES ☒ NO If YES, fill in below:

NOTE: If credit hours increase/decrease, please provide documentation that specifies the adjusted work requirements.

From

To

Change in COURSE CONTENT: ☐ YES ☒ NO

From

To

Rationale

Request for Graduate Course Change-Page 4

College: COEPD _____

Department: Adult and Continuing Education (ACE) _____

Course Number/Title ATE 524 Safety in Career and Technical Education _____

1. REQUIRED COURSE: If this course is required by another department(s), identify it/them by name and attach the written notification you sent to them announcing to them the proposed change and any response received. Enter NOT APPLICABLE if not applicable.

NOT APPLICABLE

2. COURSE DELETION: List any courses that will be deleted because of this change. A *Course Deletion* form is also required. Enter NOT APPLICABLE if not applicable.

NOT APPLICABLE

3. ADDITIONAL RESOURCE REQUIREMENTS: If your department requires additional faculty, equipment, or specialized materials as a result of this change, attach an estimate of the time and cost etc. required to secure these items. (NOTE: approval of this form does not imply approval for additional resources. Enter NOT APPLICABLE if not applicable.

NOT APPLICABLE

Request for Graduate Course Change - Page 5

Please insert in the text box below your course change summary information for the Graduate Council agenda. Please enter the information exactly in this way (including headings) based on the appropriate change:

COURSE DESCRIPTION CHANGE

Department:

Course Number and Title:

Rationale:

Course Description (old)

Course Description: (new)

Catalog Description:

COURSE NUMBER CHANGE

Department:

Current Course Number/Title:

New Course Number:

Rationale:

Catalog Description:

Credit hours:

COURSE TITLE CHANGE

Department:

Current Course Number/Title:

New Course Title:

Rationale:

Catalog Description:

COURSE CHANGE (ALPHA DESIGNATOR)

Department: ACE

Current Course Number/Title: ATE 524 Safety in Career and Technical Education

New Course Number: ACE 524 Safety in Career and Technical Education

Rationale: Changes to the course alpha designator are required to correspond with the new program name, now known as Adult and Continuing Education (ACE), formerly Adult and Technical Education (ATE).

Catalog Description: Responsibilities of the teacher in providing a safe learning/working environment; effective approaches to accident prevention; laws and regulatory agencies regarding safety management in the classroom and laboratory.

Credit hours: 3

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College: COEPD

Dept/Division: ACE

Current Alpha Designator/Number: ATE 600

Contact Person: Dr. Feon Smith and Dr. Jessica Hanna

Phone: Feon 696-2381; Jessi 746-8935

CURRENT COURSE DATA:

Course Title: Aspects of Training and Development

Alpha Designator/Number:




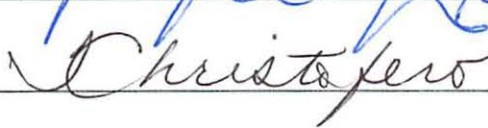
A T E 6 0 0

Title Abbreviation:

A s p e c t s o f T r a i n i n g a n d D

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Dept. Chair/Division Head		Date	9-1-16
Registrar	 131320	Date	9-16-16
College Curriculum Chair		Date	9-20-16
Graduate Council Chair		Date	11-6-16

Request for Graduate Course Change - Page 2

College: COEPD

Department/Division: ACE

Alpha Designator/Number: ATE 600

Provide complete information regarding the course change for each topic listed below.

Change in CATALOG TITLE: ☐ YES ☒ NO

From

 (limited to 30 characters and spaces)

To

If Yes, Rationale

Change in COURSE ALPHA DESIGNATOR:

From:

 To

☒ YES ☐ NO

If Yes, Rationale

Changes to the course alpha designator are required to correspond with the new program name, now known as Adult and Continuing Education (ACE), formerly Adult and Technical Education (ATE).

Change in COURSE NUMBER: ☐ YES ☒ NO

From:

 To:

If Yes, Rationale

Change in COURSE GRADING

From ☐ Grade To ☐ Credit/No Credit

Rationale

Change in CATALOG DESCRIPTION: ☐ YES ☒ NO IF YES, fill in below:

From

To

If Yes
Rationale

Request for Graduate Course Change - Page 3

Change in **COURSE CREDIT HOURS**: ☐ YES ☒ NO If YES, fill in below:

NOTE: If credit hours increase/decrease, please provide documentation that specifies the adjusted work requirements.

From

To

Change in **COURSE CONTENT**: ☐ YES ☒ NO

From

To

Rationale

Request for Graduate Course Change-Page 4

College: COEPD _____

Department: Adult and Continuing Education (ACE) _____

Course Number/Title ATE 600 Aspects of Training and Development _____

1. REQUIRED COURSE: If this course is required by another department(s), identify it/them by name and attach the written notification you sent to them announcing to them the proposed change and any response received. Enter NOT APPLICABLE if not applicable.

NOT APPLICABLE

2. COURSE DELETION: List any courses that will be deleted because of this change. A *Course Deletion* form is also required. Enter NOT APPLICABLE if not applicable.

NOT APPLICABLE

3. ADDITIONAL RESOURCE REQUIREMENTS: If your department requires additional faculty, equipment, or specialized materials as a result of this change, attach an estimate of the time and cost etc. required to secure these items. (NOTE: approval of this form does not imply approval for additional resources. Enter NOT APPLICABLE if not applicable.

NOT APPLICABLE

Request for Graduate Course Change - Page 5

Please insert in the text box below your course change summary information for the Graduate Council agenda. Please enter the information exactly in this way (including headings) based on the appropriate change:

COURSE DESCRIPTION CHANGE

Department:

Course Number and Title:

Rationale:

Course Description (old)

Course Description: (new)

Catalog Description:

COURSE NUMBER CHANGE

Department:

Current Course Number/Title:

New Course Number:

Rationale:

Catalog Description:

Credit hours:

COURSE TITLE CHANGE

Department:

Current Course Number/Title:

New Course Title:

Rationale:

Catalog Description:

COURSE CHANGE (ALPHA DESIGNATOR)

Department: ACE

Current Course Number/Title: ATE 600 Aspects of Training and Development

New Course Number: ACE 600 Aspects of Training and Development

Rationale: Changes to the course alpha designator are required to correspond with the new program name, now known as Adult and Continuing Education (ACE), formerly Adult and Technical Education (ATE).

Catalog Description: Overview of the training and development profession and theories that support the profession; emphasis on the variety of solutions used by HRD professionals to help improve individual and organizational performance.

Credit hours: 3

Request for Graduate Course Change

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College: COEPD

Dept/Division: ACE

Current Alpha Designator/Number: ATE 603

Contact Person: Dr. Feon Smith and Dr. Jessica Hanna

Phone: Feon 696-2381; Jessi 746-8935

CURRENT COURSE DATA:


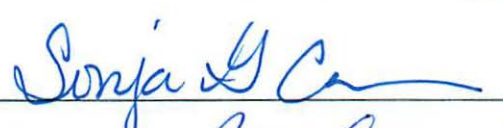

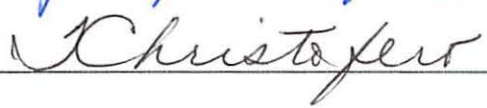
Course Title: Introduction to Adult Education and Adult Learners

Alpha Designator/Number: A T E 6 0 3

Title Abbreviation: I n t r o d u c t i o n t o A d u l t E d u

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Dept. Chair/Division Head 	Date <u>9-1-16</u>
Registrar  131320	Date <u>9-14-16</u>
College Curriculum Chair 	Date <u>9/29/16</u>
Graduate Council Chair 	Date <u>11-6-16</u>

Request for Graduate Course Change - Page 2

College: COEPD

Department/Division: ACE

Alpha Designator/Number: ATE 603

Provide complete information regarding the course change for each topic listed below.

Change in CATALOG TITLE: ☐ YES ☒ NO

From

 (limited to 30 characters and spaces)

To

If Yes, Rationale

Change in COURSE ALPHA DESIGNATOR:

From:

 To

☒ YES ☐ NO

If Yes, Rationale

Changes to the course alpha designator are required to correspond with the new program name, now known as Adult and Continuing Education (ACE), formerly Adult and Technical Education (ATE).

Change in COURSE NUMBER: ☐ YES ☒ NO

From:

 To:

If Yes, Rationale

Change in COURSE GRADING

From ☐ Grade To ☐ Credit/No Credit

Rationale

Change in CATALOG DESCRIPTION: ☐ YES ☒ NO IF YES, fill in below:

From

To

If Yes
Rationale

Request for Graduate Course Change - Page 3

Change in COURSE CREDIT HOURS: ☐ YES ☒ NO If YES, fill in below:

NOTE: If credit hours increase/decrease, please provide documentation that specifies the adjusted work requirements.

From

To

Change in COURSE CONTENT: ☐ YES ☒ NO

From

To

Rationale

Request for Graduate Course Change-Page 4

College: COEPD _____

Department: Adult and Continuing Education (ACE) _____

Course Number/Title ATE 603 Introduction to Adult Education and Adult Learners _____

1. REQUIRED COURSE: If this course is required by another department(s), identify it/them by name and attach the written notification you sent to them announcing to them the proposed change and any response received. Enter NOT APPLICABLE if not applicable.

NOT APPLICABLE

2. COURSE DELETION: List any courses that will be deleted because of this change. A *Course Deletion* form is also required. Enter NOT APPLICABLE if not applicable.

NOT APPLICABLE

3. ADDITIONAL RESOURCE REQUIREMENTS: If your department requires additional faculty, equipment, or specialized materials as a result of this change, attach an estimate of the time and cost etc. required to secure these items. (NOTE: approval of this form does not imply approval for additional resources. Enter NOT APPLICABLE if not applicable.

NOT APPLICABLE

Request for Graduate Course Change - Page 5

Please insert in the text box below your course change summary information for the Graduate Council agenda. Please enter the information exactly in this way (including headings) based on the appropriate change:

COURSE DESCRIPTION CHANGE

Department:

Course Number and Title:

Rationale:

Course Description (old)

Course Description: (new)

Catalog Description:

COURSE NUMBER CHANGE

Department:

Current Course Number/Title:

New Course Number:

Rationale:

Catalog Description:

Credit hours:

COURSE TITLE CHANGE

Department:

Current Course Number/Title:

New Course Title:

Rationale:

Catalog Description:

COURSE CHANGE (ALPHA DESIGNATOR)

Department: ACE

Current Course Number/Title: ATE 603 Introduction to Adult Education and Adult Learners

New Course Number: ACE 603 Introduction to Adult Education and Adult Learners

Rationale: Changes to the course alpha designator are required to correspond with the new program name, now known as Adult and Continuing Education (ACE), formerly Adult and Technical Education (ATE).

Catalog Description: Designed to acquaint the student with the field of adult and continuing education, its foundations and development in this country and future trends.

Credit hours: 3

Request for Graduate Course Change

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College: COEPD

Dept/Division: ACE

Current Alpha Designator/Number: ATE 618

Contact Person: Dr. Feon Smith and Dr. Jessica Hanna

Phone: Feon 696-2381; Jessi 746-8935

CURRENT COURSE DATA:

Course Title: Literature of Adult and Continuing Education

Alpha Designator/Number:

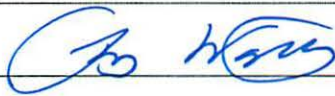
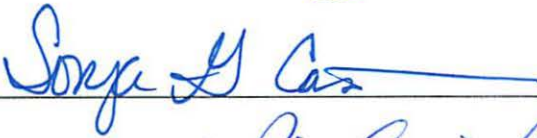
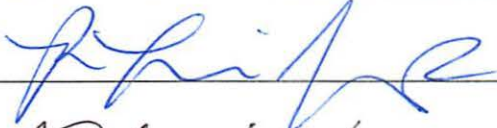
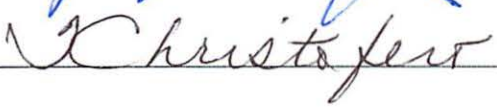
A T E 6 1 8

Title Abbreviation:

L i t e r a t u r e o f A d u l t a n d C

1. Complete this **five** page form in its entirety and route through the departments/committees below for changes to a course involving: course title, alpha designator, course number, course content, credit hours, or catalog description.
2. If this change will affect other departments that require this course, please send a memo to the affected department and include it with this packet, as well as the response received from the affected department.
3. If the changes made to this course will make the course similar in title or content to another department's courses, please send a memo to the affected department and include it with this packet as well as the response received from the affected department.
4. List courses, if any, that will be deleted because of this change (*must submit course deletion form*).
5. If the faculty requirements and/or equipment need to be changed upon approval of this proposal, attach a written estimate of additional needs.

Signatures: if disapproved at any level, do not sign. Return to previous signer with recommendation attached.

Dept. Chair/Division Head		Date	9-1-16
Registrar	 131320	Date	9-16-16
College Curriculum Chair		Date	9/20/16
Graduate Council Chair		Date	11-6-16

Request for Graduate Course Change - Page 2

College: COEPD

Department/Division: ACE

Alpha Designator/Number: ATE 618

Provide complete information regarding the course change for each topic listed below.

Change in CATALOG TITLE: ☐ YES ☒ NO

From

 (limited to 30 characters and spaces)

To

If Yes, Rationale

Change in COURSE ALPHA DESIGNATOR:

From:

 To

☒ YES ☐ NO

If Yes, Rationale

Changes to the course alpha designator are required to correspond with the new program name, now known as Adult and Continuing Education (ACE), formerly Adult and Technical Education (ATE).

Change in COURSE NUMBER: ☐ YES ☒ NO

From:

 To:

If Yes, Rationale

Change in COURSE GRADING

From ☐ Grade To ☐ Credit/No Credit

Rationale

Change in CATALOG DESCRIPTION: ☐ YES ☒ NO IF YES, fill in below:

From

To

If Yes
Rationale

Request for Graduate Course Change - Page 3

Change in **COURSE CREDIT HOURS**: ☐ YES ☒ NO If YES, fill in below:

NOTE: If credit hours increase/decrease, please provide documentation that specifies the adjusted work requirements.

From

To

Change in **COURSE CONTENT**: ☐ YES ☒ NO

From

To

Rationale

Request for Graduate Course Change-Page 4

College: COEPD _____

Department: Adult and Continuing Education (ACE) _____

Course Number/Title ATE 618 Literature of Adult and Continuing Education _____

1. REQUIRED COURSE: If this course is required by another department(s), identify it/them by name and attach the written notification you sent to them announcing to them the proposed change and any response received. Enter NOT APPLICABLE if not applicable.

NOT APPLICABLE

2. COURSE DELETION: List any courses that will be deleted because of this change. A *Course Deletion* form is also required. Enter NOT APPLICABLE if not applicable.

NOT APPLICABLE

3. ADDITIONAL RESOURCE REQUIREMENTS: If your department requires additional faculty, equipment, or specialized materials as a result of this change, attach an estimate of the time and cost etc. required to secure these items. (NOTE: approval of this form does not imply approval for additional resources. Enter NOT APPLICABLE if not applicable.

NOT APPLICABLE

Request for Graduate Course Change - Page 5

Please insert in the text box below your course change summary information for the Graduate Council agenda. Please enter the information exactly in this way (including headings) based on the appropriate change:

COURSE DESCRIPTION CHANGE

Department:

Course Number and Title:

Rationale:

Course Description (old)

Course Description: (new)

Catalog Description:

COURSE NUMBER CHANGE

Department:

Current Course Number/Title:

New Course Number:

Rationale:

Catalog Description:

Credit hours:

COURSE TITLE CHANGE

Department:

Current Course Number/Title:

New Course Title:

Rationale:

Catalog Description:

COURSE CHANGE (ALPHA DESIGNATOR)

Department: ACE

Current Course Number/Title: ATE 618 Literature of Adult and Continuing Education

New Course Number: ACE 618 Literature of Adult and Continuing Education

Rationale: Changes to the course alpha designator are required to correspond with the new program name, now known as Adult and Continuing Education (ACE), formerly Adult and Technical Education (ATE).

Catalog Description: A program of readings and reports on specific areas in adult education or particular problems within an area of adult and continuing education. Readings to be selected cooperatively with advisor.

Credit hours: 3

Request for Graduate Course Change

1. Prepare one paper copy with all signatures and supporting material and forward to the Graduate Council Chair.
2. E-mail one identical PDF copy to the Graduate Council Chair. If attachments included, please merge into a single file.
3. **The Graduate Council cannot process this application until it has received both the PDF copy and the signed hard copy.**

College: COEPD

Dept/Division: ACE

Current Alpha Designator/Number: ATE 628

Contact Person: Dr. Feon Smith and Dr. Jessica Hanna

Phone: Feon 696-2381; Jessi 746-8935

CURRENT COURSE DATA:

Course Title: Adult Instruction: Environmental and Personal Aspects

Alpha Designator/Number:




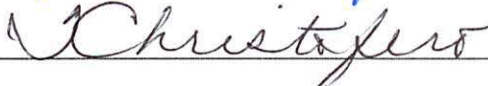
A T E 6 2 8

Title Abbreviation:

A d u l t I n s t r u c t i o n : E n v i r o

1. Complete this **five** page form in its entirety and route through the departments/committees below for changes to a course involving: course title, alpha designator, course number, course content, credit hours, or catalog description.
2. If this change will affect other departments that require this course, please send a memo to the affected department and include it with this packet, as well as the response received from the affected department.
3. If the changes made to this course will make the course similar in title or content to another department's courses, please send a memo to the affected department and include it with this packet as well as the response received from the affected department.
4. List courses, if any, that will be deleted because of this change (*must submit course deletion form*).
5. If the faculty requirements and/or equipment need to be changed upon approval of this proposal, attach a written estimate of additional needs.

Signatures: if disapproved at any level, do not sign. Return to previous signer with recommendation attached.

Dept. Chair/Division Head <u></u>	Date <u>9-8-16</u>
Registrar <u></u> 131320	Date <u>9-16-16</u>
College Curriculum Chair <u></u>	Date <u>9/20/16</u>
Graduate Council Chair <u></u>	Date <u>11-6-16</u>

College: COEPD Department/Division: ACE Alpha Designator/Number: ATE 628

Change in CATALOG TITLE: ☐ YES ☒ NO

[illegible]

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From:

A	T	E	
---	---	---	--

 To:

A	C	E	
---	---	---	--

☒ YES ☐ NO

Changes to the course alpha designator are required to correspond with the new program name, now known as Adult and Continuing Education (ACE), formerly Adult and Technical Education (ATE).

From:

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 To:

--	--	--	--

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Rationale

From	
------	--

To _____

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Request for Graduate Course Change - Page 3

Change in **COURSE CREDIT HOURS**: ☐ YES ☒ NO If YES, fill in below:

NOTE: If credit hours increase/decrease, please provide documentation that specifies the adjusted work requirements.

From

To

Change in **COURSE CONTENT**: ☐ YES ☒ NO

From

To

Rationale

Request for Graduate Course Change-Page 4

College: COEPD _____

Department: Adult and Continuing Education (ACE) _____

Course Number/Title ATE 628 Adult Instruction: Environmental and Personal Aspects _____

1. REQUIRED COURSE: If this course is required by another department(s), identify it/them by name and attach the written notification you sent to them announcing to them the proposed change and any response received. Enter NOT APPLICABLE if not applicable.

NOT APPLICABLE

2. COURSE DELETION: List any courses that will be deleted because of this change. A *Course Deletion* form is also required. Enter NOT APPLICABLE if not applicable.

NOT APPLICABLE

3. ADDITIONAL RESOURCE REQUIREMENTS: If your department requires additional faculty, equipment, or specialized materials as a result of this change, attach an estimate of the time and cost etc. required to secure these items. (NOTE: approval of this form does not imply approval for additional resources. Enter NOT APPLICABLE if not applicable.

NOT APPLICABLE

Request for Graduate Course Change - Page 5

Please insert in the text box below your course change summary information for the Graduate Council agenda. Please enter the information exactly in this way (including headings) based on the appropriate change:

COURSE DESCRIPTION CHANGE

Department:

Course Number and Title:

Rationale:

Course Description (old)

Course Description: (new)

Catalog Description:

COURSE NUMBER CHANGE

Department:

Current Course Number/Title:

New Course Number:

Rationale:

Catalog Description:

Credit hours:

COURSE TITLE CHANGE

Department:

Current Course Number/Title:

New Course Title:

Rationale:

Catalog Description:

COURSE CHANGE (ALPHA DESIGNATOR)

Department: ACE

Current Course Number/Title: ATE 628 Adult Instruction: Environmental and Personal Aspects

New Course Number: ACE 628 Adult Instruction: Environmental and Personal Aspects

Rationale: Changes to the course alpha designator are required to correspond with the new program name, now known as Adult and Continuing Education (ACE), formerly Adult and Technical Education (ATE).

Catalog Description: The course examines both environmental and personal factors which may impact on the adult learning process and is designed to foster awareness, which will be translated into appropriate intervention strategies.

Credit hours: 3

Request for Graduate Course Change

1. Prepare one paper copy with all signatures and supporting material and forward to the Graduate Council Chair.
2. E-mail one identical PDF copy to the Graduate Council Chair. If attachments included, please merge into a single file.
3. **The Graduate Council cannot process this application until it has received both the PDF copy and the signed hard copy.**

College: COEPD

Dept/Division: ACE

Current Alpha Designator/Number: ATE 631

Contact Person: Dr. Feon Smith and Dr. Jessica Hanna

Phone: Feon 696-2381; Jessi 746-8935

CURRENT COURSE DATA:

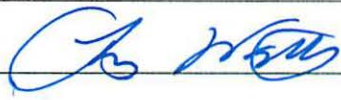

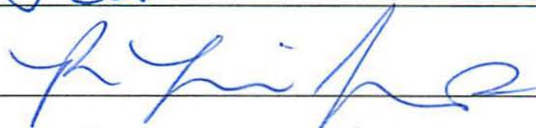
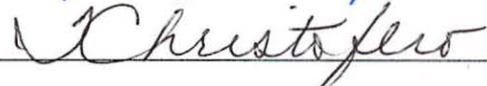
Course Title: Survey Practicum Computer Applications in Business and Industry

Alpha Designator/Number: A T E 6 3 1

Title Abbreviation: S u r v e y P r a c t i c u m C o m p u t e r

1. Complete this **five** page form in its entirety and route through the departments/committees below for changes to a course involving: course title, alpha designator, course number, course content, credit hours, or catalog description.
2. If this change will affect other departments that require this course, please send a memo to the affected department and include it with this packet, as well as the response received from the affected department.
3. If the changes made to this course will make the course similar in title or content to another department's courses, please send a memo to the affected department and include it with this packet as well as the response received from the affected department.
4. List courses, if any, that will be deleted because of this change (*must submit course deletion form*).
5. If the faculty requirements and/or equipment need to be changed upon approval of this proposal, attach a written estimate of additional needs.

Signatures: if disapproved at any level, do not sign. Return to previous signer with recommendation attached.

Dept. Chair/Division Head <u></u>	Date <u>9-1-16</u>
Registrar <u></u> 131320	Date <u>9-16-16</u>
College Curriculum Chair <u></u>	Date <u>9/20/16</u>
Graduate Council Chair <u></u>	Date <u>11-6-16</u>

Request for Graduate Course Change - Page 2

College: COEPD

Department/Division: ACE

Alpha Designator/Number: ATE 631

Provide complete information regarding the course change for each topic listed below.

Change in CATALOG TITLE: ☐ YES ☒ NO

From

 (limited to 30 characters and spaces)

To

If Yes, Rationale

Change in COURSE ALPHA DESIGNATOR:

From:

 To

☒ YES ☐ NO

If Yes, Rationale

Changes to the course alpha designator are required to correspond with the new program name, now known as Adult and Continuing Education (ACE), formerly Adult and Technical Education (ATE).

Change in COURSE NUMBER: ☐ YES ☒ NO

From:

 To:

If Yes, Rationale

Change in COURSE GRADING

From ☐ Grade To ☐ Credit/No Credit

Rationale

Change in CATALOG DESCRIPTION: ☐ YES ☒ NO IF YES, fill in below:

From

To

If Yes
Rationale

Request for Graduate Course Change - Page 3

Change in **COURSE CREDIT HOURS**: ☐ YES ☒ NO If YES, fill in below:

NOTE: If credit hours increase/decrease, please provide documentation that specifies the adjusted work requirements.

From

To

Change in **COURSE CONTENT**: ☐ YES ☒ NO

From

To

Rationale

Request for Graduate Course Change-Page 4

College: COEPD _____

Department: Adult and Continuing Education (ACE) _____

Course Number/Title ATE 631 Survey Practicum Computer Applications in Business and Industry _____

1. REQUIRED COURSE: If this course is required by another department(s), identify it/them by name and attach the written notification you sent to them announcing to them the proposed change and any response received. Enter NOT APPLICABLE if not applicable.

NOT APPLICABLE

2. COURSE DELETION: List any courses that will be deleted because of this change. A *Course Deletion* form is also required. Enter NOT APPLICABLE if not applicable.

NOT APPLICABLE

3. ADDITIONAL RESOURCE REQUIREMENTS: If your department requires additional faculty, equipment, or specialized materials as a result of this change, attach an estimate of the time and cost etc. required to secure these items. (NOTE: approval of this form does not imply approval for additional resources. Enter NOT APPLICABLE if not applicable.

NOT APPLICABLE

Request for Graduate Course Change - Page 5

Please insert in the text box below your course change summary information for the Graduate Council agenda. Please enter the information exactly in this way (including headings) based on the appropriate change:

COURSE DESCRIPTION CHANGE

Department:

Course Number and Title:

Rationale:

Course Description (old)

Course Description: (new)

Catalog Description:

COURSE NUMBER CHANGE

Department:

Current Course Number/Title:

New Course Number:

Rationale:

Catalog Description:

Credit hours:

COURSE TITLE CHANGE

Department:

Current Course Number/Title:

New Course Title:

Rationale:

Catalog Description:

COURSE CHANGE (ALPHA DESIGNATOR)

Department: ACE

Current Course Number/Title: ATE 631 Survey Practicum Computer Applications in Business and Industry

New Course Number: ACE 631 Survey Practicum Computer Applications in Business and Industry

Rationale: Changes to the course alpha designator are required to correspond with the new program name, now known as Adult and Continuing Education (ACE), formerly Adult and Technical Education (ATE).

Catalog Description: An introductory course for persons who want to become familiar with the application of computers in the business/industrial fields represented by adult and technical education.

Credit hours: 3

Request for Graduate Course Change

1. Prepare one paper copy with all signatures and supporting material and forward to the Graduate Council Chair.
2. E-mail one identical PDF copy to the Graduate Council Chair. If attachments included, please merge into a single file.
3. **The Graduate Council cannot process this application until it has received both the PDF copy and the signed hard copy.**

College: COEPD

Dept/Division: ACE

Current Alpha Designator/Number: ATE 637

Contact Person: Dr. Feon Smith and Dr. Jessica Hanna

Phone: Feon 696-2381; Jessi 746-8935

CURRENT COURSE DATA:





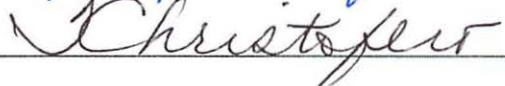
Course Title: Individual Computer Program Applications

Alpha Designator/Number: A T E 6 3 7

Title Abbreviation: Individual Computer Program

1. Complete this **five** page form in its entirety and route through the departments/committees below for changes to a course involving: course title, alpha designator, course number, course content, credit hours, or catalog description.
2. If this change will affect other departments that require this course, please send a memo to the affected department and include it with this packet, as well as the response received from the affected department.
3. If the changes made to this course will make the course similar in title or content to another department's courses, please send a memo to the affected department and include it with this packet as well as the response received from the affected department.
4. List courses, if any, that will be deleted because of this change (*must submit course deletion form*).
5. If the faculty requirements and/or equipment need to be changed upon approval of this proposal, attach a written estimate of additional needs.

Signatures: if disapproved at any level, do not sign. Return to previous signer with recommendation attached.

Dept. Chair/Division Head 	Date <u>9-1-16</u>
Registrar   131320	Date <u>9-14-16</u>
College Curriculum Chair 	Date <u>9/20/16</u>
Graduate Council Chair 	Date <u>11-6-16</u>

Request for Graduate Course Change - Page 2

College: COEPD

Department/Division: ACE

Alpha Designator/Number: ATE 637

Provide complete information regarding the course change for each topic listed below.

Change in CATALOG TITLE: ☐ YES ☒ NO

From

 (limited to 30 characters and spaces)

To

If Yes, Rationale

Change in COURSE ALPHA DESIGNATOR:

From:

 To

☒ YES ☐ NO

If Yes, Rationale

Changes to the course alpha designator are required to correspond with the new program name, now known as Adult and Continuing Education (ACE), formerly Adult and Technical Education (ATE).

Change in COURSE NUMBER: ☐ YES ☒ NO

From:

 To:

If Yes, Rationale

Change in COURSE GRADING

From ☐ Grade To ☐ Credit/No Credit

Rationale

Change in CATALOG DESCRIPTION: ☐ YES ☒ NO IF YES, fill in below:

From

To

If Yes
Rationale

Request for Graduate Course Change - Page 3

Change in COURSE CREDIT HOURS: ☐ YES ☒ NO If YES, fill in below:

NOTE: If credit hours increase/decrease, please provide documentation that specifies the adjusted work requirements.

From

To

Change in COURSE CONTENT: ☐ YES ☒ NO

From

To

Rationale

Request for Graduate Course Change-Page 4

College: COEPD _____

Department: Adult and Continuing Education (ACE) _____

Course Number/Title ATE 637 Individual Computer Program Applications _____

1. REQUIRED COURSE: If this course is required by another department(s), identify it/them by name and attach the written notification you sent to them announcing to them the proposed change and any response received. Enter NOT APPLICABLE if not applicable.

NOT APPLICABLE

2. COURSE DELETION: List any courses that will be deleted because of this change. A *Course Deletion* form is also required. Enter NOT APPLICABLE if not applicable.

NOT APPLICABLE

3. ADDITIONAL RESOURCE REQUIREMENTS: If your department requires additional faculty, equipment, or specialized materials as a result of this change, attach an estimate of the time and cost etc. required to secure these items. (NOTE: approval of this form does not imply approval for additional resources. Enter NOT APPLICABLE if not applicable.

NOT APPLICABLE

Request for Graduate Course Change - Page 5

Please insert in the text box below your course change summary information for the Graduate Council agenda. Please enter the information exactly in this way (including headings) based on the appropriate change:

COURSE DESCRIPTION CHANGE

Department:

Course Number and Title:

Rationale:

Course Description (old)

Course Description: (new)

Catalog Description:

COURSE NUMBER CHANGE

Department:

Current Course Number/Title:

New Course Number:

Rationale:

Catalog Description:

Credit hours:

COURSE TITLE CHANGE

Department:

Current Course Number/Title:

New Course Title:

Rationale:

Catalog Description:

COURSE CHANGE (ALPHA DESIGNATOR)

Department: ACE

Current Course Number/Title: ATE 637 Individual Computer Program Applications

New Course Number: ACE 637 Individual Computer Program Applications

Rationale: Changes to the course alpha designator are required to correspond with the new program name, now known as Adult and Continuing Education (ACE), formerly Adult and Technical Education (ATE).

Catalog Description: Individually designed learning activities that involve the application of previously learned theories, processes, operations, techniques or systems. The applications are studied, analyzed, and evaluated.

Credit hours: 3

Request for Graduate Course Change

1. Prepare one paper copy with all signatures and supporting material and forward to the Graduate Council Chair.
2. E-mail one identical PDF copy to the Graduate Council Chair. If attachments included, please merge into a single file.
3. **The Graduate Council cannot process this application until it has received both the PDF copy and the signed hard copy.**

College: COEPD

Dept/Division: ACE

Current Alpha Designator/Number: ATE 650

Contact Person: Dr. Feon Smith and Dr. Jessica Hanna

Phone: Feon 696-2381; Jessi 746-8935

CURRENT COURSE DATA:

Course Title: Career Education Curriculum Development

Alpha Designator/Number:




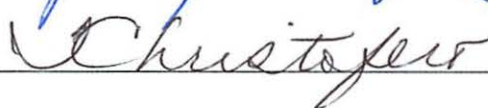
A T E 6 5 0

Title Abbreviation:

C a r e e r E d u c a t i o n C u r r i c u l

1. Complete this **five** page form in its entirety and route through the departments/committees below for changes to a course involving: course title, alpha designator, course number, course content, credit hours, or catalog description.
2. If this change will affect other departments that require this course, please send a memo to the affected department and include it with this packet, as well as the response received from the affected department.
3. If the changes made to this course will make the course similar in title or content to another department's courses, please send a memo to the affected department and include it with this packet as well as the response received from the affected department.
4. List courses, if any, that will be deleted because of this change (*must submit course deletion form*).
5. If the faculty requirements and/or equipment need to be changed upon approval of this proposal, attach a written estimate of additional needs.

Signatures: if disapproved at any level, do not sign. Return to previous signer with recommendation attached.

Dept. Chair/Division Head 	Date <u>8-1-16</u>
Registrar 	Date <u>9-16-16</u>
College Curriculum Chair 	Date <u>9/20/16</u>
Graduate Council Chair 	Date <u>11-6-16</u>

Request for Graduate Course Change - Page 2

College: COEPD

Department/Division: ACE

Alpha Designator/Number: ATE 650

Provide complete information regarding the course change for each topic listed below.

Change in CATALOG TITLE: ☐ YES ☒ NO

From

 (limited to 30 characters and spaces)

To

If Yes, Rationale

Change in COURSE ALPHA DESIGNATOR:

From:

 To

☒ YES ☐ NO

If Yes, Rationale

Changes to the course alpha designator are required to correspond with the new program name, now known as Adult and Continuing Education (ACE), formerly Adult and Technical Education (ATE).

Change in COURSE NUMBER: ☐ YES ☒ NO

From:

 To:

If Yes, Rationale

Change in COURSE GRADING

From ☐ Grade To ☐ Credit/No Credit

Rationale

Change in CATALOG DESCRIPTION: ☐ YES ☒ NO IF YES, fill in below:

From

To

If Yes
Rationale

Request for Graduate Course Change - Page 3

Change in COURSE CREDIT HOURS: ☐ YES ☒ NO If YES, fill in below:

NOTE: If credit hours increase/decrease, please provide documentation that specifies the adjusted work requirements.

From

To

Change in COURSE CONTENT: ☐ YES ☒ NO

From

To

Rationale

Request for Graduate Course Change-Page 4

College: COEPD _____

Department: Adult and Continuing Education (ACE) _____

Course Number/Title ATE 650 Career Education Curriculum Development _____

1. REQUIRED COURSE: If this course is required by another department(s), identify it/them by name and attach the written notification you sent to them announcing to them the proposed change and any response received. Enter NOT APPLICABLE if not applicable.

NOT APPLICABLE

2. COURSE DELETION: List any courses that will be deleted because of this change. A *Course Deletion* form is also required. Enter NOT APPLICABLE if not applicable.

NOT APPLICABLE

3. ADDITIONAL RESOURCE REQUIREMENTS: If your department requires additional faculty, equipment, or specialized materials as a result of this change, attach an estimate of the time and cost etc. required to secure these items. (NOTE: approval of this form does not imply approval for additional resources. Enter NOT APPLICABLE if not applicable.

NOT APPLICABLE

Request for Graduate Course Change - Page 5

Please insert in the text box below your course change summary information for the Graduate Council agenda. Please enter the information exactly in this way (including headings) based on the appropriate change:

COURSE DESCRIPTION CHANGE

Department:

Course Number and Title:

Rationale:

Course Description (old)

Course Description: (new)

Catalog Description:

COURSE NUMBER CHANGE

Department:

Current Course Number/Title:

New Course Number:

Rationale:

Catalog Description:

Credit hours:

COURSE TITLE CHANGE

Department:

Current Course Number/Title:

New Course Title:

Rationale:

Catalog Description:

COURSE CHANGE (ALPHA DESIGNATOR)

Department: ACE

Current Course Number/Title: ATE 650 Career Education Curriculum Development

New Course Number: ACE 650 Career Education Curriculum Development

Rationale: Changes to the course alpha designator are required to correspond with the new program name, now known as Adult and Continuing Education (ACE), formerly Adult and Technical Education (ATE).

Catalog Description: Instructional unit is developed to assist children and youth achieve academic, general, or technical education and also career education goals; includes goals, objectives, procedures, student activities, resources, and evaluation.

Credit hours: 3

Request for Graduate Course Change

1. Prepare one paper copy with all signatures and supporting material and forward to the Graduate Council Chair.
2. E-mail one identical PDF copy to the Graduate Council Chair. If attachments included, please merge into a single file.
3. **The Graduate Council cannot process this application until it has received both the PDF copy and the signed hard copy.**

College: COEPD

Dept/Division: ACE

Current Alpha Designator/Number: ATE 656

Contact Person: Dr. Feon Smith and Dr. Jessica Hanna

Phone: Feon 696-2381; Jessi 746-8935

CURRENT COURSE DATA:




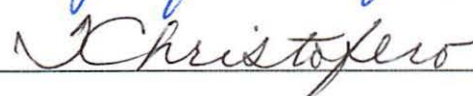
Course Title: Instructional Planning for Adult Populations

Alpha Designator/Number: A T E 6 5 6

Title Abbreviation: I n s t r u c t i o n a l P l a n n i n g f o

1. Complete this **five** page form in its entirety and route through the departments/committees below for changes to a course involving: course title, alpha designator, course number, course content, credit hours, or catalog description.
2. If this change will affect other departments that require this course, please send a memo to the affected department and include it with this packet, as well as the response received from the affected department.
3. If the changes made to this course will make the course similar in title or content to another department's courses, please send a memo to the affected department and include it with this packet as well as the response received from the affected department.
4. List courses, if any, that will be deleted because of this change (*must submit course deletion form*).
5. If the faculty requirements and/or equipment need to be changed upon approval of this proposal, attach a written estimate of additional needs.

Signatures: if disapproved at any level, do not sign. Return to previous signer with recommendation attached.

Dept. Chair/Division Head 	Date <u>5-1-16</u>
Registrar  13/320	Date <u>7-16-16</u>
College Curriculum Chair 	Date <u>9/20/16</u>
Graduate Council Chair 	Date <u>11-6-16</u>

College: COEPD	Department/Division: ACE	Alpha Designator/Number: ATE 656
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Page 2 of 5

Request for Graduate Course Change - Page 3

Change in COURSE CREDIT HOURS: ☐ YES ☒ NO If YES, fill in below:

NOTE: If credit hours increase/decrease, please provide documentation that specifies the adjusted work requirements.

From

To

Change in COURSE CONTENT: ☐ YES ☒ NO

From

To

Rationale

Request for Graduate Course Change-Page 4

College: COEPD _____

Department: Adult and Continuing Education (ACE) _____

Course Number/Title ATE 656 Instructional Planning for Adult Populations _____

1. REQUIRED COURSE: If this course is required by another department(s), identify it/them by name and attach the written notification you sent to them announcing to them the proposed change and any response received. Enter NOT APPLICABLE if not applicable.

NOT APPLICABLE

2. COURSE DELETION: List any courses that will be deleted because of this change. A *Course Deletion* form is also required. Enter NOT APPLICABLE if not applicable.

NOT APPLICABLE

3. ADDITIONAL RESOURCE REQUIREMENTS: If your department requires additional faculty, equipment, or specialized materials as a result of this change, attach an estimate of the time and cost etc. required to secure these items. (NOTE: approval of this form does not imply approval for additional resources. Enter NOT APPLICABLE if not applicable.

NOT APPLICABLE

Request for Graduate Course Change - Page 5

Please insert in the text box below your course change summary information for the Graduate Council agenda. Please enter the information exactly in this way (including headings) based on the appropriate change:

COURSE DESCRIPTION CHANGE

Department:

Course Number and Title:

Rationale:

Course Description (old)

Course Description: (new)

Catalog Description:

COURSE NUMBER CHANGE

Department:

Current Course Number/Title:

New Course Number:

Rationale:

Catalog Description:

Credit hours:

COURSE TITLE CHANGE

Department:

Current Course Number/Title:

New Course Title:

Rationale:

Catalog Description:

COURSE CHANGE (ALPHA DESIGNATOR)

Department: ACE

Current Course Number/Title: ATE 656 Instructional Planning for Adult Populations

New Course Number: ACE 656 Instructional Planning for Adult Populations

Rationale: Changes to the course alpha designator are required to correspond with the new program name, now known as Adult and Continuing Education (ACE), formerly Adult and Technical Education (ATE).

Catalog Description: An examination and application of the process involved in the development, operation, and evaluation of adult programs in the community, business, and industry.

Credit hours: 3

Request for Graduate Course Change

1. Prepare one paper copy with all signatures and supporting material and forward to the Graduate Council Chair.
2. E-mail one identical PDF copy to the Graduate Council Chair. If attachments included, please merge into a single file.
3. **The Graduate Council cannot process this application until it has received both the PDF copy and the signed hard copy.**

College: COEPD

Dept/Division: ACE

Current Alpha Designator/Number: ATE 671

Contact Person: Dr. Feon Smith and Dr. Jessica Hanna

Phone: Feon 696-2381; Jessi 746-8935

CURRENT COURSE DATA:

Course Title: Evaluation of Adult and Technical Education

Alpha Designator/Number:

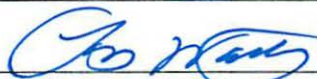


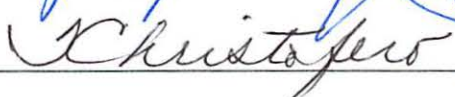
A T E 6 7 1

Title Abbreviation:

E v a l u a t i o n o f A d u l t a n d T

1. Complete this **five** page form in its entirety and route through the departments/committees below for changes to a course involving: course title, alpha designator, course number, course content, credit hours, or catalog description.
2. If this change will affect other departments that require this course, please send a memo to the affected department and include it with this packet, as well as the response received from the affected department.
3. If the changes made to this course will make the course similar in title or content to another department's courses, please send a memo to the affected department and include it with this packet as well as the response received from the affected department.
4. List courses, if any, that will be deleted because of this change (*must submit course deletion form*).
5. If the faculty requirements and/or equipment need to be changed upon approval of this proposal, attach a written estimate of additional needs.

Signatures: if disapproved at any level, do not sign. Return to previous signer with recommendation attached.

Dept. Chair/Division Head 	Date <u>9-1-16</u>
Registrar  131320	Date <u>9-14-16</u>
College Curriculum Chair 	Date <u>9/20/16</u>
Graduate Council Chair 	Date <u>11-6-16</u>

Request for Graduate Course Change - Page 2

College: COEPD

Department/Division: ACE

Alpha Designator/Number: ATE 671

Provide complete information regarding the course change for each topic listed below.

Change in CATALOG TITLE: ☐ YES ☒ NO

From

 (limited to 30 characters and spaces)

To

If Yes, Rationale

Change in COURSE ALPHA DESIGNATOR:

From:

 To

☒ YES ☐ NO

If Yes, Rationale

Changes to the course alpha designator are required to correspond with the new program name, now known as Adult and Continuing Education (ACE), formerly Adult and Technical Education (ATE).

Change in COURSE NUMBER: ☐ YES ☒ NO

From:

 To:

If Yes, Rationale

Change in COURSE GRADING

From ☐ Grade To ☐ Credit/No Credit

Rationale

Change in CATALOG DESCRIPTION: ☐ YES ☒ NO IF YES, fill in below:

From

To

If Yes
Rationale

Request for Graduate Course Change - Page 3

Change in COURSE CREDIT HOURS: ☐ YES ☒ NO If YES, fill in below:

NOTE: If credit hours increase/decrease, please provide documentation that specifies the adjusted work requirements.

From

To

Change in COURSE CONTENT: ☐ YES ☒ NO

From

To

Rationale

Request for Graduate Course Change-Page 4

College: COEPD _____

Department: Adult and Continuing Education (ACE) _____

Course Number/Title ATE 671 Evaluation of Adult and Technical Education _____

1. REQUIRED COURSE: If this course is required by another department(s), identify it/them by name and attach the written notification you sent to them announcing to them the proposed change and any response received. Enter NOT APPLICABLE if not applicable.

NOT APPLICABLE

2. COURSE DELETION: List any courses that will be deleted because of this change. A *Course Deletion* form is also required. Enter NOT APPLICABLE if not applicable.

NOT APPLICABLE

3. ADDITIONAL RESOURCE REQUIREMENTS: If your department requires additional faculty, equipment, or specialized materials as a result of this change, attach an estimate of the time and cost etc. required to secure these items. (NOTE: approval of this form does not imply approval for additional resources. Enter NOT APPLICABLE if not applicable.

NOT APPLICABLE

Request for Graduate Course Change - Page 5

Please insert in the text box below your course change summary information for the Graduate Council agenda. Please enter the information exactly in this way (including headings) based on the appropriate change:

COURSE DESCRIPTION CHANGE

Department:

Course Number and Title:

Rationale:

Course Description (old)

Course Description: (new)

Catalog Description:

COURSE NUMBER CHANGE

Department:

Current Course Number/Title:

New Course Number:

Rationale:

Catalog Description:

Credit hours:

COURSE TITLE CHANGE

Department:

Current Course Number/Title:

New Course Title:

Rationale:

Catalog Description:

COURSE CHANGE (ALPHA DESIGNATOR)

Department: ACE

Current Course Number/Title: ATE 671 Evaluation of Adult and Technical Education

New Course Number: ACE 671 Evaluation of Adult and Technical Education

Rationale: Changes to the course alpha designator are required to correspond with the new program name, now known as Adult and Continuing Education (ACE), formerly Adult and Technical Education (ATE).

Catalog Description: An examination of the design and evaluation processes used in adult learning areas with emphasis on the T&D and technical fields as well as the general field.

Credit hours: 3

Request for Graduate Course Change

1. Prepare one paper copy with all signatures and supporting material and forward to the Graduate Council Chair.
2. E-mail one identical PDF copy to the Graduate Council Chair. If attachments included, please merge into a single file.
3. **The Graduate Council cannot process this application until it has received both the PDF copy and the signed hard copy.**

College: COEPD

Dept/Division: ACE

Current Alpha Designator/Number: ATE 673

Contact Person: Dr. Feon Smith and Dr. Jessica Hanna

Phone: Feon 696-2381; Jessi 746-8935

CURRENT COURSE DATA:

Course Title: Assessment in Adult/Technical Education

Alpha Designator/Number: A T E 6 7 3

Title Abbreviation: A s s e s s m e n t i n A d u l t / T e c h n

1. Complete this **five** page form in its entirety and route through the departments/committees below for changes to a course involving: course title, alpha designator, course number, course content, credit hours, or catalog description.
2. If this change will affect other departments that require this course, please send a memo to the affected department and include it with this packet, as well as the response received from the affected department.
3. If the changes made to this course will make the course similar in title or content to another department's courses, please send a memo to the affected department and include it with this packet as well as the response received from the affected department.
4. List courses, if any, that will be deleted because of this change (*must submit course deletion form*).
5. If the faculty requirements and/or equipment need to be changed upon approval of this proposal, attach a written estimate of additional needs.

Signatures: if disapproved at any level, do not sign. Return to previous signer with recommendation attached.

Dept. Chair/Division Head	Date <u>9-5-16</u>
Registrar 131320	Date <u>9-16-16</u>
College Curriculum Chair	Date <u>9/20/16</u>
Graduate Council Chair	Date <u>11-6-16</u>

Request for Graduate Course Change - Page 2

College: COEPD

Department/Division: ACE

Alpha Designator/Number: ATE 673

Provide complete information regarding the course change for each topic listed below.

Change in CATALOG TITLE: ☐ YES ☒ NO

[illegible][illegible]

If Yes, Rationale

--

Change in COURSE ALPHA DESIGNATOR:

From:

A	T	E	
---	---	---	--

 To:

A	C	E	
---	---	---	--

☒ YES ☐ NO

If Yes, Rationale	Changes to the course alpha designator are required to correspond with the new program name, now known as Adult and Continuing Education (ACE), formerly Adult and Technical Education (ATE).
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Change in COURSE NUMBER: ☐ YES ☒ NO

From:

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 To:

--	--	--	--

If Yes, Rationale

Change in COURSE GRADING

From Grade To Credit/No Credit

Rationale

--

Change in CATALOG DESCRIPTION: ☐ YES ☒ NO IF YES, fill in below:

From

--

To

--

If Yes
Rationale

--

Request for Graduate Course Change - Page 3

Change in COURSE CREDIT HOURS: ☐ YES ☒ NO If YES, fill in below:

NOTE: If credit hours increase/decrease, please provide documentation that specifies the adjusted work requirements.

From

To

Change in COURSE CONTENT: ☐ YES ☒ NO

From

To

Rationale

Request for Graduate Course Change-Page 4

College: COEPD _____

Department: Adult and Continuing Education (ACE) _____

Course Number/Title ATE 673 Assessment in Adult/Technical Education _____

1. REQUIRED COURSE: If this course is required by another department(s), identify it/them by name and attach the written notification you sent to them announcing to them the proposed change and any response received. Enter NOT APPLICABLE if not applicable.

NOT APPLICABLE

2. COURSE DELETION: List any courses that will be deleted because of this change. A *Course Deletion* form is also required. Enter NOT APPLICABLE if not applicable.

NOT APPLICABLE

3. ADDITIONAL RESOURCE REQUIREMENTS: If your department requires additional faculty, equipment, or specialized materials as a result of this change, attach an estimate of the time and cost etc. required to secure these items. (NOTE: approval of this form does not imply approval for additional resources. Enter NOT APPLICABLE if not applicable.

NOT APPLICABLE

Request for Graduate Course Change - Page 5

Please insert in the text box below your course change summary information for the Graduate Council agenda. Please enter the information exactly in this way (including headings) based on the appropriate change:

COURSE DESCRIPTION CHANGE

Department:

Course Number and Title:

Rationale:

Course Description (old)

Course Description: (new)

Catalog Description:

COURSE NUMBER CHANGE

Department:

Current Course Number/Title:

New Course Number:

Rationale:

Catalog Description:

Credit hours:

COURSE TITLE CHANGE

Department:

Current Course Number/Title:

New Course Title:

Rationale:

Catalog Description:

COURSE CHANGE (ALPHA DESIGNATOR)

Department: ACE

Current Course Number/Title: ATE 673 Assessment in Adult/Technical Education

New Course Number: ACE 673 Assessment in Adult/Technical Education

Rationale: Changes to the course alpha designator are required to correspond with the new program name, now known as Adult and Continuing Education (ACE), formerly Adult and Technical Education (ATE).

Catalog Description: Evaluation procedures in adult/technical education including principles of test construction; survey of standardized and published tests; utilization in the classroom or training department; review of statistical methods.

Credit hours: 3

Request for Graduate Course Change

1. Prepare one paper copy with all signatures and supporting material and forward to the Graduate Council Chair.
2. E-mail one identical PDF copy to the Graduate Council Chair. If attachments included, please merge into a single file.
3. **The Graduate Council cannot process this application until it has received both the PDF copy and the signed hard copy.**

College: COEPD

Dept/Division: ACE

Current Alpha Designator/Number: ATE 677

Contact Person: Dr. Feon Smith and Dr. Jessica Hanna

Phone: Feon 696-2381; Jessi 746-8935

CURRENT COURSE DATA:

Course Title: Research Methodology and Design in Adult/Technical Education

Alpha Designator/Number:

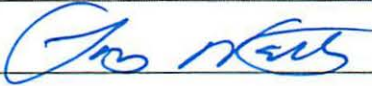


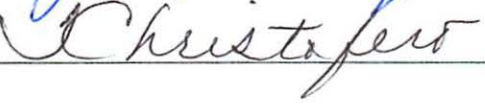
A T E 6 7 7

Title Abbreviation:

R e s e a r c h M e t h o d o l o g y a n d

1. Complete this **five** page form in its entirety and route through the departments/committees below for changes to a course involving: course title, alpha designator, course number, course content, credit hours, or catalog description.
2. If this change will affect other departments that require this course, please send a memo to the affected department and include it with this packet, as well as the response received from the affected department.
3. If the changes made to this course will make the course similar in title or content to another department's courses, please send a memo to the affected department and include it with this packet as well as the response received from the affected department.
4. List courses, if any, that will be deleted because of this change (*must submit course deletion form*).
5. If the faculty requirements and/or equipment need to be changed upon approval of this proposal, attach a written estimate of additional needs.

Signatures: if disapproved at any level, do not sign. Return to previous signer with recommendation attached.

Dept. Chair/Division Head 	Date <u>9-1-14</u>
Registrar  131 320	Date <u>9/19/14</u>
College Curriculum Chair 	Date <u>9/20/14</u>
Graduate Council Chair 	Date <u>11-6-14</u>

Request for Graduate Course Change - Page 2

College: COEPD

Department/Division: ACE

Alpha Designator/Number: ATE 677

Provide complete information regarding the course change for each topic listed below.

Change in CATALOG TITLE: ☐ YES ☒ NO

From

 (limited to 30 characters and spaces)

To

If Yes, Rationale

Change in COURSE ALPHA DESIGNATOR:

From:

 To

☒ YES ☐ NO

If Yes, Rationale

Changes to the course alpha designator are required to correspond with the new program name, now known as Adult and Continuing Education (ACE), formerly Adult and Technical Education (ATE).

Change in COURSE NUMBER: ☐ YES ☒ NO

From:

 To:

If Yes, Rationale

Change in COURSE GRADING

From ☐ Grade To ☐ Credit/No Credit

Rationale

Change in CATALOG DESCRIPTION: ☐ YES ☒ NO IF YES, fill in below:

From

To

If Yes
Rationale

Request for Graduate Course Change - Page 3

Change in COURSE CREDIT HOURS: ☐ YES ☒ NO If YES, fill in below:

NOTE: If credit hours increase/decrease, please provide documentation that specifies the adjusted work requirements.

From

--

To

--

Change in COURSE CONTENT: ☐ YES ☒ NO

From

--

To

--

Rationale

--

Request for Graduate Course Change-Page 4

College: COEPD _____

Department: Adult and Continuing Education (ACE) _____

Course Number/Title ATE 677 Research Methodology and Design in Adult/Technical Education _____

1. **REQUIRED COURSE:** If this course is required by another department(s), identify it/them by name and attach the written notification you sent to them announcing to them the proposed change and any response received. Enter NOT APPLICABLE if not applicable.

NOT APPLICABLE

2. **COURSE DELETION:** List any courses that will be deleted because of this change. A *Course Deletion* form is also required. Enter NOT APPLICABLE if not applicable.

NOT APPLICABLE

3. **ADDITIONAL RESOURCE REQUIREMENTS:** If your department requires additional faculty, equipment, or specialized materials as a result of this change, attach an estimate of the time and cost etc. required to secure these items. (NOTE: approval of this form does not imply approval for additional resources. Enter NOT APPLICABLE if not applicable.

NOT APPLICABLE

Request for Graduate Course Change - Page 5

Please insert in the text box below your course change summary information for the Graduate Council agenda. Please enter the information exactly in this way (including headings) based on the appropriate change:

COURSE DESCRIPTION CHANGE

Department:

Course Number and Title:

Rationale:

Course Description (old)

Course Description: (new)

Catalog Description:

COURSE NUMBER CHANGE

Department:

Current Course Number/Title:

New Course Number:

Rationale:

Catalog Description:

Credit hours:

COURSE TITLE CHANGE

Department:

Current Course Number/Title:

New Course Title:

Rationale:

Catalog Description:

COURSE CHANGE (ALPHA DESIGNATOR)

Department: ACE

Current Course Number/Title: ATE 677 Research Methodology and Design in Adult/Technical Education

New Course Number: ACE 677 Research Methodology and Design in Adult/Technical Education

Rationale: Changes to the course alpha designator are required to correspond with the new program name, now known as Adult and Continuing Education (ACE), formerly Adult and Technical Education (ATE).

Catalog Description: Study of methodology, application, analysis and synthesis of research; a review of current studies with attention to statistical techniques, data collecting, data handling, and the impact of particular research.

Credit hours: 3

Request for Graduate Course Change

1. Prepare one paper copy with all signatures and supporting material and forward to the Graduate Council Chair.
2. E-mail one identical PDF copy to the Graduate Council Chair. If attachments included, please merge into a single file.
3. **The Graduate Council cannot process this application until it has received both the PDF copy and the signed hard copy.**

College: COEPD

Dept/Division: ACE

Current Alpha Designator/Number: ATE 685

Contact Person: Dr. Feon Smith and Dr. Jessica Hanna

Phone: Feon 696-2381; Jessi 746-8935

CURRENT COURSE DATA:

Course Title: Adult and Technical Education Capstone

Alpha Designator/Number:


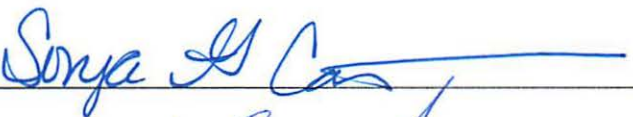

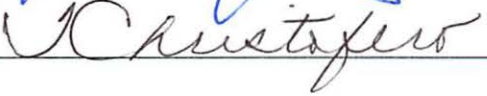
A T E 6 8 5

Title Abbreviation:

A d u l t a n d T e c h n i c a l E d u c a

1. Complete this **five** page form in its entirety and route through the departments/committees below for changes to a course involving: course title, alpha designator, course number, course content, credit hours, or catalog description.
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4. List courses, if any, that will be deleted because of this change (*must submit course deletion form*).
5. If the faculty requirements and/or equipment need to be changed upon approval of this proposal, attach a written estimate of additional needs.

Signatures: if disapproved at any level, do not sign. Return to previous signer with recommendation attached.

Dept. Chair/Division Head 	Date <u>9-1-16</u>
Registrar  131320	Date <u>9/16/16</u>
College Curriculum Chair 	Date <u>9/20/16</u>
Graduate Council Chair 	Date <u>11-6-16</u>

Request for Graduate Course Change - Page 2

College: COEPD

Department/Division: ACE

Alpha Designator/Number: ATE 685

Provide complete information regarding the course change for each topic listed below.

Change in CATALOG TITLE: ☐ YES ☒ NO

From

 (limited to 30 characters and spaces)

To

If Yes, Rationale

Change in COURSE ALPHA DESIGNATOR:

From:

 To

☒ YES ☐ NO

If Yes, Rationale

Changes to the course alpha designator are required to correspond with the new program name, now known as Adult and Continuing Education (ACE), formerly Adult and Technical Education (ATE).

Change in COURSE NUMBER: ☐ YES ☒ NO

From:

 To:

If Yes, Rationale

Change in COURSE GRADING

From ☐ Grade To ☐ Credit/No Credit

Rationale

Change in CATALOG DESCRIPTION: ☐ YES ☒ NO IF YES, fill in below:

From

To

If Yes
Rationale

Request for Graduate Course Change - Page 3

Change in COURSE CREDIT HOURS: ☐ YES ☒ NO If YES, fill in below:

NOTE: If credit hours increase/decrease, please provide documentation that specifies the adjusted work requirements.

From

To

Change in COURSE CONTENT: ☐ YES ☒ NO

From

To

Rationale

Request for Graduate Course Change-Page 4

College: COEPD _____

Department: Adult and Continuing Education (ACE) _____

Course Number/Title ATE 685 Adult and Technical Education Capstone _____

1. REQUIRED COURSE: If this course is required by another department(s), identify it/them by name and attach the written notification you sent to them announcing to them the proposed change and any response received. Enter NOT APPLICABLE if not applicable.

NOT APPLICABLE

2. COURSE DELETION: List any courses that will be deleted because of this change. A *Course Deletion* form is also required. Enter NOT APPLICABLE if not applicable.

NOT APPLICABLE

3. ADDITIONAL RESOURCE REQUIREMENTS: If your department requires additional faculty, equipment, or specialized materials as a result of this change, attach an estimate of the time and cost etc. required to secure these items. (NOTE: approval of this form does not imply approval for additional resources. Enter NOT APPLICABLE if not applicable.

NOT APPLICABLE

Request for Graduate Course Change - Page 5

Please insert in the text box below your course change summary information for the Graduate Council agenda. Please enter the information exactly in this way (including headings) based on the appropriate change:

COURSE DESCRIPTION CHANGE

Department:

Course Number and Title:

Rationale:

Course Description (old)

Course Description: (new)

Catalog Description:

COURSE NUMBER CHANGE

Department:

Current Course Number/Title:

New Course Number:

Rationale:

Catalog Description:

Credit hours:

COURSE TITLE CHANGE

Department:

Current Course Number/Title:

New Course Title:

Rationale:

Catalog Description:

COURSE CHANGE (ALPHA DESIGNATOR)

Department: ACE

Current Course Number/Title: ATE 685 Adult and Technical Education Capstone

New Course Number: ACE 685 Adult and Technical Education Capstone

Rationale: Changes to the course alpha designator are required to correspond with the new program name, now known as Adult and Continuing Education (ACE), formerly Adult and Technical Education (ATE).

Catalog Description: This course provides training and assessment experiences for students seeking Master of Science degrees in Adult and Technical Education. The student's degree portfolio and capstone assessment will be completed within this course.

Credit hours: 3

Request for Graduate Course Change

1. Prepare one paper copy with all signatures and supporting material and forward to the Graduate Council Chair.
2. E-mail one identical PDF copy to the Graduate Council Chair. If attachments included, please merge into a single file.
3. **The Graduate Council cannot process this application until it has received both the PDF copy and the signed hard copy.**

College: COEPD

Dept/Division: ACE

Current Alpha Designator/Number: ATE 689

Contact Person: Dr. Feon Smith and Dr. Jessica Hanna

Phone: Feon 696-2381; Jessi 746-8935

CURRENT COURSE DATA:

Course Title: Grant Proposal Writing

Alpha Designator/Number:

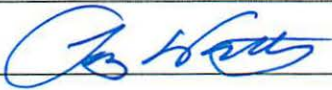


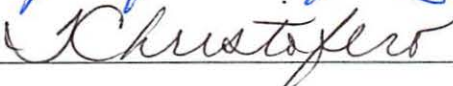
A T E 6 8 9

Title Abbreviation:

G r a n t P r o p o s a l W r i t i n g

1. Complete this **five** page form in its entirety and route through the departments/committees below for changes to a course involving: course title, alpha designator, course number, course content, credit hours, or catalog description.
2. If this change will affect other departments that require this course, please send a memo to the affected department and include it with this packet, as well as the response received from the affected department.
3. If the changes made to this course will make the course similar in title or content to another department's courses, please send a memo to the affected department and include it with this packet as well as the response received from the affected department.
4. List courses, if any, that will be deleted because of this change (*must submit course deletion form*).
5. If the faculty requirements and/or equipment need to be changed upon approval of this proposal, attach a written estimate of additional needs.

Signatures: if disapproved at any level, do not sign. Return to previous signer with recommendation attached.

Dept. Chair/Division Head 	Date <u>9-1-16</u>
Registrar  131320	Date <u>9/14/16</u>
College Curriculum Chair 	Date <u>9/20/16</u>
Graduate Council Chair 	Date <u>11-6-16</u>

Request for Graduate Course Change - Page 2

College: COEPD

Department/Division: ACE

Alpha Designator/Number: ATE 689

Provide complete information regarding the course change for each topic listed below.

Change in CATALOG TITLE: ☐ YES ☒ NO

From

 (limited to 30 characters and spaces)

To

If Yes, Rationale

Change in COURSE ALPHA DESIGNATOR:

From:

 To

☒ YES ☐ NO

If Yes, Rationale

Changes to the course alpha designator are required to correspond with the new program name, now known as Adult and Continuing Education (ACE), formerly Adult and Technical Education (ATE).

Change in COURSE NUMBER: ☐ YES ☒ NO

From:

 To:

If Yes, Rationale

Change in COURSE GRADING

From ☐ Grade To ☐ Credit/No Credit

Rationale

Change in CATALOG DESCRIPTION: ☐ YES ☒ NO IF YES, fill in below:

From

To

If Yes
Rationale

Request for Graduate Course Change - Page 3

Change in COURSE CREDIT HOURS: ☐ YES ☒ NO If YES, fill in below:

NOTE: If credit hours increase/decrease, please provide documentation that specifies the adjusted work requirements.

From

To

Change in COURSE CONTENT: ☐ YES ☒ NO

From

To

Rationale

Request for Graduate Course Change-Page 4

College: COEPD _____

Department: Adult and Continuing Education (ACE) _____

Course Number/Title ATE 689 Grant Proposal Writing _____

1. REQUIRED COURSE: If this course is required by another department(s), identify it/them by name and attach the written notification you sent to them announcing to them the proposed change and any response received. Enter NOT APPLICABLE if not applicable.

NOT APPLICABLE

2. COURSE DELETION: List any courses that will be deleted because of this change. A *Course Deletion* form is also required. Enter NOT APPLICABLE if not applicable.

NOT APPLICABLE

3. ADDITIONAL RESOURCE REQUIREMENTS: If your department requires additional faculty, equipment, or specialized materials as a result of this change, attach an estimate of the time and cost etc. required to secure these items. (NOTE: approval of this form does not imply approval for additional resources. Enter NOT APPLICABLE if not applicable.

NOT APPLICABLE

Request for Graduate Course Change - Page 5

Please insert in the text box below your course change summary information for the Graduate Council agenda. Please enter the information exactly in this way (including headings) based on the appropriate change:

COURSE DESCRIPTION CHANGE

Department:

Course Number and Title:

Rationale:

Course Description (old)

Course Description: (new)

Catalog Description:

COURSE NUMBER CHANGE

Department:

Current Course Number/Title:

New Course Number:

Rationale:

Catalog Description:

Credit hours:

COURSE TITLE CHANGE

Department:

Current Course Number/Title:

New Course Title:

Rationale:

Catalog Description:

COURSE CHANGE (ALPHA DESIGNATOR)

Department: ACE

Current Course Number/Title: ATE 689 Grant Proposal Writing

New Course Number: ACE ~~687~~ Grant Proposal Writing

ACE 689

Rationale: Changes to the course alpha designator are required to correspond with the new program name, now known as Adult and Continuing Education (ACE), formerly Adult and Technical Education (ATE).

Catalog Description: This course involves the development of a grant proposal and includes the steps required to produce a final document.

Credit hours: 3

Request for Graduate Addition, Deletion, or Change of a Major or Degree

NOTE: Before you submit a request for a new Major or Degree, you must submit an INTENT TO PLAN form. Only after the INTENT TO PLAN goes through the approval process are you ready to submit this request for a new Major or Degree. For detailed information on new programs please see: <http://wvhepcdoc.wvnet.edu/resources/133-11.pdf>.

1. Prepare one paper copy with all signatures and supporting material and forward to the Graduate Council Chair.
2. E-mail one PDF copy without signatures to the Graduate Council Chair.
3. **The Graduate Council cannot process this application until it has received both the PDF copy and the signed hard copy.**

College: COHP

Dept/Division: School of Kinesiology

Contact Person: Joseph A. Beckett, EdD, ATC





Phone: 304-696-2929

Degree Program Professional Master of Science in Athletic Training

Check action requested: ☐ Addition ☐ Deletion ☒ ChangeEffective Term/Year Fall 20 ☒ Spring 20 ☐ Summer 20 ☐

Information on the following pages must be completed before signatures are obtained.

Signatures: if disapproved at any level, do not sign. Return to previous signer with recommendation attached.

Dept. Chair/Division Head 	Date <u>8/30/14</u>
College Curriculum Chair 	Date <u>9/15/16</u>
College Dean 	Date <u>9-15-14</u>
Graduate Council Chair 	Date <u>11-6-14</u>
Provost/VP Academic Affairs _____	Date _____
Presidential Approval _____	Date _____
Board of Governors Approval _____	Date _____

Request for Graduate Addition, Deletion, or Change of a Major or Degree-Page 2

Please provide a rationale for addition, deletion, change: (May attach separate page if needed)

One of the required courses for the PMSAT program needs to change to a different course number because a research project is required but not a master's thesis project.

Please describe any changes in curriculum:

List course number, title, credit hours. Note whether each course is required or optional. Enter NONE if no change. (May attach separate page if needed)

Change requirement of HS 681 to HS 680. Course title, description, and credit hours all remain the same.

1. ADDITIONAL RESOURCE REQUIREMENTS: If your program requires additional faculty, equipment or specialized materials to ADD or CHANGE this major or degree, attach an estimate of the time and money required to secure these items.

NOTE: Approval of this form does not imply approval for additional resources. Enter NONE if not applicable.

NONE

2. NON-DUPLICATION: If a question of possible duplication occurs, attach a copy of the correspondence sent to the appropriate department(s) describing the request and any response received from them. Enter NONE if not applicable.

NONE

For catalog changes as a result of the above actions, please fill in the following pages.

Request for Graduate Addition, Deletion, or Change of a Major or Degree-Page 3

3. *Current* Catalog Description

Insert the *Current* Catalog Description and page number from the latest catalog for entries you would like to change.

(May attach separate page if needed)

This course involves supervised development of a one-semester scholarly, entrepreneurial or administrative project that synthesizes the student's educational and clinical experiences obtained while matriculating through the PMSAT program.

4. *Edits* to the Current Description

Attach a PDF copy of the current catalog description prepared in MS WORD with strikethroughs to mark proposed deletions and use the highlight function to indicate proposed new text.

Request for Graduate Addition, Deletion, or Change of a Major or Degree-Page 4

5. New Catalog Description

Insert a 'clean' copy of your proposed description, i.e., no strikethroughs or highlighting included. This should be what you are proposing for the new description. (May attach separate page if needed)

Course description is the same

Request for Graduate Addition, Deletion, or Change of a Major or Degree-Page 5

Please insert in the text box below your change summary information for the Graduate Council agenda. Please enter the information exactly in this way (including headings):

Department:

Major or Degree:

Type of Change: *(addition, deletion, change)*

Rationale:

Department: School of Kinesiology

Major or Degree: Professional Master of Science in Athletic Training

Type of Change: Change

Rationale: The purpose of the revision requested to the Professional Master of Science in Athletic Training Program (PMSATP) is to develop a new course (HS 680 - Graduate Project in Athletic Training) and to obtain approval for this course being used to replace HS 681 which is the course number that is used for Health Science master's students completing a master's thesis project. Since students in the PMSATP will be required to complete a graduate project rather than a thesis project, this new course number needs to be used.

Request for Graduate Non-Curricular Changes

PLEASE USE THIS FORM FOR ALL NON-CURRICULAR CHANGE REQUESTS (changes in admission requirements or requirements for graduation, changes in or new policies/procedures, changes in program descriptions in catalog, general language changes in catalog.)

SIGNATURES may not be required, depending on the nature of the request and from where it originates. Consult Graduate Council chair.

1. Prepare one paper copy with all signatures and supporting material and forward to the Graduate Council Chair.
2. E-mail one PDF copy without signatures to the Graduate Council Chair.
3. **The Graduate Council cannot process this application until it has received both the PDF copy and the signed hard copy.**

College: COEPD

Dept/Division: Counseling

Contact Person: Lori Ellison

Phone: 304-964-0456




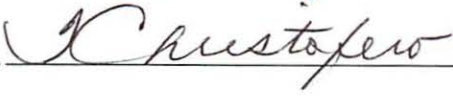
Rationale
for Request

(May attach
separate page
if needed)

Upon completion of the self-study process this last spring, it was noted that there were some changes that the faculty had made in the program structure that needed to be reflected in the catalog language so that current and prospective students would not be confused by the differences in practice and the information put into the catalog last fall. In addition to that, the Dean of the Graduate College asked earlier this summer that we all clarify the language regarding conditional and provisional admission and be certain that this language was also changed in our catalog entries. The language in the changes below reflects that clarification as well.

Signatures: if disapproved at any level, do not sign. Return to previous signer with recommendation attached.

NOTE: all requests may not require all signatures.

Department/Division Chair 	Date <u>9/12/16</u>
Registrar 	Date <u>9/13/16</u>
College Curriculum Committee Chair  (or Dean if no college curriculum committee)	Date <u>9/15/16</u>
Graduate Council Chair 	Date <u>11-6-16</u>

NOTE: please complete information required on the following pages before obtaining signatures above.

Request for Graduate Non-Curricular Changes-Page 2

1. Current Catalog Description (if applicable): Please insert the catalog description from the current catalog for entries you would like to change. (May attach separate page if needed)

See attached documents

Request for Graduate Non-Curricular Changes-Page 3

2. Edits to current description: Attach a PDF copy of the current catalog description prepared in MS WORD with strikethroughs to mark proposed deletions and use the highlight function to indicate proposed new text.

Graduate Council
Request for Non-Curricular Changes-Page 4

3. New Catalog Description: Provide a "clean" copy of your proposed description without strikethroughs or highlighting. This should be what you are proposing for the new description. (May attach separate page if needed)

See Attached documents

Graduate Council Request for Non-Curricular Changes-Page 5

Please insert in the text box below your proposed change information for the Graduate Council agenda. Please enter the information exactly in this way (including headings):

Type of change request:

Department:

Degree program:

Effective date (*Fall/Spring/Summer, Year*)

Non-Curricular program change

Counseling Program

MA in Counseling

Fall 2016

Program Description, M.A.

The Master of Arts degree in Counseling is a 60-hour planned program of study designed to meet the necessary competencies of professional counselors, and satisfies the curricular requirements for counselor licensure. There are currently two distinct Areas of Emphasis offered within the Counseling program. Curricular elements consist of core courses required of all counseling majors and emphasis courses specific to mental health counseling and school counseling.

The Master of Arts degree in Counseling at Marshall University is built upon the training standards and codes of ethics recognized by CACREP (Council for Accreditation of Counseling and Related Educational Programs), ACA (American Counseling Association), and ASCA (American School Counselors Association) and is consistent with the Marshall University School of Education conceptual framework theme of Preparing The Experienced Professional as Specialist. Within this context it is the mission of the Counseling Program to prepare graduates with the knowledge and skills needed to meet the challenges associated with entry into the field of counseling and into their role as professional counselors. Program graduates are eligible to apply for WV licensure in counseling at the point they complete post-graduate supervision and pass a comprehensive licensure examination.

Admission Requirements

Admission to the Counseling Program is selective and competitive. Admission decisions for all program applicants are rooted in the specific standards of the Marshall University Graduate College and the minimum standards of the Counseling program. Students are admitted to an area of emphasis and must indicate their preferences during the admission application process.

Graduate College

Applicants should follow the admissions process described in this catalog or at the Graduate Admissions website at www.marshall.edu/graduate/admissions/how-to-apply-for-admission.

Counseling Program

Multiple criteria are used in making decisions to admit students to the degree program. Each applicant is evaluated using the following criteria (all material should be submitted directly to Graduate Admissions):

- 1) A bachelor's degree from a regionally accredited institution.
- 2) Evidence of academic aptitude for graduate-level study that includes at least one of the following:
 - a) A 2.75 overall Undergraduate GPA or higher on a 4.0 scale for all previously completed undergraduate courses.
 - b) A Graduate GPA of 3.0 on any previously completed advanced degree.
 - c) GRE scores (no more than five years old) of 286 (quantitative & verbal combined) OR MAT score of 395.
- 3) (International Students) Evidence of English language proficiency. Proof of your proficiency in English may be certified by submitting one of the following:

- a) (TOEFL) Test of English as a Foreign Language (Internet based) minimum score of 80 for graduate study. ETS code for Marshall University is #5396.
 - b) (MELAB) Michigan English Language Assessment Battery minimum score of 82 for graduate study.
 - c) (IELTS) the International English Language Testing System minimum score of 6.5 for graduate study.
 - d) Completion of Level 6 of Marshall's Academic English program, with minimum Bs in all courses.
 - e) Completion of Marshall Pathway course ENG 160 or ENG 101A with minimum C grade. 102 Degree Programs and Requirements Marshall University
 - f) Diploma or degree from an English-speaking school - a degree or diploma from an accredited secondary school, college, or university in which the primary language of instruction is English.
 - g) You have graduated from a regionally accredited college or university in the United States.
 - h) NOTE: English test results that were taken more than two (2) years prior to the date of the application submission cannot be accepted.
- 4) A writing sample expressing career goals and estimation of personal suitability for the profession of counseling. ~~This one-page narrative includes the applicant's motivation and rationale for seeking admission to the Counseling Program, as well as personal background, goals related to professional studies, and goals for working in the counseling field.~~ should follow the Guidelines for the Written Statement found on the Program website or you may contact the program for a copy to be sent to you.
- ~~5) Resume: A focused, one to three page summary of program-relevant educational, career and/or life experiences.~~
- 5) 6) Three written references (two from current or former professors). These should be completed by professionals with knowledge of the applicant's suitability for graduate work (e.g., supervisors, undergraduate professors) in helping professions. They should be completed using the Program-specific reference form found on the Program website or you may contact the program for a copy to be sent to you.

Conditional Admission

The Counseling Program may admit applicants conditionally for one term, on a limited basis, at the discretion of the program.

Provisional Admission

The Counseling Program may admit applicants provisionally, on a limited basis, at the discretion of the program.

Program Requirements

It is the responsibility of all admitted students to meet with their advisors prior to the beginning of coursework. Each student must complete an advisor-approved Plan of Study prior to registering for courses. A minimum Grade Point Average of 3.0 in all degree courses is required prior to enrollment in the practicum, internship, and for graduation.

CORE COURSES

All 45 hours of core courses are offered on both the South Charleston and Huntington campuses. Please note that internship courses are specific to emphasis areas.

CORE CURRICULUM

The Master of Arts degree in Counseling is a ~~60-hour~~ 60-hour planned program of study designed to meet the necessary competencies of professional counselors. The curricular elements consist of core courses required of all counseling students and emphasis courses specific to Clinical Mental Health Counseling and School Counseling.

The following 45 semester hours of core courses are required of all students:

COUN 574 Social & Cultural Foundations
COUN 575 Prevention and Treatment of Addictions
COUN 600 Professional Orientation
COUN 602 Human Development & Psychopathology
EDF 621 Educational Research and Writing
COUN 603 Counseling Theories
COUN 604 Group Counseling
COUN 605 Theory & Practice of Human Appraisal
COUN 607 Counseling Techniques in Human Relationships
COUN 631 Diagnosis & Treatment Planning in Mental Health Counseling
COUN 632 Introduction to Marriage, Couple & Family Counseling
COUN 606 Career & Lifestyle Development
COUN 608 Practicum
COUN 691 Internship in Clinical Mental Health
COUN 698 Internship in School Counseling

Total Core Hour Requirement.....45

Please check course prerequisites prior to registration.

*All emphases (60 hours) satisfy the curricular requirements for professional counselor licensure in the State of West Virginia.

COMPREHENSIVE EXAM

All students will take ^{to} and pass the Counselor Preparation Comprehensive Examination (CPCE) prior to admission to candidacy for Practicum and Internship. ~~Students must apply for and take the exam no later than the semester prior to taking their Practicum course.~~ graduation. Students must apply to sit for the exam no later than two (2) weeks prior to the exam date. Payment for the exam is expected when checking in on exam day. Students should plan to take the exam one semester prior to their expected final semester. Detailed information regarding this will be distributed to students each semester.

Program Description, M.A.

The Master of Arts degree in Counseling is a 60-hour planned program of study designed to meet the necessary competencies of professional counselors, and satisfies the curricular requirements for counselor licensure. There are currently two distinct Areas of Emphasis offered within the Counseling program. Curricular elements consist of core courses required of all counseling majors and emphasis courses specific to mental health counseling and school counseling.

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 - b) A Graduate GPA of 3.0 on any previously completed advanced degree.
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 - d) Completion of Level 6 of Marshall's Academic English program, with minimum Bs in all courses.
 - e) Completion of Marshall Pathway course ENG 160 or ENG 101A with minimum C grade. 102 Degree Programs and Requirements Marshall University
 - f) Diploma or degree from an English-speaking school - a degree or diploma from an accredited secondary school, college, or university in which the primary language of instruction is English.
 - g) You have graduated from a regionally accredited college or university in the United States.
 - h) NOTE: English test results that were taken more than two (2) years prior to the date of the application submission cannot be accepted.
- 4) A writing sample expressing career goals and estimation of personal suitability for the profession of counseling. This should follow the Guidelines for the Written Statement found on the Program website or you may contact the program for a copy to be sent to you.
- 5) Three written references (two from current or former professors). These should be completed by professionals with knowledge of the applicant's suitability for graduate work (e.g., supervisors, undergraduate professors) in helping professions. They should be completed using the Program-specific reference form found on the Program website or you may contact the program for a copy to be sent to you.

Conditional Admission

The Counseling Program may admit applicants conditionally for one term, on a limited basis, at the discretion of the program.

Provisional Admission

The Counseling Program may admit applicants provisionally, on a limited basis, at the discretion of the program.

Program Requirements

It is the responsibility of all admitted students to meet with their advisors prior to the beginning of coursework. Each student must complete an advisor-approved Plan of Study prior to registering for

courses. A minimum Grade Point Average of 3.0 in all degree courses is required prior to enrollment in the practicum, internship, and for graduation.

CORE COURSES

All 45 hours of core courses are offered on both the South Charleston and Huntington campuses. Please note that internship courses are specific to emphasis areas.

CORE CURRICULUM

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The following 45 semester hours of core courses are required of all students:

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- COUN 575 Prevention and Treatment of Addictions
- COUN 600 Professional Orientation
- COUN 602 Human Development & Psychopathology
- EDF 621 Educational Research and Writing
- COUN 603 Counseling Theories
- COUN 604 Group Counseling
- COUN 605 Theory & Practice of Human Appraisal
- COUN 607 Counseling Techniques in Human Relationships
- COUN 631 Diagnosis & Treatment Planning in Mental Health Counseling
- COUN 632 Introduction to Marriage, Couple & Family Counseling
- COUN 606 Career & Lifestyle Development
- COUN 608 Practicum
- COUN 691 Internship in Clinical Mental Health
- COUN 698 Internship in School Counseling

Total Core Hour Requirement.....45

Please check course prerequisites prior to registration.

*All emphases (60 hours) satisfy the curricular requirements for professional counselor licensure in the State of West Virginia.

COMPREHENSIVE EXAM

All students will take ^{the} ~~and pass~~ the Counselor Preparation Comprehensive Examination (CPCE) prior to graduation. Students must apply to sit for the exam no later than two (2) weeks prior to the exam date. Payment for the exam is expected when checking in on exam day. Students should plan to take the exam one semester prior to their expected final semester. Detailed information regarding this will be distributed to students each semester.

Request for Graduate Course Change

1. Prepare one paper copy with all signatures and supporting material and forward to the Graduate Council Chair.
2. E-mail one identical PDF copy to the Graduate Council Chair. If attachments included, please merge into a single file.
3. **The Graduate Council cannot process this application until it has received both the PDF copy and the signed hard copy.**

College: CoEPD

Dept/Division: CI/EDF

Current Alpha Designator/Number: EDF 517

Contact Person: Lisa Heaton

Phone: 6-2026

CURRENT COURSE DATA:

Course Title: Statistical Methods

Alpha Designator/Number:

E D F 5 1 7

Title Abbreviation:

S t a t i s t i c a l M e t h o d s

1. Complete this five page form in its entirety and route through the departments/committees below for changes to a course involving: course title, alpha designator, course number, course content, credit hours, or catalog description.
2. If this change will affect other departments that require this course, please send a memo to the affected department and include it with this packet, as well as the response received from the affected department.
3. If the changes made to this course will make the course similar in title or content to another department's courses, please send a memo to the affected department and include it with this packet as well as the response received from the affected department.
4. List courses, if any, that will be deleted because of this change (*must submit course deletion form*).
5. If the faculty requirements and/or equipment need to be changed upon approval of this proposal, attach a written estimate of additional needs.

Signatures: if disapproved at any level, do not sign. Return to previous signer with recommendation attached.

Dept. Chair/Division Head <u>Yvonne A. Heaton</u>	Date <u>8-29-16</u>
Registrar <u>Sonja M. Cantelmo</u> 130401	Date <u>7-12-16</u>
College Curriculum Chair <u>Phil</u>	Date <u>9-14-16</u>
Graduate Council Chair <u>Tracy Christofero</u>	Date <u>11-6-16</u>

College: CoEPD Department/Division: CI/EDF Alpha Designator/Number: EDF 517

Change in CATALOG TITLE: ☐ YES ☒ NO

[illegible]

From:

--	--	--	--

 To

--	--	--	--

☐ YES ☒ NO

From:

5	1	7	
---	---	---	--

 To:

6	7	6	
---	---	---	--

Change in CATALOG DESCRIPTION: ☐ YES ☒ NO IF YES, fill in below:

Page 2 of 5

Request for Graduate Course Change - Page 3

Change in COURSE CREDIT HOURS: ☐ YES ☒ NO If YES, fill in below:

NOTE: If credit hours increase/decrease, please provide documentation that specifies the adjusted work requirements.

From

To

Change in COURSE CONTENT: ☒ YES ☐ NO

From

See EDF 517 Syllabus

To

See EDF 676 Syllabus
Changes to the course include elimination of take home exams and the addition of research article analysis, project driven assignments that provide authentic assessment, Excel statistical tools, SPSS introduction, and collaborate/group work.

Rationale

This course is taken by doctoral candidates (Ed.D.) and the content has been updated to better prepare these candidates. Increasing the level will also create better overall alignment of our research requirements. With this change Ed.D. students will be required to have a 600 level qualitative research course and a 600 level statistical research course. Then, with other changes we are proposing, students will select one 700 level quantitative or qualitative course depending on their research focus.

Request for Graduate Course Change-Page 4

College: CoEPD _____

Department: CI/EDF _____

Course Number/Title EDF 517 Statistical Methods _____

1. **REQUIRED COURSE:** If this course is required by another department(s), identify it/them by name and attach the written notification you sent to them announcing to them the proposed change and any response received. Enter NOT APPLICABLE if not applicable.

This course is offered for Doctor of Education (Ed.D.) students. Students in these programs also take this course: MA Journalism, MS Exercise Science, MS Sport Administration. The course could still be used by these students. Notification was sent to the respective college deans.

2. **COURSE DELETION:** List any courses that will be deleted because of this change. A *Course Deletion* form is also required. Enter NOT APPLICABLE if not applicable.

Not Applicable

3. **ADDITIONAL RESOURCE REQUIREMENTS:** If your department requires additional faculty, equipment, or specialized materials as a result of this change, attach an estimate of the time and cost etc. required to secure these items. (NOTE: approval of this form does not imply approval for additional resources. Enter NOT APPLICABLE if not applicable.

Not Applicable

Request for Graduate Course Change - Page 5

Please insert in the text box below your course change summary information for the Graduate Council agenda. Please enter the information exactly in this way (including headings) based on the appropriate change:

COURSE DESCRIPTION CHANGE

Department:

Course Number and Title:

Rationale:

Course Description (old)

Course Description: (new)

Catalog Description:

COURSE NUMBER CHANGE

Department:

Current Course Number/Title:

New Course Number:

Rationale:

Catalog Description:

Credit hours:

COURSE TITLE CHANGE

Department:

Current Course Number/Title:

New Course Title:

Rationale:

Catalog Description:

Course Change (number and content)

Department: CI/EDF

Current #/Title: EDF 517 Statistical Research

New #/Title: EDF 676 Statistical Research

Rationale: This course is taken by doctoral candidates (Ed.D.) and the content has been updated to better prepare these candidates. Increasing the level will also create better overall alignment of our research requirements. With this change Ed.D. students will be required to have a 600 level qualitative research course and a 600 level statistical research course. Then, with other changes we are proposing, students will select one 700 level quantitative or qualitative course depending on their research focus.

Catalog Description: A foundation course in descriptive and inferential statistics as applied in education and the social sciences.

Credit Hours: 3

SYLLABUS

Marshall University Graduate College
100 Angus E. Peyton Drive
South Charleston, WV 26303-1600
304-746-2500 or 1-800-642-9842

COURSE: EDF 517 Statistical Methods

CREDIT HOURS: 3

PREREQUISITES: None

COURSE TIME: Thursday, 7:00 – 10:00pm. 2006 Summer Semester: May 15 through August 4, 2006.

CLASSROOM

LOCATION: KANAC Room 204
Marshall University Graduate College, South Charleston, WV

INSTRUCTOR: Edna M. Meisel

Office: Room GC 236, MUGC, South Charleston, WV

Office Hours: Monday, Tuesday, & Wednesday 1:30 – 4:30 pm. These are the best times to reach me, however please feel free to call or come by my office anytime. Leave a message and how I can contact you if I am not in my office.

Telephone: (304)746-8983 or toll free 1-800-642-9842 ext 68983

E-mail: meisele@marshall.edu

TEXT: *Statistics for People Who Think They Hate Statistics*, 2nd Ed; by Neil J. Salkind, Sage Publications, Inc. ISBN 0-7619-2776-X

EQUIPMENT

REQUIREMENTS: Texas Instrument TI-30Xa Calculator (or solar version TI-30XIIS)

COMPUTER

REQUIREMENTS: Access to Marshall University campus computer system and email

RATIONALE: In order to understand and keep up with research in the educational arena, students should have a basic knowledge and understanding of descriptive and inferential statistics. Students should be able to critically evaluate statistical analysis that appear in published research and evaluation reports and recognize the strengths and limitations of statistical procedures in applied work.

GOALS: To provide students a basic knowledge towards the understanding of descriptive and inferential statistics as applied in education and the social sciences. To provide a foundation for further study of statistics and research methods. To enable students to understand and critically evaluate statistical analyses which appear in published research and evaluation reports. To enable students to begin applying basic statistical techniques to issues of interest to them.

DESIRED LEARNER

OUTCOMES/

OBJECTIVES: Students will be able to understand and utilize the concepts of:

1. The basic uses and limitations of statistics, such as the identification and sampling of a population and the ways that data based on a sample can be used to describe characteristics of a population.
2. Parametric and non-parametric statistics.
3. Types of variables and relate the proper statistic to them.
4. Independent and dependent variables.
5. Measures of central tendency and variability.
6. Illustrating data through the use of graphs and tables and recognize shapes of distributions of data.
7. Correlation coefficients.
8. Linear regression models.
9. The research and null hypotheses.
10. Normal curve distribution and the z-score.
11. Significance in inferential statistics.
12. The t-test in inferential statistics.
13. Analysis of Variance.
14. Testing of the correlation coefficient
15. Chi-Square and other non-parametric tests

EVALUATION/MEASUREMENT/

ASSESSMENT OF

LEARNER

OUTCOMES:

1. Semester statistics project – students will collect data outside the classroom and use the statistical methods presented throughout the semester to analyze this data. 30% of grade – 300 points
2. Homework assignments – problems to practice statistic computations and review statistics concepts. 14% of grade – 140 points
3. In class daily assignments – problem representative of the statistic concept presented that class day; practice to identify questions before students leave class. 10% of grade – 100 points
4. Exams – cover statistical concepts and computations presented over three or four sections of text. 30 % of grade – 300 points
5. Class participation and discussions – class attendance and contribution to discussions as observed by instructor. 16% of grade – 160 points

GRADING

POLICY:

Total points for this course = 1000 points.
1000 - 930 points = A grade (minimum 93%)
929 - 830 points = B grade (minimum 83%)
829 - 730 points = C grade (minimum 73%)
729 - 630 points = D grade (minimum 63%)
629 and below = F grade

EDF 517 Statistical Methods Calendar and Assignments

Class Meeting	Due Assignment	Class Activity	New Assignment
(1) May 18		Introduction Semester Project Chapters 1, 2, and 16 pages 275-277	<ul style="list-style-type: none"> ➤ Assignment 1: Central Tendency ➤ Read Chapters 1, 2, and 16 pages 275-277 ➤ Read Chapter 3 ➤ Read Research Article 1
(2) May 25	Assignment 1	Critique Research Article 1 Chapter 3	<ul style="list-style-type: none"> ➤ Assignment 2: Variability ➤ Read Chapter 4 ➤ Coin Flip Data (email by May 30)
(3) June 1	Assignment 2 Coin Flip Data (May 30)	Chapter 4	<ul style="list-style-type: none"> ➤ Assignment 3: Frequency Distribution ➤ Read Chapter 7
(4) June 8	Assignment 3	Analyze Coin Flip Data Chapter 7	<ul style="list-style-type: none"> ➤ Assignment 4: Normal Curve ➤ Read Chapters 6 and 8 ➤ TAKE HOME Exam 1: Chptrs 1, 2, 3, 4, 16
(5) June 15	Assignment 4 Homework and Exam 1	Chapter 7 Chapters 6 and 8	<ul style="list-style-type: none"> ➤ Assignment 5: Z-Scores and Probability ➤ Read Chapter 9
(6) June 22	Assignment 5	Chapter 9	<ul style="list-style-type: none"> ➤ Assignment 6: t-test (independent groups) ➤ Read Chapter 10 ➤ TAKE HOME Exam 2: Chptrs 6, 8, and 7.
(7) June 29	Assignment 6 Homework and Exam 2	Chapter 10	<ul style="list-style-type: none"> ➤ Assignment 7: t-test (dependent groups) ➤ Read Research Article 2 ➤ Read Chapter 11
(8) July 6	Assignment 7	Critique Research Article 2 Chapter 11	<ul style="list-style-type: none"> ➤ Assignment 8: ANOVA ➤ Read Research Article 3 ➤ Read Chapters 5 and 13
(9) July 13	Assignment 8	Critique Research Article 3 Chapters 5 and 13	<ul style="list-style-type: none"> ➤ Assignment 9: Correlations ➤ Read Chapter 14 ➤ TAKE HOME Exam 3: Chptrs 9, 10, and 11
(10) July 20	Assignment 9 Homework and Exam 3	Chapter 14	<ul style="list-style-type: none"> ➤ Assignment 10: Linear Regression ➤ Read Research Article 4 ➤ Read Chapter 15
(11) July 27	Assignment 10	Critique Research Article 4 Chapter 15	<ul style="list-style-type: none"> ➤ Assignment 11: Chi-Square ➤ TAKE HOME Exam 4: Chptrs 5, 13, and 14.
(12) August 3	Assignment 11 Homework and Exam 4	Chi-Square	

PLAGIARISM POLICY/ACADEMIC HONESTY/ACADEMIC INTEGRITY:

Please review the following website concerning these topics and do not hesitate to ask any questions concerning these policies.

www.marshall.edu/academic-affairs/Academic%20Dishonesty%20Policy.pdf

POLICY STATEMENT ON MAJOR PROJECTS, EXAMINATIONS, AND OTHER ASSIGNMENTS

along with

ATTENDANCE POLICY AND INCLEMENT WEATHER POLICY:

Refer to the “EDF 517 Statistical Methods Spring 2006 Calendar and Assignments” sheet for due dates of major projects, examinations, and other assignments.

Homework, Exams, and Semester Project: There is no grade penalty for these assignments that are not completed by the due date. If an assignment is not completed by the due date, the instructor will work with the student to have the assignment completed in a timely fashion, as deemed by the instructor, for student to keep up with the course work during the semester.

In class daily assignments and discussions: Attendance is crucial to the success of this course. Much of the class period will be geared towards discussion and student participation. Students will be penalized daily assignment and class participation/discussion points due to an unexcused absence. Excused absences will consist of the following: If you know in advance the class meeting dates that you cannot attend, consult with the instructor immediately in order to make arrangements for coverage of topics and assignments for that day. If you are unable to attend class because of an unforeseen emergency or inclement weather problem in your area, contact the instructor within 48 hours of class-time (in person, telephone, or email) for consultation of topics and assignments for that day.

If in doubt as to whether class will be cancelled due to inclement weather, first call 745-2500 for this information. If class is cancelled due to University wide inclement weather emergencies, the instructor will email all students to inform them. Please remember to check your email often on days that appear to hold the promise of inclement weather.

SYLLABUS

Preparing the Experienced Professional as Specialist

College of Education and Professional Development

COURSE: EDF 676 Statistical Methods

INSTRUCTOR: Edna M. Meisel, Ed.D.

Office: Room Jenkins Hall 203, Marshall University, Huntington, WV

Office Hours: I am usually on the Huntington campus Monday, Tuesday, Wednesday, and Friday. Please contact me for an appointment if you would like to meet with me in my office or by telephone.

Telephone: 304.696.2859

Email: For email contact with the Instructor, use the Mail tool of the MUOnline website for this course. If you are unable to use the course Mail tool, use the following Outlook email address: meisele@marshall.edu

Instructor biographical sketch: I am an Associate Professor in the Elementary and Secondary Education Program at the Marshall University Graduate College and Coordinator of the Mathematics Program. I am also the Assessment Director for the Marshall University College of Education. I am especially interested in the concept of integrated curriculum for teaching math and science and other content areas. I also specialize in the teaching of statistics and its use in research. I hold an Ed.D. degree in Curriculum and Instruction from West Virginia University, an Ed.S. degree in Curriculum and Instruction from Marshall University, and an MA degree in Secondary Education from Marshall University. I received my undergraduate BS degree from Florida State University with a major in Chemistry, and a minor in Mathematics. I hold a WV teaching license for Chemistry, Grades 9-12, and Mathematics, Grades 5-12.

CREDIT HOURS: 3

PREREQUISITES: None

COURSE TIME: This course meets live, in Jenkins Hall 236, every other Wednesday, 4:00 pm to 6:20 pm, on the following 2016 Fall semester dates. ***Our first class meeting will be held on Wednesday, August 24, 4:00 pm:***

August 24, September 7, September 21, October 5, October 19, November 2, November 16, November 30

The beginning and ending dates for this Semester are reflected in Marshall University's Academic Calendar. Please review the Academic Calendar for important dates throughout the semester.

REQUIRED TEXT: *Statistics for People Who Think They Hate Statistics*, 5th Ed; by Neil J. Salkind, Sage Publications, Inc.; ISBN: 978-1-452-27771-4

EQUIPMENT REQUIREMENTS: Any calculator that has statistic tools. The Texas Instrument TI-30XIIS Calculator (solar or non-solar version; about \$15.00) will work well for this course.

COMPUTER PROGRAM REQUIRMENTS: Microsoft Word and Microsoft Excel programs

COMPUTER REQUIREMENTS: Access to Marshall University MUOnline system: <http://www.marshall.edu/muonline/>

For technology assistance at the South Charleston Campus, contact:

Ahmad Mirzakhani 304.746.1976

Karen Haney 304.746.1974

Dustin Baldwin 304.746.2056

RATIONALE: In order to understand research in the educational arena, students should have a basic knowledge and understanding of descriptive and inferential statistics, and be able to use basic statistical analysis techniques in education research. Students should be able to critically evaluate statistical analysis that appears in published research and evaluation reports, and recognize the strengths and limitations of statistical procedures in applied work.

GOALS:

To provide students a basic knowledge towards the understanding of descriptive and inferential statistics as applied in education and the social sciences; To provide a foundation for further study of statistics and research methods; To enable students to understand and critically evaluate statistical analyses which appear in published research and evaluation reports; To enable students to begin applying basic statistical techniques to research issues of interest to them.

OBJECTIVES: Students will be able to understand and utilize the concepts of:

1. The basic uses and limitations of statistics, such as the identification and sampling of a population and the ways that data based on a sample can be used to describe characteristics of a population.
2. Parametric and non-parametric statistics.
3. Types of variables and relate the proper statistic to them.
4. Independent and dependent variables.
5. Measures of central tendency and variability.
6. Illustrating data through the use of graphs and tables.
7. Recognize shapes of distributions of data.
8. Correlation coefficients.
9. Linear regression models.
10. The research and null hypotheses.
11. Normal curve distribution and the z-score.
12. Significance in inferential statistics.
13. The t-test in inferential statistics.
14. Analysis of Variance.
15. Testing of the correlation coefficient.
16. Chi-Square, Mann-Whitney U, and Kruskal-Wallis non-parametric tests

EVALUATION/MEASUREMENT/ASSESSMENT OF LEARNER OUTCOMES:

1. Assignments – practice of statistic computations and review of statistics concepts.
2. Data collection and class activities – collection of data and activities to illustrate statistical concepts and methods.
3. Research analysis – analysis of articles representing the statistical tests examined in this course.
4. In-class daily assignments and discussions – participation in class discussions and completion of practice problems representative of the statistic concept presented during class; practice to identify questions before students leave class.

Wednesdays of 2016 Fall Semester	Class Activities and Chapter Concepts Live Class meetings are every other Wednesday. See this column for class meeting dates.	EDF 517 Statistical Methods Chapter Readings, Assignments, Activities, Due Dates	Total Points: 2000
Week 1 August 24	Class Meeting: Wednesday, August 24, 4-6:20 pm, Jenkins Hall 236 Course Introduction Food Study data collection Coin Flip data collection Chapter 6: Level of Measurement	<ul style="list-style-type: none"> • Collect Food Study data (due Monday August 29) • Collect Coin Flip data (due Wednesday September 7, bring to class) • Read Chapter 6 pages 105-109 • Read Chapter 1 • Read Chapter 2 	100 100
Week 2 August 31			
Week 3 September 7	Class Meeting: Wednesday, September 7, 4-6:20 pm, Jenkins Hall 236 Chapter 1: Central Tendency Chapter 2: Variability Introduction to Excel statistical tools	<ul style="list-style-type: none"> • Assignment 1 Central Tendency (due Monday September 12) • Assignment 2 Variability (due Thursday September 15) • Read and Pre-analyze Research 1 (due in class Wednesday September 21) • Read Chapter 3 • Read Chapter 4 	100 100
Week 4 September 14			
Week 5 September 21	Class Meeting: Wednesday, September 21, 4-6:20 pm, Jenkins Hall 236 Pre-analyze Research 1 discussion Chapter 3: Histograms Analyze coin flip data Chapter 4: Normal Curve	<ul style="list-style-type: none"> • Analyze Research 1 (due Monday September 26) • Assignment 3 Histograms (due Thursday September 29) • Assignment 4 Normal Curve (due Monday October 3) • Read Chapter 7 • Read Chapter 8 • Read Chapter 9 • Read Chapter 10 	100 100 100
Week 6 September 28			
Week 7 October 5	Class Meeting: Wednesday, October 5, 4-6:20 pm, Jenkins Hall 236 Group Research 4 discussion Chapter 7: Hypothesis Testing Chapter 8: Normal Curve Probability Chapter 9: Significance Testing Chapter 10: Z-Scores	<ul style="list-style-type: none"> • Assignment 5 Z-Scores (due Monday October 10) • Read Chapter 11 • Read Chapter 12 • Begin working with your group to plan Research 4 presentation 	100
Week 8 October 12			

Week 9 October 19	Class Meeting: Wednesday, October 19, 4-6:20 pm, Jenkins Hall 236 Chapter 11: t-test independent Chapter 12: t-test dependent	<ul style="list-style-type: none"> • Assignment 6 Independent t-test (due Monday October 24) • Assignment 7 Dependent t-test (due Thursday October 27) • Read Chapter 13 • Read and pre-analyze Research 2, pages 677- to first paragraph on page 684 (due in class Wednesday November 2) • Continue working with your group to plan Research 4 presentation 	100 100
Week 10 October 26			
Week 11 November 2	Class Meeting: Wednesday, November 2, 4-6:20 pm, Jenkins Hall 236 Pre-analyze Research 2 discussion Chapter 13 - ANOVA Graphing data Introduction to SPSS statistical tools	<ul style="list-style-type: none"> • Analyze Research 2 (due Monday November 7) • Assignment 8 ANOVA (due Thursday November 10) • Read and Pre-analyze Research 3 (due in class Wednesday November 16) • Read Chapter 5 • Read Chapter 15 • Read Chapter 16 • Continue working with your group to plan Research 4 presentation 	100 100
Week 12 November 9			
Week 13 November 16	Class Meeting: Wednesday, November 16, 4-6:20 pm, Jenkins Hall 236 Pre-Analyze Research 3 discussion Chapter 5: Correlation Chapter 15: Correlation Significance Chapter 16: Linear Regression	<ul style="list-style-type: none"> • Analyze Research 3 (Due Monday November 21) • Assignment 9 Correlation (due Monday November 28) • Assignment 10 Linear Regression (due Monday November 28) • Read Chapter 17 • Continue working with your group to plan Research 4 presentation 	100 100 100
Week 14 November 23	Thanksgiving Break		
Week 15 November 30	Class Meeting: Wednesday, November 30, 4-6:20 pm, Jenkins Hall 236 Chapter 17: Non-Parametric Tests Group Research 4 Presentation	<ul style="list-style-type: none"> • Assignment 11 Chi Square (due Monday December 5) • Assignment 12 Mann-Whitney U and Kruskal-Wallis (due Thursday December 8) • Group Research 4 presentations (in class November 30) 	100 100 100
Week 16 December 7			
Week 17 December 14 Finals Week	There is no final exam for this course	<ul style="list-style-type: none"> • Total Class Participation for the semester • Grades are due next week Monday December 19 / TOTAL POINTS 2000 	200

GRADING POLICY: The following grading scale will be used for this course:

A: 93%-100%	1860-2000 points
B: 83%-92.9%	1660-1859 points
C: 73%-82.9%	1460-1659 points
D: 63%-72.9%	1260-1459 points
F: below 63%	Below 1260 points

COURSE POLICY STATEMENTS ON COURSE ASSIGNMENTS, ATTENDANCE POLICY, and INCLEMENT

WEATHER POLICY: Your grade is based on the activities and assignments as described above and are due according to the course calendar as described above. In order to successfully complete this course, course work due dates from the Course Calendar should be closely followed. However, there is no grade penalty for course work that is submitted late. If an assignment is not completed by the due date, student must contact the Instructor who will work with the student to have the assignment completed in a timely fashion, as deemed by the Instructor, in order for the student to keep up with the course work during the semester. ***All assignments must be completed by the end of the semester. According to the Marshall University Graduate Policy, an Incomplete can only be considered due to an emergency.***

This course makes use of a Blackboard course shell to supplement the live class meetings. This Blackboard course shell is used for: communication with Instructor, submission of assignments, availability of resources and classroom handouts, notes for content covered in class meetings, and communication between course students.

In-class daily assignments and discussions: Attendance is crucial to the success of this course. Much of the class period will be geared towards discussion and student participation. Students will be able to make up class work with an excused absence. Excused absences will consist of the following: If you know in advance the class meeting dates that you cannot attend, consult with the Instructor immediately in order to make arrangements for coverage of topics and assignments for that day. If you are unable to attend class because of an unforeseen emergency or inclement weather problem in your area, contact the instructor within 48 hours of class-time (in person, telephone, or course website email) for consultation of topics and assignments for that day. Make-up work will be assigned by the Instructor for excused absences.

If in doubt as to whether class will be cancelled due to inclement weather, first call 745-2500 for this information. If class is cancelled due to University wide inclement weather emergencies, the Instructor will email all students through the Blackboard course shell. Please remember to check your course email often on days that appear to hold the promise of inclement weather.

UNIVERSITY POLICIES

Plagiarism/Academic Dishonesty Policy: Plagiarism is defined as “submitting as one’s own work or creation any material or an idea wholly or in part created by another. This includes oral, written, and graphical material, and both published and unpublished work. It is the student’s responsibility to clearly distinguish his/her own work from that created by others. This includes the proper use of quotation marks, paraphrase, and the citation of the original source” (2008-2009, Graduate Catalog, p. 61). Refer to Marshall University Board of Governors Policy No. AA-12 Academic Dishonesty - <http://www.marshall.edu/president/Board/Policies/MUBOG%20AA-12%20Academic%20Dishonesty.pdf> – for complete details.

Policy for Students with Disabilities

Marshall University is committed to equal opportunity education for all students, including those with physical, learning and psychological disabilities. University policy states that it is the responsibility of students with disabilities to contact the Office of Disabled Student Services (DSS) in Prichard Hall 117 (304.696.2271) to provide documentation of their disability. Following this, the DSS Coordinator will send a letter to each of the student’s instructors outlining the academic accommodation he/she will need to ensure equality in classroom experiences, outside assignment, testing, and grading. The instructor and student will meet to discuss how the accommodation(s) requested will be provided. For more information, access the website for the Office of Disabled Student Services: <http://www.marshall.edu/disabled/>

Non-Discrimination Policy

It is the policy of Marshall University to provide equal opportunities to all prospective and current members of the student body, faculty, and staff on the basis of individual qualifications and merit without regard to race, color, sex, religion, age, disability, national origin, or sexual orientation. To obtain information on the implementation of the policy regarding nondiscrimination, contact the Director of Equity Programs, Old Main, Marshall University, Huntington, WV 24755 (304.696.2592)

Computer Use Policy

Computing Services Acceptable Use Policy @ <http://www.marshall.edu/ucs/CS/accptuse.asp>

From: Eagle, Teresa

Sent: Monday, August 29, 2016 6:04 PM

To: Somerville, Chuck <somervil@marshall.edu>; Prewitt, Michael <prewittm@marshall.edu>; Bookwalter, Robert <bookwalt@marshall.edu>; Zatar, Wael <zatar@marshall.edu>; Simpson, Bob <simpsonr@marshall.edu>; Van Horn, Don <vanhorn@marshall.edu>

Cc: Pittenger, David <pittengerd@marshall.edu>; Ormiston, Gayle <ormiston@marshall.edu>

Subject: FW: EDF 517

As you can see below, faculty in the COEPD are anticipating changing the number on our Statistics course from a 500-level course to a 600-level course. This will have to be justified to Graduate Council, but before we start that process, we wanted to check for any negative impact on other students who use this as a service course.

We have already stopped offering this as a 400-500 course (effective fall 2015) due to the low enrollment at the UG level.

If you foresee an impact on your students with the move of our statistics course from 500- to 600-level, please let me know as soon as possible, to allow us to take this into consideration.

Thanks!

Teresa

Teresa R. Eagle, Ed.D. | Dean | College of Education
and Professional Development – Marshall University
100 Angus E. Peyton Drive, South Charleston, WV 25303 – GC305
One John Marshall Drive, Huntington, WV 25755 – Jenkins Hall 220
(304) 746-8924 or (304) 696-6703 | (800) 642-9842 x 6-8924 | t.eagle@marshall.edu

From: Heaton, Lisa

Sent: Monday, August 29, 2016 5:53 PM

To: Eagle, Teresa <thardman@marshall.edu>

Subject: EDF 517

Dr. Eagle,

We would like to make EDF 517 a 600 level course. Within our college EDF 517 is taken by doctoral candidates (Ed.D.) and the content has been updated over the last few semesters to better prepare these candidates. Changes to the course include elimination of take home exams and the addition of research article analysis, project driven assignments that provide authentic assessment, Excel statistical tools, SPSS introduction, and collaborate/group work. Since the content has evolved we believe the change is warranted. Increasing the level will also create better overall alignment of our research requirements. With this change Ed.D. students will be required to have a 600 level qualitative research course and a 600 level statistical research course, then, with other changes we are proposing, they will select one 700 level quantitative or qualitative course depending on their research focus.

It looks like students in these programs also take EDF 517: MA Journalism, MS Exercise Science, MS Sport Administration. The 600 level course could still be used by these students. There are also other statistics classes available at the university, if they would prefer to keep using a 500 level course.

Note that we were going to use 617, but the number is already taken. We're looking at using 676 to make it comparable to 776 (the data analysis course).

Please let me know if you need more information.

Thank you,

Lisa

From: Prewitt, Michael

Sent: Tuesday, August 30, 2016 11:01 AM

To: Eagle, Teresa <thardman@marshall.edu>; Somerville, Chuck <somervil@marshall.edu>; Bookwalter, Robert <bookwalt@marshall.edu>; Zatar, Wael <zatar@marshall.edu>; Simpson, Bob <simpsonr@marshall.edu>; Van Horn, Don <vanhorn@marshall.edu>

Cc: Pittenger, David <pittengerd@marshall.edu>; Ormiston, Gayle <ormiston@marshall.edu>

Subject: RE: EDF 517

Teresa,

I've checked with faculty and we see no issues.

Michael Prewitt, PhD, FCCP

Dean, College of Health Professions

Marshall University

304-696-2616

From: Simpson, Bob

Sent: Tuesday, August 30, 2016 7:20 AM

To: Eagle, Teresa <thardman@marshall.edu>

Subject: FW: EDF 517

Teresa – Our response – see below.

Bob

From: McInerney, Marjorie

Sent: Monday, August 29, 2016 6:36 PM

To: Simpson, Bob <simpsonr@marshall.edu>

Subject: Re: EDF 517

Bob,

Our students do not take the education statistics course for any of our programs. I do not see any impact on our students.

Margie

From: Somerville, Chuck

Sent: Thursday, September 01, 2016 8:45 AM

To: Eagle, Teresa <thardman@marshall.edu>; Prewitt, Michael <prewittm@marshall.edu>; Bookwalter, Robert <bookwalt@marshall.edu>; Zatar, Wael <zatar@marshall.edu>; Simpson, Bob <simpsonr@marshall.edu>; Van Horn, Don <vanhorn@marshall.edu>

Cc: Pittenger, David <pittengerd@marshall.edu>; Ormiston, Gayle <ormiston@marshall.edu>

Subject: Re: EDF 517

Hey Teresa,

I have heard from almost all of the COS Chairs now, and no one has expressed a concern with the numbering change. I feel safe to say that we have no objections.

Thanks very much for asking!

Chuck

Charles C. Somerville, PhD, FLS

Dean, College of Science

Marshall University

(304)696-2424

From: Bookwalter, Robert

Sent: Thursday, September 01, 2016 8:52 AM

To: Eagle, Teresa <thardman@marshall.edu>; Somerville, Chuck <somervil@marshall.edu>; Prewitt, Michael <prewittm@marshall.edu>; Zatar, Wael <zatar@marshall.edu>; Simpson, Bob <simpsonr@marshall.edu>; Van Horn, Don <vanhorn@marshall.edu>

Cc: Pittenger, David <pittengerd@marshall.edu>; Ormiston, Gayle <ormiston@marshall.edu>

Subject: RE: EDF 517

None of our graduate programs are adversely affected by this change.

RB

From: Van Horn, Don
Sent: Thursday, September 01, 2016 8:53 AM
To: Eagle, Teresa <thardman@marshall.edu>
Subject: Stats courses

Teresa,

Music will not be impacted by changes to your statistic course numbers. Journalism has not responded and I take that to mean they aren't concerned either, so there should be no problem as far as graduate programs in CAM are concerned.

Thank you for running this by us.

Don

Donald Van Horn
Dean, College of Arts and Media
Marshall University
One John Marshall Drive
Huntington, WV 25755
304 696-6433 voice
304 696-6426 fax
vanhorn@marshall.edu
www.marshall.edu/cam

From: Van Horn, Don
Sent: Thursday, September 1, 2016 5:31 PM
To: Eagle, Teresa
Subject: Statistics

Teresa,

JMC is fine with the possibly move of the statistics course to a 600 level.

Don

Donald Van Horn
Dean, College of Arts and Media
Marshall University
One John Marshall Drive
Huntington, WV 25755
304 696-6433 voice
304 696-6426 fax
vanhorn@marshall.edu
www.marshall.edu/cam

From: Eagle, Teresa
Sent: Thursday, September 01, 2016 12:16 PM
To: Heaton, Lisa <heaton@marshall.edu>
Subject: RE: EDF 517 change

I've forwarded emails.....Dr. Zatar (CITE) responded to me verbally at the deans' meeting this week.

Teresa R. Eagle, Ed.D. | Dean | College of Education
and Professional Development – Marshall University
100 Angus E. Peyton Drive, South Charleston, WV 25303 – GC305
One John Marshall Drive, Huntington, WV 25755 – Jenkins Hall 220
(304) 746-8924 or (304) 696-6703 | (800) 642-9842 x 6-8924 | t.eagle@marshall.edu

Keep calm and carry on.....

Request for Graduate Course Change

1. Prepare one paper copy with all signatures and supporting material and forward to the Graduate Council Chair.
2. E-mail one identical PDF copy to the Graduate Council Chair. If attachments included, please merge into a single file.
3. **The Graduate Council cannot process this application until it has received both the PDF copy and the signed hard copy.**

College: CoEPD

Dept/Division: CI/EDF

Current Alpha Designator/Number: EDF 626

Contact Person: Lisa Heaton

Phone: 6-2026

CURRENT COURSE DATA:

Course Title: Advanced Qualitative Research in Education

Alpha Designator/Number:

E	D	F		6	2	6					
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Title Abbreviation:

A	d	v	a	n	c	e	d		Q	u	a	l	i	t	a	t	i	v	e		R	e	s	
---	---	---	---	---	---	---	---	--	---	---	---	---	---	---	---	---	---	---	---	--	---	---	---	--

1. Complete this five page form in its entirety and route through the departments/committees below for changes to a course involving: course title, alpha designator, course number, course content, credit hours, or catalog description.
2. If this change will affect other departments that require this course, please send a memo to the affected department and include it with this packet, as well as the response received from the affected department.
3. If the changes made to this course will make the course similar in title or content to another department's courses, please send a memo to the affected department and include it with this packet as well as the response received from the affected department.
4. List courses, if any, that will be deleted because of this change (*must submit course deletion form*).
5. If the faculty requirements and/or equipment need to be changed upon approval of this proposal, attach a written estimate of additional needs.

Signatures: if disapproved at any level, do not sign. Return to previous signer with recommendation attached.

Dept. Chair/Division Head <u><i>Jana A. Heaton</i></u>	Date <u><i>8-29-16</i></u>
Registrar <u><i>Sonya Y. Carter</i></u> <i>130401</i>	Date <u><i>9-12-16</i></u>
College Curriculum Chair <u><i>[Signature]</i></u>	Date <u><i>9-14-16</i></u>
Graduate Council Chair <u><i>[Signature]</i></u>	Date <u><i>11-6-16</i></u>

Request for Graduate Course Change - Page 2

College: CoEPD

Department/Division: CI/EDF

Alpha Designator/Number: EDF 626

Provide complete information regarding the course change for each topic listed below.

Change in CATALOG TITLE: ☐ YES ☒ NO

From

 (limited to 30 characters and spaces)

To

If Yes, Rationale

Change in COURSE ALPHA DESIGNATOR:

From:

 To:

☐ YES ☒ NO

If Yes, Rationale

Change in COURSE NUMBER: ☒ YES ☐ NO

From:

 To:

If Yes, Rationale

Doctoral students all take EDF 625 Qualitative Research at the 600 level and may elect to take EDF 626 Advanced Qualitative Research to meet their research course requirements. Since 626 is an advanced course for the doctoral program, we would like to offer it at the 700 level. This would also better align with the advanced, 700 level

Change in COURSE GRADING

From ☐ Grade To ☐ Credit/No Credit

Rationale

Change in CATALOG DESCRIPTION: ☐ YES ☒ NO IF YES, fill in below:

From

To

If Yes
Rationale

Request for Graduate Course Change - Page 3

Change in COURSE CREDIT HOURS: ☐ YES ☒ NO If YES, fill in below:

NOTE: If credit hours increase/decrease, please provide documentation that specifies the adjusted work requirements.

From

To

Change in COURSE CONTENT: ☒ YES ☐ NO

From

See EDF 626 Syllabus

To

See EDF 725 Syllabus

Rationale

Over the past several years this course has been moving beyond just offering further knowledge and skills of qualitative research; it now focuses, additionally, on couching this advanced study within larger streams of methodological and epistemological approaches to social scientific knowledge.

Request for Graduate Course Change-Page 4

College: CoEPD _____

Department: CI/EDF _____

Course Number/Title EDF 626 Advanced Qualitative Research in Education _____

1. **REQUIRED COURSE:** If this course is required by another department(s), identify it/them by name and attach the written notification you sent to them announcing to them the proposed change and any response received. Enter NOT APPLICABLE if not applicable.

This course is one of two advanced options that may be selected by Doctor of Education (Ed.D.) students.

2. **COURSE DELETION:** List any courses that will be deleted because of this change. A *Course Deletion* form is also required. Enter NOT APPLICABLE if not applicable.

Not Applicable

3. **ADDITIONAL RESOURCE REQUIREMENTS:** If your department requires additional faculty, equipment, or specialized materials as a result of this change, attach an estimate of the time and cost etc. required to secure these items. (NOTE: approval of this form does not imply approval for additional resources. Enter NOT APPLICABLE if not applicable.

Not Applicable

Request for Graduate Course Change - Page 5

Please insert in the text box below your course change summary information for the Graduate Council agenda. Please enter the information exactly in this way (including headings) based on the appropriate change:

COURSE DESCRIPTION CHANGE

Department:

Course Number and Title:

Rationale:

Course Description (old)

Course Description: (new)

Catalog Description:

COURSE NUMBER CHANGE

Department:

Current Course Number/Title:

New Course Number:

Rationale:

Catalog Description:

Credit hours:

COURSE TITLE CHANGE

Department:

Current Course Number/Title:

New Course Title:

Rationale:

Catalog Description:

Course Change (number and content)

Department: CI/EDF

Current #/Title: EDF 626 Advanced Qualitative Research in Education

New #/Title: EDF 725 Advanced Qualitative Research in Education

Rationale: Course Number Change - Doctoral candidates all take EDF 625 Qualitative Research at the 600 level and may elect to take EDF 626 Advanced Qualitative Research to meet their research course requirements. Since 626 is an advanced course for the doctoral program, we would like to offer it at the 700 level. This would also better align with the advanced, 700 level quantitative course option. Content Change - Over the past several years this course has been moving beyond just offering further knowledge and skills of qualitative research; it now focuses, additionally, on couching this advanced study within larger streams of methodological and epistemological approaches to social scientific knowledge.

Catalog Description: Advanced study of selected topics in qualitative research. Emphasis on application of qualitative research knowledge and skills. (PR: EDF 625)

Credit Hours: 3

MASTER SYLLABUS
Elementary/Secondary Education

MARSHALL UNIVERSITY

COURSE: EDF 626 Advanced Qualitative Research

CREDIT HOURS: 3

PREQUESITES: EDF 625 or equivalent

CATALOG DESCRIPTION:

Advanced study of selected topics in qualitative research. Emphasis on application of qualitative research knowledge and skills.

RATIONALE:

Graduate students in education who are planning to complete qualitative theses or dissertations need additional research knowledge and skills in order to successfully complete independent scholarship.

OBJECTIVES:

The objective of the course is to provide graduate students in education an opportunity to extend and apply their knowledge of qualitative research methods.

GOALS:

The purpose of Educational Foundations 626 is to provide graduate students in education an opportunity to extend and apply their knowledge of qualitative research methods.

FIELD/CLINICAL EXPERIENCES:

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MASTER SYLLABUS
Elementary/Secondary Education

MARSHALL UNIVERSITY

COURSE: EDF 725 Advanced Qualitative Research

CREDIT HOURS: 3

PREQUESITES: EDF 625 or equivalent

CATALOG DESCRIPTION:

Advanced study of the methodological and epistemological foundations of qualitative research. Emphasis on application of qualitative research knowledge and skills, especially concerning how they relate to the construction of social scientific knowledge.

RATIONALE:

Graduate students in education who are planning to complete qualitative theses or dissertations need advanced knowledge of the methodological and epistemological foundations of qualitative research in order to successfully complete independent scholarship.

OBJECTIVES:

The objective of the course is to provide graduate students in education an opportunity to extend and apply their knowledge of qualitative research methods as they relate to larger methodological and epistemological foundations of qualitative research.

GOALS:

The purpose of Educational Foundations 725 is to provide graduate students in education an opportunity to extend and apply their knowledge of qualitative research methods.

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Request for Graduate Addition, Deletion, or Change of a Major or Degree

NOTE: Before you submit a request for a new Major or Degree, you must submit an INTENT TO PLAN form. Only after the INTENT TO PLAN goes through the approval process are you ready to submit this request for a new Major or Degree. For detailed information on new programs please see: <http://wvhepcdoc.wvnet.edu/resources/133-11.pdf>.

1. Prepare one paper copy with all signatures and supporting material and forward to the Graduate Council Chair.
2. E-mail one PDF copy without signatures to the Graduate Council Chair.
3. **The Graduate Council cannot process this application until it has received both the PDF copy and the signed hard copy.**

College: CITE

Dept/Division: Engineering

Contact Person: Gregory K. Michaelson, Ph.D.

Phone: (304) 696-5606

Degree Program: Engineering, M.S.

Check action requested: ☐ Addition ☐ Deletion ☒ Change

Effective Term/Year

Fall 20

☐

Spring 20

☐

Summer 20

☐

Information on the following pages must be completed before signatures are obtained.

Signatures: if disapproved at any level, do not sign. Return to previous signer with recommendation attached.

Dept. Chair/Division Head <u>Asule. sue</u>	Date <u>8/23/16</u>
College Curriculum Chair <u>Wauke</u>	Date <u>8/24/16</u>
College Dean <u>Wauke</u>	Date <u>8/24/2016</u>
Graduate Council Chair <u>Christofero</u>	Date <u>11-6-16</u>
Provost/VP Academic Affairs _____	Date _____
Presidential Approval _____	Date _____
Board of Governors Approval _____	Date _____

Request for Graduate Addition, Deletion, or Change of a Major or Degree-Page 2

Please provide a rationale for addition, deletion, change: (May attach separate page if needed)

1. The recent addition of "ENGR 699" to the Marshall University Graduate Catalog is not reflected in the current requirements for the degree. Therefore, "ENGR 699" should be taken instead of "TE 699" to ^{full fill} the requirements for each major.
2. With the addition of a Master's Level Mechanical Engineering degree at Marshall University, students within the "Transportation & Infrastructure Engineering" Major should be afforded the opportunity to take ME and ENGR courses as technical electives (with the advance approval of the student's advisor). Also, the recent addition of ENGR 570 (Finite Element Analysis) and ENGR 670 (Advanced Stress Analysis) should be included as possible structural engineering courses for "T&IE" students due to their widespread practice in the field.
3. During review, a number of typographical errors in the current catalog listing have been identified.

Please describe any changes in curriculum:

List course number, title, credit hours. Note whether each course is required or optional. Enter NONE if no change. (May attach separate page if needed)

- | | | |
|-----------|---------|----------------------------------------------------------------------------------------------------------------------------|
| Change #1 | CHANGE: | TE 699 (Comprehensive Project, 3 hrs.) to ENGR 699 (Comprehensive Project, 3 hrs.) for all majors |
| Change #2 | REMOVE: | "Any ENVE (Environmental Engineering) course approved in advance by the student's advisor." on Pg. 153 |
| | REMOVE: | "Any EM (Engineering Management) course approved in advance by the student's advisor." on Pg. 153 |
| Change #3 | CHANGE: | CE 615 (Finite Element Applications in Civil Engineering, 3 hrs.) to ENGR 570 (Finite Element Analysis, 3 hrs.) on Pg. 153 |
| | ADD: | ENGR 670 (Advanced Stress Analysis) as possible Structural Engineering courses on Pg. 153. |

1. ADDITIONAL RESOURCE REQUIREMENTS: If your program requires additional faculty, equipment or specialized materials to ADD or CHANGE this major or degree, attach an estimate of the time and money required to secure these items.

NOTE: Approval of this form does not imply approval for additional resources. Enter NONE if not applicable.

None.

2. NON-DUPLICATION: If a question of possible duplication occurs, attach a copy of the correspondence sent to the appropriate department(s) describing the request and any response received from them. Enter NONE if not applicable.

None.

For catalog changes as a result of the above actions, please fill in the following pages.

Request for Graduate Addition, Deletion, or Change of a Major or Degree-Page 3

3. *Current* Catalog Description

Insert the *Current* Catalog Description and page number from the latest catalog for entries you would like to change.
(May attach separate page if needed)

See attachment.

4. *Edits* to the Current Description

Attach a PDF copy of the current catalog description prepared in MS WORD with strikethroughs to mark proposed deletions and use the highlight function to indicate proposed new text.

Request for Graduate Addition, Deletion, or Change of a Major or Degree-Page 4

5. New Catalog Description

Insert a 'clean' copy of your proposed description, i.e., no strikethroughs or highlighting included. This should be what you are proposing for the new description. (May attach separate page if needed)

See attachment.

Request for Graduate Addition, Deletion, or Change of a Major or Degree-Page 5

Please insert in the text box below your change summary information for the Graduate Council agenda. Please enter the information exactly in this way (including headings):

Department:

Major or Degree:

Type of Change: *(addition, deletion, change)*

Rationale:

Department: Weisberg Division of Engineering

Major or Degree: Engineering, M.S.

Type of Change: Change

Rationale:

1. The recent addition of "ENGR 699" to the Marshall University Graduate Catalog is not reflected in the current requirements for the degree. Therefore, "ENGR 699" should be taken instead of "TE 699" to full the requirements for each major.
2. With the addition of a Master's Level Mechanical Engineering degree at Marshall University, students within the "Transportation & Infrastructure Engineering" Major should be afforded the opportunity to take ME and ENGR courses as technical electives (with the advance approval of the student's advisor). Also, the recent addition of ENGR 570 (Finite Element Analysis) and ENGR 670 (Advanced Stress Analysis) should be included as possible structural engineering courses for "T&IE" students due to their widespread practice in the field.
3. During review, a number of typographical errors in the current catalog listing have been identified.

Current Catalog Description

Plan of Study

Students are required to complete a Plan of Study form in consultation with their academic advisors before the students can begin their program of study. This is usually done the week before the first day of classes of first semester.

Core Courses

CS 620	Applied Algorithms
CS 660	Big Data Systems

500-level Elective Courses

Any of the following courses may be used as 500-level electives:

CS 502	Computer Architecture
CS 504	High Performance Computing
CS 505	Computing for Bioinformatics
CS 510	Database Systems
CS 540	Digital Image Processing
CS 550	Information Retrieval
CS 552	Natural Language Processing

600-level Elective Courses

Any of the following courses may be used as 600-level electives:

CS 605	Software Specifications
CS 610	Software Design
CS 615	Software Testing
CS 625	AI Principles and Methods
CS 630	Machine Learning
CS 645	Advanced Topics in Bioinformatics
CS 650-653	Special Topics
CS 670	Visual Analytics
CS 685-688	Independent Study
CS 690	Comprehensive Project
CS 681	Thesis

ENGINEERING, M.S.

Majors

Engineering Management

Environmental Engineering

Transportation and Infrastructure Engineering.

Program Description

The M.S. in Engineering (M.S.E.) program is an interdisciplinary engineering program designed to meet the specific needs of engineers employed in industry, government, and consulting, as well as those desiring a traditional research-based graduate degree. The program offers a broad core curriculum with opportunities for concentrated study in three majors: Engineering Management, Environmental Engineering, and Transportation and Infrastructure Engineering.

Admission Requirements

Applicants should follow the admissions process described in this catalog or at the Graduate Admissions website: www.marshall.edu/graduate/admissions/how-to-apply-for-admission. Each applicant for admission to the M.S. in Engineering degree program must have an undergraduate engineering degree from either an accredited ABET curriculum or an internationally recognized program and meet one of the following (A, B, or C) admission requirement options:

- A. Pass the PE exam, or
- B. Have an undergraduate cumulative GPA of 3.00 or greater, or
- C. Have an undergraduate cumulative GPA of 2.50 or greater, and satisfy at least two of the following:
 - (1) Pass the FE exam;
 - (2) Verbal GRE score of at least 145;

(continued)

- (3) quantitative GRE score at least 150; and/or
- (4) analytical writing GRE score at least 3.0.

Additionally, to be considered for admission, international students must have an iBT TOEFL score of at least 85. or a Paper-Based TOEFL score of at least 527.

Students who do not meet admission requirement options A, B, or C are welcome to apply, and their applications will be considered for admission on a case-by-case basis. The program admission recommendation will be decided by the M.S.E. degree program coordinator based on a combination of GRE scores and level of performance in undergraduate engineering coursework. ,

Applicants who do not meet the above criteria but who do have an undergraduate engineering degree are welcome to apply as non-degree seeking students and take courses toward an M.S.E. degree. If a non-degree seeking student has at least a minimum cumulative graduate GPA of 3.30 in his or her first 9 credit hours of CITE M.S.E. courses, that student may re-apply to the university to be considered for admission to the M.S.E. degree program.

Eligibility to take the PE exam is based primarily on completion of an ABET-accredited undergraduate engineering degree in most states. Completion of a M.S.E. graduate degree at an institution with an ABET-accredited undergraduate degree does not fulfill that requirement to take the PE exam.

Degree Requirements

Each degree candidate is required to complete at least 30-33 graduate credit hours, depending on the option chosen below (project, thesis, or coursework only), with a cumulative Grade Point Average of 3.0 for the courses included in the student's Plan of Study. At least one-half of the minimum required hours for the degree must be earned in classes numbered 600 or above.

Each degree-seeking student must file an approved Plan of Study, developed with a faculty advisor, before the student registers for the 12th credit hour. The Academic Regulations portion of the Graduate Catalog may be consulted for additional information.

A student may only earn the M.S.E. degree once. Therefore, students wishing to complete two of the three M.S.E. majors (*i.e.*, double major) must complete all requirements for both majors before the degree is awarded. A maximum of 12 credit hours may be counted toward both majors, as approved by the student's academic advisor in each major. An option must be selected for each major and the two options are permitted to be different. However, each major must have its own comprehensive assessment (*i.e.*, comprehensive project, thesis, or comprehensive examination). For example, a single thesis and defense cannot satisfy the requirements for both majors.

Students may choose to complete either the project option, the thesis option, or the coursework only option after consultation with their academic advisors.

Project Option. The comprehensive project involves the application of coursework completed as part of the degree to a practical problem. Students will work with their advisors to identify an appropriate project and scope. Students must prepare a formal written report and deliver an oral presentation to a committee. Students register for TE 699, Comprehensive Project (3 hrs.) during the semester in which their project will be completed and presented, but preliminary work on the project may commence before that semester.

Thesis Option. The thesis option involves the completion of 6 hours of research (ENGR 682) under the direction of an advisor on an approved project. Students must summarize their work in the form of a formal, written document and successfully defend the thesis before a committee. Thesis work is typically conducted over two semesters.

Coursework Only Option. Students can complete 33 hours of coursework and then complete a comprehensive examination within the last two semesters of graduation to fulfill the requirements of their degree program. Examinations will be administered once per semester for all students.

MAJOR: Engineering Management

Project Option (30 hours)

Required courses

EM 620	Management of Technical Human Resources and Organizations.....	3 hrs.
EM 660	Project Management.....	3 hrs.
EM 668	Operations Management.....	3 hrs.
EM 670	Seminar in Engineering Management.....	3 hrs.
EM 675	Engineering Economics (or TM equivalent).....	3 hrs.
EM 694	Engineering Law.....	3 hrs.

ENGR 610 Applied Statistics..... 3 hrs.

TE 699 Comprehensive Project

Elective courses

See approved Engineering Management electives below.....6 hrs.

Thesis Option (30 hours)

Required courses

EM 620 Management of Technical Human Resources and Organizations 3 hrs.

EM 660 Project Management..... 3 hrs.

EM 668 Operations Management..... 3 hrs.

EM 670 Seminar in Engineering Management..... 3 hrs.

EM 675 Engineering Economics (or TM equivalent)..... 3 hrs.

EM 694 Engineering Law..... 3 hrs.

ENGR 610 Applied Statistics..... 3 hrs.

ENGR 682 Research 6 hrs.

Elective course

See approved Engineering Management electives below.....3 hrs.

Coursework Only Option (33 hours)

Required courses

EM 620 Management of Technical Human Resources and Organizations 3 hrs.

EM 660 Project Management..... 3 hrs.

EM 668 Operations Management..... 3 hrs.

EM 670 Seminar in Engineering Management..... 3 hrs.

EM 675 Engineering Economics (or TM equivalent)..... 3 hrs.

EM 694 Engineering Law..... 3 hrs.

ENGR 610 Applied Statistics..... 3 hrs.

Elective courses

See approved Engineering Management electives below.....12 hrs.

Approved Elective Courses for the Engineering Management Major

Any EM (Engineering Management) course.

Any TM (Technology Management) course.

Any College of Business course approved in advance by the advisor.

Any engineering course approved in advance by the advisor.

MAJOR: Environmental Engineering

Each Environmental Engineering major must have completed the Foundation Courses listed below (and their associated prerequisites), or their equivalents as approved by his or her advisor, before being fully admitted. Until this requirement is satisfied, the student can only receive Provisional admission to the program. All other admission requirements must still be satisfied.

Foundation courses

ENGR 318 Fluid Mechanics

CE 331 Hydraulic Engineering

CE 432 Water/Wastewater Treatment

Project Option (30 hours)

Required courses

One of ENGR 610, ENGR 620, or ME 601..... 3 hrs.

ENVE 615 Environmental Chemistry 3 hrs.

TE 699 Comprehensive Project..... 3 hrs.

Three courses--one per category--from among the following six categories..... 9 hrs.

(1) Project Management: EM 660

(2) Water/Wastewater: ENVE 616 or ENVE 617
(continued)

- (3) Solid/Hazardous Waste: ENVE 620 or ENVE 625
- (4) Air Pollution: ENVE 611, ENVE 612, ENVE 680, or ES 604
- (5) Hydraulics/Hydrology: ENVE 670, ENVE 671, or ENVE 672
- (6) Env. Remediation/ Risk/Mgmt.: ENVE 682, ES 514, ES 620
- ES 514 Environmental Risk Assessment
- ES 550 Environmental Law
- TE 699 Comprehensive Project 3 hrs.
- ENGR 610 Applied Statistics 3 hrs.

One of the following three courses:

- ES 620 Environmental Management Systems
- ES 640 Groundwater Principles
- ES 646 Dynamics of Ecosystems

Elective courses

See approved Environmental Engineering electives that follow 6 hrs.

Thesis Option (30 hours)

Required courses

- One of ENGR 610, ENGR 620, or ME 601 3 hrs.
- ENVE 615 Environmental Chemistry 3 hrs.
- ENGR 682 Research 6 hrs.

Three courses--one per category--from among the following six categories 9 hrs.

- (1) Project Management: EM 660
- (2) Water/Wastewater: ENVE 616 or ENVE 617
- (3) Solid/Hazardous Waste: ENVE 620 or ENVE 625
- (4) Air Pollution: ENVE 611, ENVE 612, ENVE 680 or ES 604
- (5) Hydraulics/Hydrology: ENVE 670, ENVE 671, or ENVE 672
- (6) Env. Remediation/ Risk/Mgmt.: ENVE 682, ES 514, ES 620

Elective course

See approved Environmental Engineering electives that follow 3 hrs.

Coursework Only Option (33 hours)

Required courses

- One of ENGR 610, ENGR 620, or ME 601 3 hrs.
- ENVE 615 Environmental Chemistry 3 hrs.

Three courses--one per category--from among the following six categories 9 hrs.

- (1) Project Management: EM 660
- (2) Water/Wastewater: ENVE 616 or ENVE 617
- (3) Solid/Hazardous Waste: ENVE 620 or ENVE 625
- (4) Air Pollution: ENVE 611, ENVE 612, ENVE 680, or ES 604
- (5) Hydraulics/Hydrology: ENVE 670, ENVE 671, or ENVE 672
- (6) Env. Remediation/ Risk/Mgmt.: ENVE 682, ES 514, ES 620

Elective courses

See approved Environmental Engineering electives that follow 18 hrs.

Approved Elective Courses for the Environmental Engineering Major

- Any ENVE course;
- Any course listed above not already taken;
- ES 550, Environmental Law;
- ES 630, Environmental Site Assessment;
- ES 640, Groundwater Principles and Monitoring;
- Other courses approved in advance by the student's advisor.

MAJOR: Transportation and Infrastructure Engineering

Each Transportation and Infrastructure Engineering major must have completed the Foundation Courses listed below (and their associated prerequisites), or their equivalents as approved by his or her advisor, before being fully admitted. Until this requirement is satisfied, the student can only receive Provisional admission to the program. All other admission requirements must still be satisfied.

Foundation courses

- CE 312 Structural Analysis
- CE 342 Transportation Engineering
- CE 413 Reinforced Concrete or CE 414 Steel Design

Students pursuing the Project Option or the Thesis Option must choose either Transportation Engineering or Structural Engineering as their primary focus. The other discipline will be the student's secondary focus. Three courses must be completed in the primary focus and two courses in the secondary focus for the Project and Thesis options. The Coursework Only Option requires three courses in both disciplines.

Project Option (30 hours)

- ENGR 610 Applied Statistics or other Advisor-Approved MTH course 3 hrs.
- Three (3) Courses in Primary Focus (Structural Engineering or Transportation Engineering) 9 hrs.
- Two (2) Courses in Secondary Focus (Structural Engineering or Transportation Engineering) 6 hrs.
- Three (3) Elective Courses 9 hrs.
- TE 699 Comprehensive Project 3 hrs.

Thesis Option (30 hours)

- ENGR 610 Applied Statistics or other Advisor-Approved MTH course 3 hrs.
- Three (3) Courses in Primary Focus (Structural Engineering or Transportation Engineering) 9 hrs.
- Two (2) Courses in Secondary Focus (Structural Engineering or Transportation Engineering) 6 hrs.
- Two (2) Elective Courses 6 hrs.
- ENGR 682 Research 6 hrs.

Coursework-Only Option (33 hours)

- ENGR 610 Applied Statistics or other Advisor-Approved MTH course 3 hrs.
- EM 660 Project Management 3 hrs.
- Three (3) Courses in Structural Engineering 9 hrs.
- Three (3) Courses in Transportation Engineering 9 hrs.
- Three (3) Elective Courses 9 hrs.

Structural Engineering Courses

- CE 612 Structural Steel Design and Behavior 3 hrs.
- CE 614 Advanced Reinforced Concrete Structure Design and Behavior 3 hrs.
- CE 615 Finite Element Applications in Civil Engineering 3 hrs.
- CE 616 Pre-stressed Concrete Design 3 hrs.
- CE 618 Bridge Engineering 3 hrs.

Transportation Engineering Courses

- CE 534 Geometric Design of Highways 3 hrs.
- CE 538 Pavement Design 3 hrs.
- CE 634 Traffic Engineering 3 hrs.
- CE 635 Evaluation of Transportation Systems 3 hrs.
- CE 636 Transportation Planning 3 hrs.
- CE 637 Highway Safety Engineering 3 hrs.

Approved Elective Courses for the Transportation and Infrastructure Engineering Major

- Any Transportation Engineering or Structural Engineering course not already taken.
- Any ENVE (Environmental Engineering) course approved in advance by the student's advisor.
- Any EM (Engineering Management) course approved in advance by the student's advisor.
- Other courses approved in advance by the student's advisor.

ENVIRONMENTAL SCIENCE, M.S. Minor in Environmental Science

Program Description

The environmental science program gives the student the broad multi-disciplinary subject matter and analytical tools necessary to be successful in such professions as consulting, industrial environmental management and environmental protection. Students from diverse science backgrounds apply their knowledge and skills to environmental problems, such as air pollution and control; water pollution and treatment; groundwater protection, contamination and remediation; solid and hazardous waste management.

Admission Requirements

Applicants should follow the admissions process described in this catalog or at the Graduate Admissions website: www.marshall.edu/graduate/admissions/how-to-apply-for-admission.

Each applicant must satisfy at least ONE of the following criteria:

- Score at the mean or above on the verbal GRE
- Score at the mean or above on the quantitative GRE
- Score at the mean or above on the analytical GRE
- Score at the mean or above on the Miller Analogies Test
- Have an undergraduate GPA of 2.50 or above
- Have passed the Fundamentals of Engineering exam and/or the Professional Engineering exam

In addition to the general requirements all students entering the graduate Environmental Science program must have completed prior to admission the following courses OR their equivalent:

Chemistry 211 and Math 130 with a grade of C or better, AND a minimum total of FIVE (5) courses/ competencies, relevant to environmental science, from the following: Chemistry (200 level or above); Physics (200 level or above); Biology; Geology; Geography; Statistics; Soil Science; Law; Health and Economics; 10 years relevant work experience.

Degree Requirements

Students must complete 36 graduate credit hours at the graduate level, including at least 24 credit hours at Marshall University. The degree consists of 12 credit hours of core courses; 12 credit hours of required courses; and 12 credit hours of electives.

Core Courses

EM	660	Project Management
ENGR	610	Applied Statistics
TE	698	Comprehensive Project Formulation (or ES 585, Introduction to Environmental Science)
TE	699	Comprehensive Project - after completion of 27 hours
ES	680	Thesis, may be taken instead of TE 698 and TE 699.

Additional Degree Requirements for Program

Required Courses

ES	514	Environmental Risk Assessment
ENVE	615	Environmental Chemistry
ES	550	Environmental Law I (or ES 662 or ES 655)
ES	620	Environmental Management Systems (or ES 640 or ES 646)

Edits to the Current Description

Plan of Study

Students are required to complete a Plan of Study form in consultation with their academic advisors before the students can begin their program of study. This is usually done the week before the first day of classes of first semester.

Commented [GM1]: All instances of "TE 699" have been replaced with "ENGR 699."

Core Courses

CS 620	Applied Algorithms
CS 660	Big Data Systems

500-level Elective Courses

Any of the following courses may be used as 500-level electives:

CS 502	Computer Architecture
CS 504	High Performance Computing
CS 505	Computing for Bioinformatics
CS 510	Database Systems
CS 540	Digital Image Processing
CS 550	Information Retrieval
CS 552	Natural Language Processing

600-level Elective Courses

Any of the following courses may be used as 600-level electives:

CS 605	Software Specifications
CS 610	Software Design
CS 615	Software Testing
CS 625	AI Principles and Methods
CS 630	Machine Learning
CS 645	Advanced Topics in Bioinformatics
CS 650-653	Special Topics
CS 670	Visual Analytics
CS 685-688	Independent Study
CS 690	Comprehensive Project
CS 681	Thesis

ENGINEERING, M.S.

Majors

Engineering Management
Environmental Engineering
Transportation and Infrastructure Engineering.

Program Description

The M.S. in Engineering (M.S.E.) program is an interdisciplinary engineering program designed to meet the specific needs of engineers employed in industry, government, and consulting, as well as those desiring a traditional research-based graduate degree. The program offers a broad core curriculum with opportunities for concentrated study in three majors: Engineering Management, Environmental Engineering, and Transportation and Infrastructure Engineering.

Admission Requirements

Applicants should follow the admissions process described in this catalog or at the Graduate Admissions website: www.marshall.edu/graduate/admissions/how-to-apply-for-admission. Each applicant for admission to the M.S. in Engineering degree program must have an undergraduate engineering degree from either an accredited ABET curriculum or an internationally recognized program and meet one of the following (A, B, or C) admission requirement options:

- A. Pass the PE exam, or
- B. Have an undergraduate cumulative GPA of 3.00 or greater, or
- C. Have an undergraduate cumulative GPA of 2.50 or greater and satisfy at least two of the following:
 - (1) Pass the FE exam;
 - (2) Verbal GRE score of at least 145;

(continued)

- (3) quantitative GRE score at least 150; and/or
- (4) analytical writing GRE score at least 3.0.

Additionally, to be considered for admission, international students must have an iBT TOEFL score of at least 85, or a Paper-Based TOEFL score of at least 527.

Students who do not meet admission requirement options A, B, or C are welcome to apply, and their applications will be considered for admission on a case-by-case basis. The program admission recommendation will be decided by the M.S.E. degree program coordinator based on a combination of GRE scores and level of performance in undergraduate engineering coursework.

Applicants who do not meet the above criteria but who do have an undergraduate engineering degree are welcome to apply as non-degree seeking students and take courses toward an M.S.E. degree. If a non-degree seeking student has at least a minimum cumulative graduate GPA of 3.30 in his or her first 9 credit hours of CITE M.S.E. courses, that student may re-apply to the university to be considered for admission to the M.S.E. degree program.

Eligibility to take the PE exam is based primarily on completion of an ABET-accredited undergraduate engineering degree in most states. Completion of a M.S.E. graduate degree at an institution with an ABET-accredited undergraduate degree does not fulfill that requirement to take the PE exam.

Degree Requirements

Each degree candidate is required to complete at least 30-33 graduate credit hours, depending on the option chosen below (project, thesis, or coursework only), with a cumulative Grade Point Average of 3.0 for the courses included in the student's Plan of Study. At least one-half of the minimum required hours for the degree must be earned in classes numbered 600 or above.

Each degree-seeking student must file an approved Plan of Study, developed with a faculty advisor, before the student registers for the 12th credit hour. The Academic Regulations portion of the Graduate Catalog may be consulted for additional information.

A student may only earn the M.S.E. degree once. Therefore, students wishing to complete two of the three M.S.E. majors (*i.e.*, double major) must complete all requirements for both majors before the degree is awarded. A maximum of 12 credit hours may be counted toward both majors, as approved by the student's academic advisor in each major. An option must be selected for each major and the two options are permitted to be different. However, each major must have its own comprehensive assessment (*i.e.*, comprehensive project, thesis, or comprehensive examination). For example, a single thesis and defense cannot satisfy the requirements for both majors.

Students may choose to complete either the project option, the thesis option, or the coursework only option after consultation with their academic advisors.

Project Option. The comprehensive project involves the application of coursework completed as part of the degree to a practical problem. Students will work with their advisors to identify an appropriate project and scope. Students must prepare a formal written report and deliver an oral presentation to a committee. Students register for FE-ENGR 699, Comprehensive Project (3 hrs.) during the semester in which their project will be completed and presented, but preliminary work on the project may commence before that semester.

Thesis Option. The thesis option involves the completion of 6 hours of research (ENGR 682) under the direction of an advisor on an approved project. Students must summarize their work in the form of a formal, written document and successfully defend the thesis before a committee. Thesis work is typically conducted over two semesters.

Coursework Only Option. Students can complete 33 hours of coursework and then complete a comprehensive examination within the last two semesters of graduation to fulfill the requirements of their degree program. Examinations will be administered once per semester for all students.

MAJOR: Engineering Management

Project Option (30 hours)

Required courses

EM 620	Management of Technical Human Resources and Organizations	3 hrs.
EM 660	Project Management.....	3 hrs.
EM 668	Operations Management.....	3 hrs.
EM 670	Seminar in Engineering Management.....	3 hrs.
EM 675	Engineering Economics (or TM equivalent).....	3 hrs.
EM 694	Engineering Law.....	3 hrs.

ENGR 610 Applied Statistics..... 3 hrs.

TE—ENGR 699 Comprehensive Project..... 3 hrs.

Elective courses

See approved Engineering Management electives below..... 6 hrs.

Thesis Option (30 hours)

Required courses

EM 620 Management of Technical Human Resources and Organizations..... 3 hrs.

EM 660 Project Management..... 3 hrs.

EM 668 Operations Management..... 3 hrs.

EM 670 Seminar in Engineering Management..... 3 hrs.

EM 675 Engineering Economics (or TM equivalent)..... 3 hrs.

EM 694 Engineering Law..... 3 hrs.

ENGR 610 Applied Statistics..... 3 hrs.

ENGR 682 Research..... 6 hrs.

Elective course

See approved Engineering Management electives below..... 3 hrs.

Coursework Only Option (33 hours)

Required courses

EM 620 Management of Technical Human Resources and Organizations..... 3 hrs.

EM 660 Project Management..... 3 hrs.

EM 668 Operations Management..... 3 hrs.

EM 670 Seminar in Engineering Management..... 3 hrs.

EM 675 Engineering Economics (or TM equivalent)..... 3 hrs.

EM 694 Engineering Law..... 3 hrs.

ENGR 610 Applied Statistics..... 3 hrs.

Elective courses

See approved Engineering Management electives below..... 12 hrs.

Approved Elective Courses for the Engineering Management Major

Any EM (Engineering Management) course.

Any TM (Technology Management) course.

Any College of Business course approved in advance by the advisor.

Any engineering course approved in advance by the advisor.

MAJOR: Environmental Engineering

Each Environmental Engineering major must have completed the Foundation Courses listed below (and their associated prerequisites), or their equivalents as approved by his or her advisor, before being fully admitted. Until this requirement is satisfied, the student can only receive Provisional admission to the program. All other admission requirements must still be satisfied.

Foundation courses

ENGR 318 Fluid Mechanics

CE 331 Hydraulic Engineering

CE 432 Water/Wastewater Treatment

Project Option (30 hours)

Required courses

One of ENGR 610, ENGR 620, or ME 601..... 3 hrs.

ENVE 615 Environmental Chemistry..... 3 hrs.

TE—ENGR 699 Comprehensive Project..... 3 hrs.

Three courses—one per category—from among the following six categories..... 9 hrs.

(1) Project Management: EM 660

(2) Water/Wastewater: ENVE 616 or ENVE 617
(continued)

Commented [GM2]: The number of hours were not previously listed for this course.

- (3) Solid/Hazardous Waste: ENVE 620 or ENVE 625
- (4) Air Pollution: ENVE 611, ENVE 612, ENVE 680, or ES 604
- (5) Hydraulics/Hydrology: ENVE 670, ENVE 671, or ENVE 672
- (6) Env. Remediation/ Risk/Mgmt.: ENVE 682, ES 514, ES 620

ES 514 Environmental Risk Assessment

ES 550 Environmental Law

TEENGR 699 Comprehensive Project.....3 hrs.

ENGR 610 Applied Statistics.....3 hrs.

One of the following three courses:

ES 620 Environmental Management Systems

ES 640 Groundwater Principles

ES 646 Dynamics of Ecosystems

Elective courses

See approved Environmental Engineering electives that follow.....6-12 hrs.

Commented [GM3]: The lines below were a typographical error should be deleted from the catalog.

Thesis Option (30 hours)

Required courses

One of ENGR 610, ENGR 620, or ME 601.....3 hrs.

ENVE 615 Environmental Chemistry.....3 hrs.

ENGR 682 Research.....6 hrs.

Three courses--one per category--from among the following six categories.....9 hrs.

(1) Project Management: EM 660

(2) Water/Wastewater: ENVE 616 or ENVE 617

(3) Solid/Hazardous Waste: ENVE 620 or ENVE 625

(4) Air Pollution: ENVE 611, ENVE 612, ENVE 680, or ES 604

(5) Hydraulics/Hydrology: ENVE 670, ENVE 671, or ENVE 672

(6) Env. Remediation/ Risk/Mgmt.: ENVE 682, ES 514, ES 620

Elective course

See approved Environmental Engineering electives that follow.....3-9 hrs.

Commented [GM4]: Another typographical error.

Coursework Only Option (33 hours)

Required courses

One of ENGR 610, ENGR 620, or ME 601.....3 hrs.

ENVE 615 Environmental Chemistry.....3 hrs.

Three courses--one per category--from among the following six categories.....9 hrs.

(1) Project Management: EM 660

(2) Water/Wastewater: ENVE 616 or ENVE 617

(3) Solid/Hazardous Waste: ENVE 620 or ENVE 625

(4) Air Pollution: ENVE 611, ENVE 612, ENVE 680, or ES 604

(5) Hydraulics/Hydrology: ENVE 670, ENVE 671, or ENVE 672

(6) Env. Remediation/ Risk/Mgmt.: ENVE 682, ES 514, ES 620

Elective courses

See approved Environmental Engineering electives that follow.....18 hrs.

Commented [GM5]: Another typographical error.

Approved Elective Courses for the Environmental Engineering Major

Any ENVE course;

Any course listed above not already taken;

ES 550, Environmental Law;

ES 630, Environmental Site Assessment;

ES 640, Groundwater Principles and Monitoring;

Other courses approved in advance by the student's advisor.

MAJOR: Transportation and Infrastructure Engineering

Each Transportation and Infrastructure Engineering major must have completed the Foundation Courses listed below (and their associated prerequisites), or their equivalents as approved by his or her advisor, before being fully admitted. Until this requirement is satisfied, the student can only receive Provisional admission to the program. All other admission requirements must still be satisfied.

Foundation courses

CE 312	Structural Analysis
CE 342	Transportation Engineering
CE 413	Reinforced Concrete or CE 414 Steel Design

Students pursuing the Project Option or the Thesis Option must choose either Transportation Engineering or Structural Engineering as their primary focus. The other discipline will be the student's secondary focus. Three courses must be completed in the primary focus and two courses in the secondary focus for the Project and Thesis options. The Coursework Only Option requires three courses in both disciplines.

Project Option (30 hours)

ENGR 610	Applied Statistics or other Advisor-Approved MTH course	3 hrs.
Three (3) Courses in Primary Focus (Structural Engineering or Transportation Engineering		9 hrs.
Two (2) Courses in Secondary Focus (Structural Engineering or Transportation Engineering		6 hrs.
Three (3) Elective Courses		9 hrs.
TE-ENGR 699	Comprehensive Project	3 hrs.

Thesis Option (30 hours)

ENGR 610	Applied Statistics or other Advisor-Approved MTH course	3 hrs.
Three (3) Courses in Primary Focus (Structural Engineering or Transportation Engineering		9 hrs.
Two (2) Courses in Secondary Focus (Structural Engineering or Transportation Engineering		6 hrs.
Two (2) Elective Courses		6 hrs.
ENGR 682	Research	6 hrs.

Coursework-Only Option (33 hours)

ENGR 610	Applied Statistics or other Advisor-Approved MTH course	3 hrs.
EM 660	Project Management	3 hrs.
Three (3) Courses in Structural Engineering		9 hrs.
Three (3) Courses in Transportation Engineering		9 hrs.
Three (3) Elective Courses		9 hrs.

Structural Engineering Courses

CE 612	Structural Steel Design and Behavior	3 hrs.
CE 614	Advanced Reinforced Concrete Structure Design and Behavior	3 hrs.
CE 615	Finite Element Applications in Civil Engineering	3 hrs.
CE 616	Pre-stressed Concrete Design	3 hrs.
CE 618	Bridge Engineering	3 hrs.
ENGR 570	Finite Element Analysis	3 hrs.
ENGR 670	Advanced Stress Analysis	3 hrs.

Commented [GM6]: CE 615 has been replaced with ENGR 570.

Transportation Engineering Courses

CE 534	Geometric Design of Highways	3 hrs.
CE 538	Pavement Design	3 hrs.
CE 634	Traffic Engineering	3 hrs.
CE 635	Evaluation of Transportation Systems	3 hrs.
CE 636	Transportation Planning	3 hrs.
CE 637	Highway Safety Engineering	3 hrs.

Commented [GM7]: Both of these courses are staples in the field of structural engineering and are appropriate for those students majoring in Transportation and Infrastructure Engineering to take to fulfill their degree requirements.

Approved Elective Courses for the Transportation and Infrastructure Engineering Major

Any Transportation Engineering or Structural Engineering course not already taken.

~~Any ENVE (Environmental Engineering) course approved in advance by the student's advisor.~~

~~Any EM (Engineering Management) course approved in advance by the student's advisor.~~

Other courses approved in advance by the student's advisor.

Commented [GM8]: This language correction is intended to allow for additional options, such as EE, ENGR, and ME courses, to be used towards a student's degree (with advisor approval).

ENVIRONMENTAL SCIENCE, M.S. Minor in Environmental Science

Program Description

The environmental science program gives the student the broad multi-disciplinary subject matter and analytical tools necessary to be successful in such professions as consulting, industrial environmental management and environmental protection. Students from diverse science backgrounds apply their knowledge and skills to environmental problems, such as air pollution and control; water pollution and treatment; groundwater protection, contamination and remediation; solid and hazardous waste management.

Admission Requirements

Applicants should follow the admissions process described in this catalog or at the Graduate Admissions website: www.marshall.edu/graduate/admissions/how-to-apply-for-admission.

Each applicant must satisfy at least ONE of the following criteria:

- Score at the mean or above on the verbal GRE
- Score at the mean or above on the quantitative GRE
- Score at the mean or above on the analytical GRE
- Score at the mean or above on the Miller Analogies Test
- Have an undergraduate GPA of 2.50 or above
- Have passed the Fundamentals of Engineering exam and/or the Professional Engineering exam

In addition to the general requirements all students entering the graduate Environmental Science program must have completed prior to admission the following courses OR their equivalent:

Chemistry 211 and Math 130 with a grade of C or better, AND a minimum total of FIVE (5) courses/ competencies, relevant to environmental science, from the following: Chemistry (200 level or above); Physics (200 level or above); Biology; Geology; Geography; Statistics; Soil Science; Law; Health and Economics; 10 years relevant work experience.

Degree Requirements

Students must complete 36 graduate credit hours at the graduate level, including at least 24 credit hours at Marshall University. The degree consists of 12 credit hours of core courses; 12 credit hours of required courses; and 12 credit hours of electives.

Core Courses

EM	660	Project Management
ENGR	610	Applied Statistics
TE	698	Comprehensive Project Formulation (or ES 585, Introduction to Environmental Science)
TE	699	Comprehensive Project - after completion of 27 hours
ES	680	Thesis, may be taken instead of TE 698 and TE 699.

Additional Degree Requirements for Program

Required Courses

ES	514	Environmental Risk Assessment
ENVE	615	Environmental Chemistry
ES	550	Environmental Law I (or ES 662 or ES 655)
ES	620	Environmental Management Systems (or ES 640 or ES 646)

New Catalog Description

Plan of Study

Students are required to complete a Plan of Study form in consultation with their academic advisors before the students can begin their program of study. This is usually done the week before the first day of classes of first semester.

Core Courses

CS 620	Applied Algorithms
CS 660	Big Data Systems

500-level Elective Courses

Any of the following courses may be used as 500-level electives:

CS 502	Computer Architecture
CS 504	High Performance Computing
CS 505	Computing for Bioinformatics
CS 510	Database Systems
CS 540	Digital Image Processing
CS 550	Information Retrieval
CS 552	Natural Language Processing

600-level Elective Courses

Any of the following courses may be used as 600-level electives:

CS 605	Software Specifications
CS 610	Software Design
CS 615	Software Testing
CS 625	AI Principles and Methods
CS 630	Machine Learning
CS 645	Advanced Topics in Bioinformatics
CS 650-653	Special Topics
CS 670	Visual Analytics
CS 685-688	Independent Study
CS 690	Comprehensive Project
CS 681	Thesis

ENGINEERING, M.S.

Majors

**Engineering Management
Environmental Engineering
Transportation and Infrastructure Engineering.**

Program Description

The M.S. in Engineering (M.S.E.) program is an interdisciplinary engineering program designed to meet the specific needs of engineers employed in industry, government, and consulting, as well as those desiring a traditional research-based graduate degree. The program offers a broad core curriculum with opportunities for concentrated study in three majors: Engineering Management, Environmental Engineering, and Transportation and Infrastructure Engineering.

Admission Requirements

Applicants should follow the admissions process described in this catalog or at the Graduate Admissions website: www.marshall.edu/graduate/admissions/how-to-apply-for-admission. Each applicant for admission to the M.S. in Engineering degree program must have an undergraduate engineering degree from either an accredited ABET curriculum or an internationally recognized program and meet one of the following (A, B, or C) admission requirement options:

- A. Pass the PE exam, or
- B. Have an undergraduate cumulative GPA of 3.00 or greater, or
- C. Have an undergraduate cumulative GPA of 2.50 or greater, and satisfy at least two of the following:
 - (1) Pass the FE exam;
 - (2) Verbal GRE score of at least 145;

(continued)

- (3) quantitative GRE score at least 150; and/or
- (4) analytical writing GRE score at least 3.0.

Additionally, to be considered for admission, international students must have an iBT TOEFL score of at least 85. or a Paper-Based TOEFL score of at least 527.

Students who do not meet admission requirement options A, B, or C are welcome to apply, and their applications will be considered for admission on a case-by-case basis. The program admission recommendation will be decided by the M.S.E. degree program coordinator based on a combination of GRE scores and level of performance in undergraduate engineering coursework. ,

Applicants who do not meet the above criteria but who do have an undergraduate engineering degree are welcome to apply as non-degree seeking students and take courses toward an M.S.E. degree. If a non-degree seeking student has at least a minimum cumulative graduate GPA of 3.30 in his or her first 9 credit hours of CITE M.S.E. courses, that student may re-apply to the university to be considered for admission to the M.S.E. degree program.

Eligibility to take the PE exam is based primarily on completion of an ABET-accredited undergraduate engineering degree in most states. Completion of a M.S.E. graduate degree at an institution with an ABET-accredited undergraduate degree does not fulfill that requirement to take the PE exam.

Degree Requirements

Each degree candidate is required to complete at least 30-33 graduate credit hours, depending on the option chosen below (project, thesis, or coursework only), with a cumulative Grade Point Average of 3.0 for the courses included in the student's Plan of Study. At least one-half of the minimum required hours for the degree must be earned in classes numbered 600 or above.

Each degree-seeking student must file an approved Plan of Study, developed with a faculty advisor, before the student registers for the 12th credit hour. The Academic Regulations portion of the Graduate Catalog may be consulted for additional information.

A student may only earn the M.S.E. degree once. Therefore, students wishing to complete two of the three M.S.E. majors (*i.e.*, double major) must complete all requirements for both majors before the degree is awarded. A maximum of 12 credit hours may be counted toward both majors, as approved by the student's academic advisor in each major. An option must be selected for each major and the two options are permitted to be different. However, each major must have its own comprehensive assessment (*i.e.*, comprehensive project, thesis, or comprehensive examination). For example, a single thesis and defense cannot satisfy the requirements for both majors.

Students may choose to complete either the project option, the thesis option, or the coursework only option after consultation with their academic advisors.

Project Option. The comprehensive project involves the application of coursework completed as part of the degree to a practical problem. Students will work with their advisors to identify an appropriate project and scope. Students must prepare a formal written report and deliver an oral presentation to a committee. Students register for ENGR 699, Comprehensive Project (3 hrs.) during the semester in which their project will be completed and presented, but preliminary work on the project may commence before that semester.

Thesis Option. The thesis option involves the completion of 6 hours of research (ENGR 682) under the direction of an advisor on an approved project. Students must summarize their work in the form of a formal, written document and successfully defend the thesis before a committee. Thesis work is typically conducted over two semesters.

Coursework Only Option. Students can complete 33 hours of coursework and then complete a comprehensive examination within the last two semesters of graduation to fulfill the requirements of their degree program. Examinations will be administered once per semester for all students.

MAJOR: Engineering Management

Project Option (30 hours)

Required courses

EM 620	Management of Technical Human Resources and Organizations	3 hrs.
EM 660	Project Management.....	3 hrs.
EM 668	Operations Management.....	3 hrs.
EM 670	Seminar in Engineering Management.....	3 hrs.
EM 675	Engineering Economics (or TM equivalent).....	3 hrs.
EM 694	Engineering Law.....	3 hrs.

ENGR 610	Applied Statistics.....	3 hrs.
ENGR 699	Comprehensive Project.....	3 hrs.
<i>Elective courses</i>		
See approved Engineering Management electives below		6 hrs.

Thesis Option (30 hours)

Required courses

EM 620	Management of Technical Human Resources and Organizations	3 hrs.
EM 660	Project Management.....	3 hrs.
EM 668	Operations Management.....	3 hrs.
EM 670	Seminar in Engineering Management.....	3 hrs.
EM 675	Engineering Economics (or TM equivalent).....	3 hrs.
EM 694	Engineering Law.....	3 hrs.
ENGR 610	Applied Statistics.....	3 hrs.
ENGR 682	Research	6 hrs.

Elective course

See approved Engineering Management electives below3 hrs.

Coursework Only Option (33 hours)

Required courses

EM 620	Management of Technical Human Resources and Organizations	3 hrs.
EM 660	Project Management.....	3 hrs.
EM 668	Operations Management.....	3 hrs.
EM 670	Seminar in Engineering Management.....	3 hrs.
EM 675	Engineering Economics (or TM equivalent).....	3 hrs.
EM 694	Engineering Law.....	3 hrs.
ENGR 610	Applied Statistics.....	3 hrs.

Elective courses

See approved Engineering Management electives below12 hrs.

Approved Elective Courses for the Engineering Management Major

Any EM (Engineering Management) course.

Any TM (Technology Management) course.

Any College of Business course approved in advance by the advisor.

Any engineering course approved in advance by the advisor.

MAJOR: Environmental Engineering

Each Environmental Engineering major must have completed the Foundation Courses listed below (and their associated prerequisites), or their equivalents as approved by his or her advisor, before being fully admitted. Until this requirement is satisfied, the student can only receive Provisional admission to the program. All other admission requirements must still be satisfied.

Foundation courses

ENGR 318	Fluid Mechanics
CE 331	Hydraulic Engineering
CE 432	Water/Wastewater Treatment

Project Option (30 hours)

Required courses

One of ENGR 610, ENGR 620, or ME 601.....		3 hrs.
ENVE 615	Environmental Chemistry	3 hrs.
ENGR 699	Comprehensive Project	3 hrs.

Three courses--one per category--from among the following six categories9 hrs.

(1) Project Management: EM 660

(2) Water/Wastewater: ENVE 616 or ENVE 617
(continued)

- (3) Solid/Hazardous Waste: ENVE 620 or ENVE 625
- (4) Air Pollution: ENVE 611 . ENVE 612. ENVE 680. or ES 604
- (5) Hydraulics/Hydrology: ENVE 670, ENVE 671. or ENVE 672
- (6) Env. Remediation/ Risk/Mgmt.: ENVE 682. ES 514. ES 620

Elective courses

See approved Environmental Engineering electives that follow..... 12 hrs.

Thesis Option (30 hours)

Required courses

- One of ENGR 610, ENGR 620, or ME 601..... 3 hrs.
- ENVE 615 Environmental Chemistry 3 hrs.
- ENGR 682 Research 6 hrs.

Three courses--one per category--from among the following six categories 9 hrs.

- (1) Project Management: EM 660
- (2) Water/Wastewater: ENVE 616 or ENVE 617
- (3) Solid/Hazardous Waste: ENVE 620 or ENVE 625
- (4) Air Pollution: ENVE 611 . ENVE 612. ENVE 680 or ES 604
- (5) Hydraulics/Hydrology: ENVE 670, ENVE 671. or ENVE 672
- (6) Env. Remediation/ Risk/Mgmt.: ENVE 682. ES 514. ES 620

Elective course

See approved Environmental Engineering electives that follow..... 9 hrs.

Coursework Only Option (33 hours)

Required courses

- One of ENGR 610, ENGR 620, or ME 601..... 3 hrs.
- ENVE 615 Environmental Chemistry 3 hrs.

Three courses--one per category--from among the following six categories 9 hrs.

- (1) Project Management: EM 660
- (2) Water/Wastewater: ENVE 616 or ENVE 617
- (3) Solid/Hazardous Waste: ENVE 620 or ENVE 625
- (4) Air Pollution: ENVE 611 . ENVE 612. ENVE 680. or ES 604
- (5) Hydraulics/Hydrology: ENVE 670, ENVE 671. or ENVE 672
- (6) Env. Remediation/ Risk/Mgmt.: ENVE 682. ES 514. ES 620

Elective courses

See approved Environmental Engineering electives that follow..... 18 hrs.

Approved Elective Courses for the Environmental Engineering Major

- Any ENVE course;
- Any course listed above not already taken;
- ES 550, Environmental Law;
- ES 630, Environmental Site Assessment;
- ES 640, Groundwater Principles and Monitoring;
- Other courses approved in advance by the student's advisor.

MAJOR: Transportation and Infrastructure Engineering

Each Transportation and Infrastructure Engineering major must have completed the Foundation Courses listed below (and their associated prerequisites), or their equivalents as approved by his or her advisor, before being fully admitted. Until this requirement is satisfied, the student can only receive Provisional admission to the program. All other admission requirements must still be satisfied.

Foundation courses

CE 312	Structural Analysis
CE 342	Transportation Engineering
CE 413	Reinforced Concrete or CE 414 Steel Design

Students pursuing the Project Option or the Thesis Option must choose either Transportation Engineering or Structural Engineering as their primary focus. The other discipline will be the student's secondary focus. Three courses must be completed in the primary focus and two courses in the secondary focus for the Project and Thesis options. The Coursework Only Option requires three courses in both disciplines.

Project Option (30 hours)

ENGR 610	Applied Statistics or other Advisor-Approved MTH course	3 hrs.
Three (3) Courses in Primary Focus (Structural Engineering or Transportation Engineering		9 hrs.
Two (2) Courses in Secondary Focus (Structural Engineering or Transportation Engineering		6 hrs.
Three (3) Elective Courses		9 hrs.
ENGR 699	Comprehensive Project	3 hrs.

Thesis Option (30 hours)

ENGR 610	Applied Statistics or other Advisor-Approved MTH course	3 hrs.
Three (3) Courses in Primary Focus (Structural Engineering or Transportation Engineering		9 hrs.
Two (2) Courses in Secondary Focus (Structural Engineering or Transportation Engineering		6 hrs.
Two (2) Elective Courses		6 hrs.
ENGR 682	Research	6 hrs.

Coursework-Only Option (33 hours)

ENGR 610	Applied Statistics or other Advisor-Approved MTH course	3 hrs.
EM 660	Project Management	3 hrs.
Three (3) Courses in Structural Engineering		9 hrs.
Three (3) Courses in Transportation Engineering		9 hrs.
Three (3) Elective Courses		9 hrs.

Structural Engineering Courses

CE 612	Structural Steel Design and Behavior	3 hrs.
CE 614	Advanced Reinforced Concrete Structure Design and Behavior	3 hrs.
CE 616	Pre-stressed Concrete Design	3 hrs.
CE 618	Bridge Engineering	3 hrs.
ENGR 570	Finite Element Analysis	3 hrs.
ENGR 670	Advanced Stress Analysis	3 hrs.

Transportation Engineering Courses

CE 534	Geometric Design of Highways	3 hrs.
CE 538	Pavement Design	3 hrs.
CE 634	Traffic Engineering	3 hrs.
CE 635	Evaluation of Transportation Systems	3 hrs.
CE 636	Transportation Planning	3 hrs.
CE 637	Highway Safety Engineering	3 hrs.

Approved Elective Courses for the Transportation and Infrastructure Engineering Major

Any Transportation Engineering or Structural Engineering course not already taken.

Other courses approved in advance by the student's advisor.

ENVIRONMENTAL SCIENCE, M.S.

Minor in Environmental Science

Program Description

The environmental science program gives the student the broad multi-disciplinary subject matter and analytical tools necessary to be successful in such professions as consulting, industrial environmental management and environmental protection. Students from diverse science backgrounds apply their knowledge and skills to environmental problems, such as air pollution and control; water pollution and treatment; groundwater protection, contamination and remediation; solid and hazardous waste management.

Admission Requirements

Applicants should follow the admissions process described in this catalog or at the Graduate Admissions website: www.marshall.edu/graduate/admissions/how-to-apply-for-admission.

Each applicant must satisfy at least ONE of the following criteria:

- Score at the mean or above on the verbal GRE
- Score at the mean or above on the quantitative GRE
- Score at the mean or above on the analytical GRE
- Score at the mean or above on the Miller Analogies Test
- Have an undergraduate GPA of 2.50 or above
- Have passed the Fundamentals of Engineering exam and/or the Professional Engineering exam

In addition to the general requirements all students entering the graduate Environmental Science program must have completed prior to admission the following courses OR their equivalent:

Chemistry 211 and Math 130 with a grade of C or better, AND a minimum total of FIVE (5) courses/ competencies, relevant to environmental science, from the following: Chemistry (200 level or above); Physics (200 level or above); Biology; Geology; Geography; Statistics; Soil Science; Law; Health and Economics; 10 years relevant work experience.

Degree Requirements

Students must complete 36 graduate credit hours at the graduate level, including at least 24 credit hours at Marshall University. The degree consists of 12 credit hours of core courses; 12 credit hours of required courses; and 12 credit hours of electives.

Core Courses

EM	660	Project Management
ENGR	610	Applied Statistics
TE	698	Comprehensive Project Formulation (or ES 585, Introduction to Environmental Science)
TE	699	Comprehensive Project - after completion of 27 hours
ES	680	Thesis, may be taken instead of TE 698 and TE 699.

Additional Degree Requirements for Program

Required Courses

ES	514	Environmental Risk Assessment
ENVE	615	Environmental Chemistry
ES	550	Environmental Law I (or ES 662 or ES 655)
ES	620	Environmental Management Systems (or ES 640 or ES 646)

Request for Graduate Non-Curricular Changes

PLEASE USE THIS FORM FOR ALL NON-CURRICULAR CHANGE REQUESTS (changes in admission requirements or requirements for graduation, changes in or new policies/procedures, changes in program descriptions in catalog, general language changes in catalog.)

SIGNATURES may not be required, depending on the nature of the request and from where it originates. Consult Graduate Council chair.

1. Prepare one paper copy with all signatures and supporting material and forward to the Graduate Council Chair.
2. E-mail one PDF copy without signatures to the Graduate Council Chair.
3. **The Graduate Council cannot process this application until it has received both the PDF copy and the signed hard copy.**

College: Science

Dept/Division: Geology/ Physical Sciences

Contact Person: Aley El-Shazly

Phone: 304-696-6756

Rationale
for Request(May attach
separate page
if needed)

- 1- With the number of applicants to our program increasing, and given the small number of faculty in our department, there is a need to become more selective. Requesting recommendation letters from all applicants would help us decide on who to admit into our program.
- 2- There is a need to indicate the deadline for submitting/ approving the thesis proposal.
- 3- There is a need to refer candidates to the guidelines for scientific writing available on the departmental website.
- 4- There is a need to specify the normal and maximum time needed for completion of the M.S. degree, and for those candidates who have mitigating circumstances, there is a need to indicate that they are allowed to petition the thesis committee.

Signatures: if disapproved at any level, do not sign. Return to previous signer with recommendation attached.

NOTE: all requests may not require all signatures.

Department/Division Chair _____	Date <u>5/17/2016</u>
Registrar <u>Roberta Ferguson</u>	Date <u>5/18/16</u>
College Curriculum Committee Chair <u>Stacy DeLo</u> (or Dean if no college curriculum committee)	Date <u>5/17/16</u>
Graduate Council Chair <u>Tracy Christofero</u>	Date <u>11-6-16</u>

NOTE: please complete information required on the following pages before obtaining signatures above.

Request for Graduate Non-Curricular Changes-Page 2

1. Current Catalog Description (if applicable): Please insert the catalog description from the current catalog for entries you would like to change. (May attach separate page if needed)

Admission Requirements

Applicants should follow the admissions process described in this catalog or at the Graduate Admissions website at www.marshall.edu/graduate/admissions/how-to-apply-for-admission.

In addition:

- a. The applicant must have an undergraduate Grade Point Average (GPA) of 3.0 or higher on a 4.0 scale in their major;
- b. Applicants with a GPA between 2.5 and 3.0 in their major may be provisionally admitted to the Geology emphasis program with the unanimous approval of the Geology faculty;
- c. Applicants who do not meet Marshall's requirements for a B.S. in Geology may be required to take additional courses (as determined by the Geology faculty), in addition to graduate coursework, to provide an adequate foundation in the area of emphasis. The foundation courses may be undergraduate courses.

Requirements for Geology Area of Emphasis

1. The M.S. candidate must pass a qualifying examination during the first eight weeks of his or her first semester of graduate work. The exam will be administered orally by the Geology faculty and will be coordinated by the student's thesis advisor. The candidate will be allowed two attempts to pass the qualifying exam. If the candidate fails to pass the qualifying exam after two attempts, the candidate must withdraw from the program at the end of his/her first semester and may not re-enter the program until the following academic year.
2. Following successful completion of the qualifying exam, and prior to the end of the first semester of graduate work, the candidate must submit to the Graduate College a Plan of Study approved by the Geology faculty. The plan must include a total of at least 32 hours, at least 16 of which must be earned in classes numbered 600 or above. In addition, the curriculum must include at least 12 hours of 500-600 level geology courses. A maximum of six hours may be taken as thesis credit.
3. Following approval of the Plan of Study, the candidate must form a thesis committee with the mutual consent of his/ her advisor, and nominated faculty. The committee will consist of at least three faculty members with graduate status, at least two of whom are faculty members from the Geology Department. All faculty members on the committee must hold a terminal degree in their field. If agreed by the candidate and his/her advisor, a person from outside the university and familiar with the thesis topic, such as a professional from government or industry, may be added to the committee as an ex-officio member. (Any ex-officio members of the committee will not participate in the qualifying exam).
4. The candidate must submit a thesis proposal by the end of his/her second semester. This document will contain an introduction to the thesis subject, with a clear statement of the significance of the work to be done. Sufficient background on the topic and a proposed plan of research methods to complete the thesis are also required.
5. The candidate will be evaluated by a letter grade in all graduate coursework with the exception of the 6 hours of thesis work, which will be evaluated by a CR/NC grade. No candidate will earn his/her degree unless he/she obtains a "CR" grade for the thesis.
6. The candidate should submit an application for graduation to the Graduate College at the beginning of the semester in which he/she plans to graduate.
7. Upon completion of his/her thesis work, the candidate will submit a draft of the thesis to his/her advisor. Once the draft thesis has been approved by the advisor, the candidate will submit the draft thesis to his/her thesis committee.
8. The candidate must orally present and successfully defend his/her thesis before his/her (see attached file)

Request for Graduate Non-Curricular Changes-Page 3

2. Edits to current description: Attach a PDF copy of the current catalog description prepared in MS WORD with strikethroughs to mark proposed deletions and use the highlight function to indicate proposed new text.

Graduate Council
Request for Non-Curricular Changes-Page 4

3. **New Catalog Description:** Provide a "clean" copy of your proposed description without strikethroughs or highlighting. This should be what you are proposing for the new description. (May attach separate page if needed)

Graduate Council Request for Non-Curricular Changes-Page 5

Please insert in the text box below your proposed change information for the Graduate Council agenda. Please enter the information exactly in this way (including headings):

Type of change request:

Department:

Degree program:

Effective date (*Fall/Spring/Summer, Year*)

Type of Change request: Non-curricular; changes to Admission Requirements and Program Requirements.

Department: Geology

Degree Program: Physical Science, Geoscience Concentration

Effective Date: Fall, 2016.

DEPARTMENT OF GEOLOGY

Requirements for M.S. Physical Science (Geology Concentration)

Catalog Copy

Physical and Applied Science, M.S. (Geology Area of Emphasis)

Admission Requirements

Applicants should follow the admissions process described in this catalog or at the Graduate Admissions website at www.marshall.edu/graduate/admissionsrequirements.asp.

In addition,

- a. Applicants must have an undergraduate Grade Point Average (GPA) of 3.0 or higher on a 4.0 scale in their major.
- a.b. Applicants external to Marshall University Geology Department must arrange for THREE recommendation letters mailed (or e-mailed) to the Department Chair.
- b.c. Applicants with a GPA between 2.5 and 3.0 in their major may be provisionally admitted to the program with the unanimous approval of Geology Faculty.
- c.d. Applicants who do not meet Marshall's requirements for a B.S. in Geology may be required to take additional courses (as determined by the Geology Faculty), in addition to graduate coursework, to provide an adequate foundation in the area of emphasis. The foundation courses may be undergraduate courses.

Program Requirements

1. Students must pass a qualifying examination during the first eight weeks of their first semester of graduate work. The exam will be administered orally by the Geology faculty and will be coordinated by the student's thesis advisor. Students will be allowed two attempts to pass the qualifying exam. If a student fails to pass the qualifying exam on the first or second attempt, the student must withdraw from the program at the end of their first semester and may not reapply until one academic year later.
2. Following successful completion of the qualifying exam, and prior to the end of the first semester of graduate work, students must submit to the Graduate College a Plan of Study approved by the Geology faculty. The Plan must include a total of at least 32 hours, at least 16 of which must be earned in classes numbered 600 or above. In addition, the curriculum must include at least 12 hours of 500-600 level geology courses. A maximum of six hours may be taken as thesis credit.

3. Following approval of the Plan of Study, students form a thesis committee with the mutual consent of the candidate, his/ her advisor, and nominated faculty. The committee will consist of at least three faculty members with graduate status, at least two of whom are faculty members from the Geology Department.
- 3.4. Following successful passing of the qualifying exam, the student must submit a thesis proposal to his/her committee. The proposal must be approved by the committee no later than the end of the student's second semester of enrollment in the plan. Guidelines for writing the research proposal can be found on the departmental website.
- 4.5. Students will be evaluated by a letter grade in all graduate coursework with the exception of the 6 hours of thesis work, which will be evaluated by a CR/NC grade. No student will earn his/her degree unless he/she obtains a "CR" grade for his/her thesis.
- 5.6. Students should submit an application for graduation to the Graduate College at the beginning of the semester in which they plan to graduate.
- 6.7. Upon completion of his/ her thesis work, the student will submit a draft of his/her thesis approved by his/her advisor to the thesis committee. Guidelines for scientific writing can be found on the departmental website.
- 7.8. The student must orally present and successfully defend his/her thesis before his/her thesis committee. The oral presentation ~~will not exceed 45 minutes, and~~ will be open to the public. The subsequent question and answer session by the committee will focus solely on the student's research, and will be closed to the public. Upon completion of the Q & A session ~~(which should not last more than 45 minutes)~~, the student will be asked to leave the room, while the committee members deliberate. The student's thesis advisor will communicate the results of deliberation to the student. Should the student not pass his/ her thesis defense, he or she will be allowed two more attempts at defending his/her thesis. Conference or meeting presentations will not substitute for the oral defense.
9. The student must submit a final copy of his/her thesis with all revisions requested by the committee members to the committee for final approval. Once the committee approves the student's thesis, the student will be given permission to upload a pdf version of the thesis on the Graduate College *ETD Administrator* website. The student's advisor is responsible for proof-reading this version to ensure that it is identical to the version approved by his/her thesis committee.
10. Normal time for completion of the M.S. degree is 2.5 years. A student must complete all requirements for graduation within five calendar years from the date of successful completion of his/her qualifying exam. Otherwise, his/her thesis hours will no longer count towards graduation.
- 8.11. A student who fails to satisfy criterion 10 above may petition his/her thesis committee explaining the circumstances behind this delay.

DEPARTMENT OF GEOLOGY

Requirements for M.S. Physical Science (Geology Concentration)

Catalog Copy

Physical and Applied Science, M.S. (Geology Area of Emphasis)

Admission Requirements

Applicants should follow the admissions process described in this catalog or at the Graduate Admissions website at www.marshall.edu/graduate/admissionsrequirements.asp.

In addition,

- a. Applicants must have an undergraduate Grade Point Average (GPA) of 3.0 or higher on a 4.0 scale in their major.
- b. Applicants external to Marshall University Geology Department must arrange for THREE recommendation letters mailed (or e-mailed) to the Department Chair.
- c. Applicants with a GPA between 2.5 and 3.0 in their major may be provisionally admitted to the program with the unanimous approval of Geology Faculty.
- d. Applicants who do not meet Marshall's requirements for a B.S. in Geology may be required to take additional courses (as determined by the Geology Faculty), in addition to graduate coursework, to provide an adequate foundation in the area of emphasis. The foundation courses may be undergraduate courses.

Requirements for Geology Area of Emphasis

- 1. Students must pass a qualifying examination during the first eight weeks of their first semester of graduate work. The exam will be administered orally by the Geology faculty and will be coordinated by the student's thesis advisor. Students will be allowed two attempts to pass the qualifying exam. If a student fails to pass the qualifying exam on the first or second attempt, the student must withdraw from the program at the end of their first semester and may not reapply until one academic year later.
- 2. Following successful completion of the qualifying exam, and prior to the end of the first semester of graduate work, students must submit to the Graduate College a Plan of Study approved by the Geology faculty. The Plan must include a total of at least 32 hours, at least 16 of which must be earned in classes numbered 600 or above. In addition, the curriculum must include at least 12 hours of 500-600 level geology courses. A maximum of six hours may be taken as thesis credit.

3. Following approval of the Plan of Study, students form a thesis committee with the mutual consent of the candidate, his/ her advisor, and nominated faculty. The committee will consist of at least three faculty members with graduate status, at least two of whom are faculty members from the Geology Department.
4. Following successful passing of the qualifying exam, the student must submit a thesis proposal to his/her committee. The proposal must be approved by the committee no later than the end of the student's second semester of enrollment in the plan. Guidelines for writing the research proposal can be found on the departmental website.
5. Students will be evaluated by a letter grade in all graduate coursework with the exception of the 6 hours of thesis work, which will be evaluated by a CR/NC grade. No student will earn his/her degree unless he/she obtains a "CR" grade for his/her thesis.
6. Students should submit an application for graduation to the Graduate College at the beginning of the semester in which they plan to graduate.
7. Upon completion of his/ her thesis work, the student will submit a draft of his/her thesis approved by his/her advisor to the thesis committee. Guidelines for scientific writing can be found on the departmental website.
8. The student must orally present and successfully defend his/her thesis before his/her thesis committee. The oral presentation will be open to the public. The subsequent question and answer session by the committee will focus solely on the student's research, and will be closed to the public. Upon completion of the Q & A session, the student will be asked to leave the room, while the committee members deliberate. The student's thesis advisor will communicate the results of deliberation to the student. Should the student not pass his/ her thesis defense, he or she will be allowed two more attempts at defending his/her thesis. Conference or meeting presentations will not substitute for the oral defense.
9. The student must submit a final copy of his/her thesis with all revisions requested by the committee members to the committee for final approval. Once the committee approves the student's thesis, the student will be given permission to upload a pdf version of the thesis on the Graduate College *ETD Administrator* website. The student's advisor is responsible for proof-reading this version to ensure that it is identical to the version approved by his/her thesis committee.
10. Normal time for completion of the M.S. degree is 2.5 years. A student must complete all requirements for graduation within five calendar years from the date of successful completion of his/her qualifying exam. Otherwise, his/her thesis hours will no longer count towards graduation.
11. A student who fails to satisfy criterion 10 above may petition his/her thesis committee explaining the circumstances behind this delay.

Request for Graduate Course Change

1. Prepare one paper copy with all signatures and supporting material and forward to the Graduate Council Chair.
2. E-mail one identical PDF copy to the Graduate Council Chair. If attachments included, please merge into a single file.
3. **The Graduate Council cannot process this application until it has received both the PDF copy and the signed hard copy.**

College: COHP

Dept/Division: School of Kinesiology

Current Alpha Designator/Number: HS 630

Contact Person: Joseph A. Beckett, EdD, ATC

Phone: 304-696-2929

CURRENT COURSE DATA:

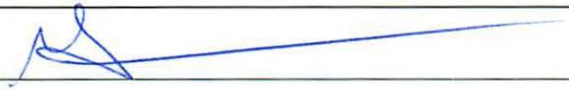
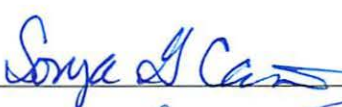

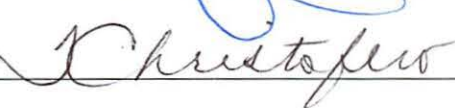
Course Title: Seminar in Athletic Training

Alpha Designator/Number: H S 6 3 0

Title Abbreviation: S E M I N A R I N A T

1. Complete this **five** page form in its entirety and route through the departments/committees below for changes to a course involving: course title, alpha designator, course number, course content, credit hours, or catalog description.
2. If this change will affect other departments that require this course, please send a memo to the affected department and include it with this packet, as well as the response received from the affected department.
3. If the changes made to this course will make the course similar in title or content to another department's courses, please send a memo to the affected department and include it with this packet as well as the response received from the affected department.
4. List courses, if any, that will be deleted because of this change (*must submit course deletion form*).
5. If the faculty requirements and/or equipment need to be changed upon approval of this proposal, attach a written estimate of additional needs.

Signatures: if disapproved at any level, do not sign. Return to previous signer with recommendation attached.

Dept. Chair/Division Head 	Date <u>8/30/16</u>
Registrar  510913	Date <u>9/9/16</u>
College Curriculum Chair 	Date <u>9/15/16</u>
Graduate Council Chair 	Date <u>11-6-16</u>

Request for Graduate Course Change - Page 2

College: COHP

Department/Division: School of Kinesiology

Alpha Designator/Number: HS 630

Provide complete information regarding the course change for each topic listed below.

Change in CATALOG TITLE: ☐ YES ☒ NO

From

 (limited to 30 characters and spaces)

To

If Yes, Rationale

Change in COURSE ALPHA DESIGNATOR:

From:

 To:

☐ YES ☒ NO

If Yes, Rationale

Change in COURSE NUMBER: ☐ YES ☒ NO

From:

 To:

If Yes, Rationale

Change in COURSE GRADING

From ☐ Grade To ☐ Credit/No Credit

Rationale

Change in CATALOG DESCRIPTION: ☒ YES ☐ NO IF YES, fill in below:

From A course designed to emphasize the use of scientific literature to enhance the knowledge base of certified athletic trainers .

To A course designed to use scientific literature to enhance students preparation and knowledge in athletic training.

If Yes Rationale To provide a description that more closely matches the content of this course, and to eliminate the term "certified athletic trainers" since all students enrolled in this course may not yet be certified.

Request for Graduate Course Change - Page 3

Change in COURSE CREDIT HOURS: ☐ YES ☒ NO If YES, fill in below:

NOTE: If credit hours increase/decrease, please provide documentation that specifies the adjusted work requirements.

From

To

Change in COURSE CONTENT: ☐ YES ☒ NO

From

To

Rationale

Request for Graduate Course Change-Page 4

College: COHP

Department: School of Kinesiology

Course Number/Title Seminar in Athletic Training

1. REQUIRED COURSE: If this course is required by another department(s), identify it/them by name and attach the written notification you sent to them announcing to them the proposed change and any response received. Enter NOT APPLICABLE if not applicable.

Not applicable

2. COURSE DELETION: List any courses that will be deleted because of this change. A *Course Deletion* form is also required. Enter NOT APPLICABLE if not applicable.

Not applicable

3. ADDITIONAL RESOURCE REQUIREMENTS: If your department requires additional faculty, equipment, or specialized materials as a result of this change, attach an estimate of the time and cost etc. required to secure these items. (NOTE: approval of this form does not imply approval for additional resources. Enter NOT APPLICABLE if not applicable.

Not applicable

Request for Graduate Course Change - Page 5

Please insert in the text box below your course change summary information for the Graduate Council agenda. Please enter the information exactly in this way (including headings) based on the appropriate change:

COURSE DESCRIPTION CHANGE

Department:

Course Number and Title:

Rationale:

Course Description (old)

Course Description: (new)

Catalog Description:

COURSE NUMBER CHANGE

Department:

Current Course Number/Title:

New Course Number:

Rationale:

Catalog Description:

Credit hours:

COURSE TITLE CHANGE

Department:

Current Course Number/Title:

New Course Title:

Rationale:

Catalog Description:

COURSE TITLE CHANGE

Department: School of Kinesiology

Course Number/Title: HS 630, Seminar in Athletic Training

Rationale: To provide a description that more closely matches the content of this course, and to eliminate the term "certified athletic trainers" since all students enrolled in this course may not yet be certified.

Catalog Description (old): A course designed to emphasize the use of scientific literature to enhance the knowledge base of certified athletic trainers .

Course Description (new): A course designed to use scientific literature to enhance students preparation and knowledge in athletic training.

Request for Graduate Course Change

1. Prepare one paper copy with all signatures and supporting material and forward to the Graduate Council Chair.
2. E-mail one identical PDF copy to the Graduate Council Chair. If attachments included, please merge into a single file.
3. **The Graduate Council cannot process this application until it has received both the PDF copy and the signed hard copy.**

College: COHP

Dept/Division: School of Kinesiology

Current Alpha Designator/Number: HS 634

Contact Person: Joseph A. Beckett, EdD, ATC

Phone: 304-696-2929

CURRENT COURSE DATA:

Course Title: Athletic Training Externship

Alpha Designator/Number:


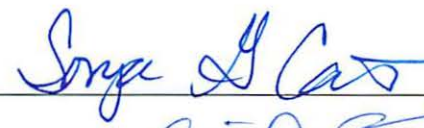

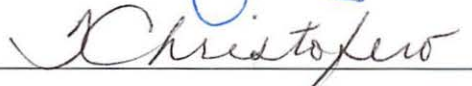
H S 6 3 4

Title Abbreviation:

A T E X T E R N S H I P

1. Complete this **five** page form in its entirety and route through the departments/committees below for changes to a course involving: course title, alpha designator, course number, course content, credit hours, or catalog description.
2. If this change will affect other departments that require this course, please send a memo to the affected department and include it with this packet, as well as the response received from the affected department.
3. If the changes made to this course will make the course similar in title or content to another department's courses, please send a memo to the affected department and include it with this packet as well as the response received from the affected department.
4. List courses, if any, that will be deleted because of this change (*must submit course deletion form*).
5. If the faculty requirements and/or equipment need to be changed upon approval of this proposal, attach a written estimate of additional needs.

Signatures: if disapproved at any level, do not sign. Return to previous signer with recommendation attached.

Dept. Chair/Division Head 	Date <u>8/30/16</u>
Registrar  510913	Date <u>9/9/16</u>
College Curriculum Chair 	Date <u>9/15/16</u>
Graduate Council Chair 	Date <u>11-6-16</u>

Request for Graduate Course Change - Page 2

College: COHP

Department/Division: School of Kinesiology

Alpha Designator/Number: HS 634

Provide complete information regarding the course change for each topic listed below.

Change in CATALOG TITLE: ☐ YES ☒ NO

From (limited to 30 characters and spaces)

To

If Yes, Rationale

Change in COURSE ALPHA DESIGNATOR:

From: To: ☐ YES ☒ NO

If Yes, Rationale

Change in COURSE NUMBER: ☐ YES ☒ NO

From: To:

If Yes, Rationale

Change in COURSE GRADING

From ☐ Grade To ☐ Credit/No Credit

Rationale

Change in CATALOG DESCRIPTION: ☒ YES ☐ NO IF YES, fill in below:

From Approved allied health externship supervised by a MD, EMT, PT, PA, and/or ATC. Requires 225 clinical hours, of which 75+ must be in a non-orthopedic setting. (PR HS 525, program permission)

To Approved externship supervised by a clinical preceptor. Requires 225 clinical hours, of which 25 must be in a general medical setting. (PR HS 645, program permission)

If Yes Rationale The old description placed limitations on who students could be assigned to and where they could go to complete the requirements of this clinical course. The new description better describes these requirements.

Request for Graduate Course Change - Page 3

Change in COURSE CREDIT HOURS: ☐ YES ☒ NO If YES, fill in below:

NOTE: If credit hours increase/decrease, please provide documentation that specifies the adjusted work requirements.

From

To

Change in COURSE CONTENT: ☐ YES ☒ NO

From

To

Rationale

Request for Graduate Course Change-Page 4

College: COHP _____

Department: School of Kinesiology _____

Course Number/Title Athletic Training Externship _____

1. REQUIRED COURSE: If this course is required by another department(s), identify it/them by name and attach the written notification you sent to them announcing to them the proposed change and any response received. Enter NOT APPLICABLE if not applicable.

Not applicable

2. COURSE DELETION: List any courses that will be deleted because of this change. A *Course Deletion* form is also required. Enter NOT APPLICABLE if not applicable.

Not applicable

3. ADDITIONAL RESOURCE REQUIREMENTS: If your department requires additional faculty, equipment, or specialized materials as a result of this change, attach an estimate of the time and cost etc. required to secure these items. (NOTE: approval of this form does not imply approval for additional resources. Enter NOT APPLICABLE if not applicable.

Not applicable

Request for Graduate Course Change - Page 5

Please insert in the text box below your course change summary information for the Graduate Council agenda. Please enter the information exactly in this way (including headings) based on the appropriate change:

COURSE DESCRIPTION CHANGE

Department:

Course Number and Title:

Rationale:

Course Description (old)

Course Description: (new)

Catalog Description:

COURSE NUMBER CHANGE

Department:

Current Course Number/Title:

New Course Number:

Rationale:

Catalog Description:

Credit hours:

COURSE TITLE CHANGE

Department:

Current Course Number/Title:

New Course Title:

Rationale:

Catalog Description:

COURSE TITLE CHANGE

Department: School of Kinesiology

Course Number/Title: HS 634, Athletic Training Externship

Rationale: The old description placed limitations on who students could be assigned to and where they could go to complete the requirements of this clinical course. The new description better describes these requirements.

Catalog Description (old): Approved allied health externship supervised by a MD, EMT, PT, PA, and/or ATC. Requires 225 clinical hours, of which 75+ must be in a non-orthopedic setting. (PR HS 525, program permission)

Course Description (new): Approved externship supervised by a clinical preceptor. Requires 225 clinical hours, of which 25 must be in a general medical setting. (PR HS 645, program permission)

Request for Graduate Course Addition

1. Prepare one paper copy with all signatures and supporting material and forward to the Graduate Council Chair.
2. E-mail one identical PDF copy to the Graduate Council Chair. If attachments included, please merge into a single file.
3. **The Graduate Council cannot process this application until it has received both the PDF copy and the signed hard copy.**

College: COHP

Dept/Division: School of Kinesiology

Alpha Designator/Number: HS680

☒ Graded ☐ CR/NC

Contact Person: Joseph A. Beckett, EdD, ATC

Phone: 304-696-2929

NEW COURSE DATA:

New Course Title: Graduate Project in Athletic Training

Alpha Designator/Number:

H S 6 8 0

Title Abbreviation:

G R A D P R O J E C T I N A T

(Limit of 25 characters and spaces)

Course Catalog Description:
(Limit of 30 words)

This course involves supervised development of a one-semester scholarly, entrepreneurial or administrative project that synthesizes the student's educational and clinical experiences obtained while matriculating through the PMSAT program.

Co-requisite(s): HS 630, HS 634

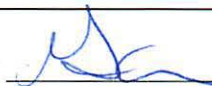

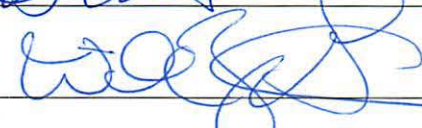
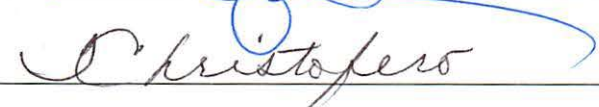
First Term to be Offered: Spring 2018

Prerequisite(s): HS 655

Credit Hours: 3

Course(s) being deleted in place of this addition (must submit course deletion form): N/A

Signatures: if disapproved at any level, do not sign. Return to previous signer with recommendation attached.

Dept. Chair/Division Head		Date	8/30/16
Registrar		Date	9/1/16
College Curriculum Chair		Date	9/15/16
Graduate Council Chair		Date	11-6-16

Request for Graduate Course Addition - Page 2

College: COHP

Department/Division: School of Kinesiology

Alpha Designator/Number: HS 680

Provide complete information regarding the new course addition for each topic listed below. Before routing this form, a complete syllabus also must be attached addressing the items listed on the first page of this form.

1. FACULTY: Identify by name the faculty in your department/division who may teach this course.

Dr. Joseph A. Beckett, ATC

Mr. Zach Garrett, MS, MHA, ATC

Dr. Suzanne Konz, ATC, CSCS

Dr. Gary McIlvain, ATC

Dr. Mark Timmons, ATC

2. DUPLICATION: If a question of possible duplication occurs, attach a copy of the correspondence sent to the appropriate department(s) describing the proposal. Enter "**Not Applicable**" if not applicable.

Not applicable

3. REQUIRED COURSE: If this course will be required by another department(s), identify it/them by name. Enter "**Not Applicable**" if not applicable.

Not applicable

4. AGREEMENTS: If there are any agreements required to provide clinical experiences, attach the details and the signed agreement. Enter "**Not Applicable**" if not applicable.

Not applicable

5. ADDITIONAL RESOURCE REQUIREMENTS: If your department requires additional faculty, equipment, or specialized materials to teach this course, attach an estimate of the time and money required to secure these items. (Note: Approval of this form does not imply approval for additional resources.) Enter "**Not Applicable**" if not applicable.

Not applicable

6. COURSE OBJECTIVES: (May be submitted as a separate document)

Refer to "Course Outcomes" identified and described on pp. 3-4 of the HS 680 syllabus that is included.

Request for Graduate Course Addition - Page 3

7. COURSE OUTLINE (May be submitted as a separate document)

Refer to "Course Outline" on pp. 8-9 of the HS 680 syllabus that is included.

8. SAMPLE TEXT(S) WITH AUTHOR(S) AND PUBLICATION DATES (May be submitted as a separate document)

Refer to p. 2 of the HS 680 syllabus for a listing of the texts that will be used for this course.

9. EXAMPLE OF INSTRUCTIONAL METHODS (Lecture, lab, internship)

Lecture and discussion

Request for Graduate Course Addition - Page 4

10. EXAMPLE EVALUATION METHODS (CHAPTER, MIDTERM, FINAL, PROJECTS, ETC.)

Refer to p. 7 of the HS 680 syllabus for examples of the evaluation methods and associated point values.

11. ADDITIONAL GRADUATE REQUIREMENTS IF LISTED AS AN UNDERGRADUATE/GRADUATE COURSE

Not applicable

12. PROVIDE COMPLETE BIBLIOGRAPHY (May be submitted as a separate document)

Akobeng, A. (2005). "Principles of evidence based medicine." Archives of Disease in Childhood 90: 837-840.

Bartkowiak, B. A. (2004). "Searching for evidence-based medicine in the literature: Part 1: The start." Clin Med Res 2(4): 254-255.

Bartkowiak, B. A. (2005). "Searching for evidence-based medicine in the literature Part 2: Resources." Clin Med Res 3(1): 39-40.

Bartkowiak, B. A. (2005). "Searching for evidence-based medicine in the literature Part 3: Assessment." Clin Med Res 3(2): 113-115.

Morrow, J., D.P. Mood, et al. (2016). Measurement and Evaluation in Human Performance, 5th ed.

Pitney, W.A and J. Parker. (2009). Qualitative Research in Physical Activity and the Health Professions.

Steves, R. and J. M. Hootman (2004). "Evidence-based medicine: What is it and how does it apply to Athletic Training?" J Athl Training 39(1): 83-87.

Thomas, J.R., J.K. Nelson, et al. (2015). Research Methods in Physical Activity, 7th ed.

Virgilio, R. F., A. L. Chiapa, et al. (2007). "Evidence-based medicine, Part 1. An introduction to creating an answerable question and searching the evidence." J Am Osteopath Assoc 107(7): 295-297.

Request for Graduate Course Addition - Page 5

Please insert in the text box below your course summary information for the Graduate Council agenda. Please enter the information exactly in this way (including headings):

Department:
Course Number and Title:
Catalog Description:
Prerequisites:
First Term Offered:
Credit Hours:

Department: HS
Course Number and Title: 680 - Graduate Project in Athletic Training
Catalog Description: This course involves supervised development of a one-semester scholarly, entrepreneurial or administrative project that synthesizes the student's educational and clinical experiences obtained while matriculating through the PMSAT program.
Prerequisites: HS 655
First Term Offered: Spring 2018
Credit Hours: 3

Marshall University
Professional Master of Science in Athletic Training Program
HS 680 – Spring 2018 (3 credit hours)
Graduate Project in Athletic Training

Instructor: Dr. Joe Beckett, ATC and other AT faculty members TBD

Contact Info: 304-696-2929 (O) (859) 248-9582 (Cell 6-9 pm)
beckett76@marshall.edu Can also send text to this #
Gullickson 203-E Office hours posted on door

Time/Days: TBD **Room:** Gullickson 203 (Online)

COURSE DESCRIPTION: This course involves supervised development of a one-semester scholarly, entrepreneurial or administrative project that synthesizes the student's educational and clinical experiences obtained while matriculating through the PMSAT program.

COURSE OVERVIEW: This course is a continuation of ESS 670 and other PMSAT program courses which had research project assignments that were designed to develop an appreciation for and understanding of the importance and need for quality research in the athletic training profession. Included in the course will be a continuation of the methods and procedures utilized in athletic training research, while emphasizing basic principles for conducting research, and for interpreting and critically reviewing articles representative of the sports medicine/athletic training domain. Topics for projects are chosen collaboratively by the student and a program faculty member. Final topics will be presented in a student forum at the end of the semester.

COURSE FORMAT: This will incorporate both face-to-face and online discussions. All assignments including exams, projects, discussions, etc. will be placed on Blackboard. Appointments with instructors will be arranged via Skype or in person.

Professor Online Availability

The lead instructor for this course, as well as other faculty supervising your graduate research project will not be available 24 hours a day/7 days a week. In other words, if you send an e-mail over the weekend (Saturday or Sunday) or a text message in the evening requesting an immediate response, you will probably have to wait until the next business day. Please communicate with your faculty supervisor to determine the best route to contact him/her (email vs. text vs. phone call), as well as their times of availability.

Internet Problems

Internet or Blackboard problems should be directed to the Blackboard Online Support Center. The support representatives are available during normal business hours to assist you. You may also contact support representatives via e-mail. The telephone number and e-mail information (for the technicians) is located on the Blackboard login page. **Specific computer problems should first be directed to the support technicians, not the instructor to ensure that your computer or MU account is operating properly.**

Blackboard Website (for login)

All information about the course is placed on the Blackboard website. Students can locate this website by going to the following web page,

<https://musso.marshall.edu/cas/login?service=https%3A%2F%2Fmarshall-bb.blackboard.com%2Fwebapps%2Fbb-auth-provider-cas-bb%2Fexecute%2FcasLogin%3Fcmd%3Dlogin%26authProviderId%3D%26124%26redirectUrl%3D%252F%26sessionIdForLogout%3D>. You will need to have a MU user name and password to login to the site, which is described on the login webpage.

Pre-requisites

Students need access to and proficiency with basic computer functions including the use of the Internet, e-mail, and word processing.

Self-Motivation

To be successful in this capstone course, students will be required to work independently and be self-motivated to learn. You must keep up with the readings and the assignments on your own. This can be especially challenging for students who have poor time management and/or lack organizational skills. Students who are unsure about their abilities to keep-up, or believe that independent study would be troublesome, should delay taking this course until such time these standards can be met in a consistent manner.

Graduate Course Expectations

HS 680 a graduate course and as a result is more time-intensive and labor-intensive than undergraduate course work. In considering the paradigm of teacher/learner responsibilities; the onus of learning in this course will fall primarily on you. Grading for this graduate course is held to a higher standard. Critical thinking, critical analysis, application, and written communication skills are essential to the successful completion of this course.

TEXTS:

Research Methods: A Framework for Evidence-Based Clinical Practice

Authors: Wendy L. Hurley, Craig R. Denegar, & Jay Hertel

Publisher: Lippincott Williams & Wilkins

ISBN-13: 978-0-7817-9768-9

ISBN-10: 0-7817-9768-3

Research Methods in Kinesiology and the Health Sciences

Authors: Susan Hall & Nancy Getchell

Publisher: Wolters Kluwer Health

ISBN-13: 978-0-7817-9774-0

ISBN-10: 0-7817-9774-8

All texts used in previous required Athletic Training courses, as well as peer reviewed medical journals and other professional-type publications will be utilized in this course for purposes of literature review.

GOALS & OBJECTIVES: At the end of this course students will be able to:

1. Describe a systematic approach (e.g., five step approach) to create and answer a clinical question through review and application of existing research.
2. Determine the effectiveness and efficacy of an athletic training intervention utilizing evidence-based practice concepts.
3. Conduct a literature search using a clinical question relevant to athletic training practice using search techniques (e.g., Boolean search, Medical Subject Headings) and resources appropriate for a specific clinical question.
4. Conduct the research study after approval by the instructor.
5. Complete the five required chapters of a research project that includes the following components: introduction, hypothesis, research question(s), literature review, methodology, and discussion/conclusion.
6. Perform necessary data analyses after the project has been conducted.
7. Demonstrate an ability to correctly interpret a variety of descriptive and inferential statistics.
8. Demonstrate the ability to professionally communicate research findings.

COURSE OUTCOMES: As a result of experiences in this course, the student will be able to:

Learning Outcomes:	How students will practice each outcome in this course:	How student achievement of each outcome will be assessed:
Evaluate findings from the scientific literature	In-class activities discussions In-class response sheets Article Evaluation Assignment Annotated Bibliography	Quizzes Final Draft Research Project
Demonstrate the ability to communicate verbally and in writing in a manner appropriate for the health professions	Class discussions Reference List Assignment Annotated Bibliography Group Proposal Topic Description Research Project Draft Peer Review of Draft	Final Copy Research Project Group Research IRB Application Group Research Proposal Poster
Enhance their writing skills and strategies	Cass discussions Reference List Assignment Annotated Bibliography Research Project Draft Peer Review of Draft	Final Copy Research Project Group Research IRB Application Group Research Proposal Poster
Define evidence-based practice as it relates to clinical practice in the health professions.	In-class discussions In-class response sheets	Quizzes
Explain the role of evidence in the clinical decision-making process.	In-class discussions In-class response sheets	Quizzes
Describe a systematic approach (eg, five step approach) to create and answer a clinical question through review and application of existing research.	In-class discussions In-class response sheets Group Research Design Proposal	Quizzes Final Draft Research Paper Group Research IRB application Group Research Proposal Poster

Learning Outcomes:	How students will practice each outcome in this course:	How student achievement of each outcome will be assessed:
Develop a relevant clinical question using a pre-defined question format (eg, PICO = <u>P</u> atients, <u>I</u> ntervention, <u>C</u> omparison, <u>O</u> utcomes; PIO = <u>P</u> atients, <u>I</u> ntervention, <u>O</u> utcomes).	In-class discussions In-class response sheets Group Research Design Proposal	Quizzes Final Draft Research Paper Group Research IRB application Group Research Proposal Poster
Describe and contrast research and literature resources including databases and online critical appraisal libraries that can be used for conducting clinically-relevant searches.	In-class discussions In-class response sheets Group Research Design Proposal	Quizzes Final Draft Research Paper Group Research IRB application Group Research Proposal Poster
Conduct a literature search using a clinical question relevant to athletic training practice using search techniques (eg, Boolean search, Medical Subject Headings) and resources appropriate for a specific clinical question.	In-class discussions In-class response sheets Group Research Design Proposal Annotated Bibliography Research Paper Rough Draft Peer Review of Rough Draft	Quizzes Final Draft Research Paper Group Research IRB application Group Research Proposal Poster
Describe the differences between narrative reviews, systematic reviews, and meta-analyses.	In-class discussions In-class response sheets Group Research Design Proposal	Quizzes
Use standard criteria or developed scales (eg, Physiotherapy Evidence Database Scale [PEDro], Oxford Centre for Evidence Based Medicine Scale) to critically appraise the structure, rigor, and overall quality of research studies.	In-class discussions In-class response sheets Group Research Design Proposal	Quizzes Final Draft Research Paper Group Research IRB application Group Research Proposal Poster

By enrolling in this course, you agree to the University Policies listed below. Please read the full text of each policy by going to www.marshall.edu/academic-affairs and clicking on "Marshall University Policies." Or, you can access the policies directly by going to <http://www.marshall.edu/academic-affairs/policies/>

Academic Dishonesty/ Excused Absence Policy for Undergraduates/ Computing Services Acceptable Use/ Inclement Weather/ Dead Week/ Students with Disabilities/ Academic Forgiveness/ Academic Probation and Suspension/ Academic Rights and Responsibilities of Students/ Affirmative Action/ Sexual Harassment.

Social Justice: No one will be discriminated against on the basis of race, sex, ethnicity, age, sexual orientation, social class, abilities, or differing viewpoints. Each student will be viewed as a valuable part of this class.

Statement on learning disabilities: Reasonable accommodations will be made for students with diagnosed disabilities. Marshall University is committed to equal opportunity in education for all students, including those with physical, learning and psychological disabilities. University policy states that it is the responsibility of students with disabilities to contact the Office of Disabled Student Services (DSS) in Prichard Hall 117, phone 304 696-2271 to provide documentation of their disability. Following this, the DSS Coordinator will send a letter to each of the student's instructors outlining the academic accommodation he/she will need to ensure equality in classroom experiences, outside assignment, testing and grading. The instructor and student will meet to discuss how the accommodation(s) requested will be provided. For more information, please visit <http://www.marshall.edu/disabled> or contact Disabled Student Services Office at Prichard Hall 11, phone 304-696-2271.

Honor code: Students found to have violated the honor code or plagiarize will be penalized; they will receive a zero on the assignment for the first offense; a second offense will result in a zero on the assignment and a two letter grade reduction in the course; a third offense is an automatic F in the course and recommended expulsion. The student will also be subject to dismissal from the Athletic Training Program and/or Marshall University. For more information on Marshall's Academic Dishonesty policy go to: <http://www.marshall.edu/president/board/Policies/MUBOG%20AA-12%20Academic%20Dishonesty.pdf>. All offenders will be reported to the School of Kinesiology Chair and ATP Director as per the program disciplinary policy.

Assigned Readings:

Students are expected to complete a number of assigned readings throughout the semester. These dates are listed on the syllabus. This will assist the student in learning, retaining, and being reinforced on the material that is presented in class. Due to the content of the course and the limited time that is available for this semester, some material may be assigned as a self-study chapter. The instructor reserves the right to give a quiz over any assigned readings at any time to ensure that students are keeping up with their work.

Other related comments regarding HS 680:

- Approximately 3-4 times during the semester, you will be required to meet with your faculty research supervisor, participating in the student research forum, and/or meeting with the instructor for other PMSATP courses you will be enrolled in during your final semester in the program.
- When missing a class (excused or unexcused), be responsible and courteous to call my office and leave a detailed message. You may also e-mail me. I will offer you the same courtesy if I am unable to attend class.
- In the event of an emergency, serious illness, death in the family, etc., all work must be completed within **one week** of the absence.
- Work made up for an unexcused absence must be submitted within one week of the original due date and will be subject to a **20% reduction** in the score.
- Work submitted more than one week after the original due date will **not be accepted** and a score of zero "0" will be the resulting grade for the assignment/exam
- The final grade of an Incomplete "I" will be given only in extreme and unavoidable situations. Keep in mind that you cannot graduate from the PMSATP with an Incomplete in HS 680.
- It is critical that students check Blackboard and their email on a consistent basis regarding communication from the instructor(s), course assignments, etc. This should be done at least 2-3 times each week.
- The last day to drop the course with a grade of "W" is March 27.

GRADING SCALE USED

A	93 – 100%
B	92 – 85%
C	84 – 77%
D	76 – 70%
F	Below 70%

PROJECT/ASSIGNMENT**POINTS POSSIBLE**

Chapter Two (Final Draft)	150
Human Subjects or IRB Committee Approval	50
Two (2) Worksheets from Text	50
Chapter Four (First Draft)	50
Chapter Four (Final Draft)	100
Chapter Five (First Draft)	50
Chapter Five (Final Draft)	100
Oral Presentation of Graduate Project	100
Attendance and Critique of all oral presentations	100
Submission of Chapters 1-5 (Final Draft)	100
Participation & Attendance @ Consulting Sessions	<u>50</u>

** = details to be discussed in class*

Total Points Possible = 900

HS 680 Course Outline
Spring 2018 (Tentative)

- Thurs. 1/11 Introduction & Objectives for course
Discuss ESS 670 material submitted at end of last semester
- Week of 1/15 Consulting Appointments (**mandatory** for those students who do not have approval on Chapters 1 and 3 yet); need to make an appointment with Dr. Beckett this week
- Thurs. 1/18 ***Final Draft of Chapter 2 (due by 9:00 am – papers will not be accepted after this time)***
- Tues. 1/23 Analyzing Quantitative Data (Chapter 8 of text)
- Thurs. 1/25 ***Final due date for MU IRB or Human Subjects Proposal Form (Survey Research students only) – due by 9:00 am***
- Tues. 1/30 ***Chapter 8 worksheet (Due)***
Final day to begin data collection
- Week of 2/5 Consulting Appointments (**mandatory** for all students); need to make an appointment with assigned faculty supervisor this week
- Thurs. 2/15 Sharing issues/concerns/problems and preliminary results from your data collection
All students will give a brief (no more than 5 minutes) overview of the status of their study as of 2/13
- Thurs. 2/22 Reporting Results and Drawing Conclusions (Chapter 12 of text)
- Week of 2/26 – 3/1 Consulting Appointments (**mandatory** for all students); need to make an appointment with assigned faculty supervisor this week
- Thurs. 3/1 ***Chapter 12 worksheet (Due)***
Data Collection must be completed
- Week of 3/5 No Class (Spring Break)
- Tues. 3/13 Writing Chapter Four – Data Analysis

- Tues. 3/20 ***Chapter Four – Data Analysis (First Draft Due)***
- Thurs. 3/22 Writing Chapter Five – Summary, Conclusions, and Recommendations
- Week of 3/26 Consulting Appointments (***mandatory*** for all students); need to make an appointment with assigned faculty supervisor this week
- Tues. 4/3 ***Chapter Four – Data Analysis (Final Draft Due)***
- Thurs. 4/5 ***Chapter Five – Summary, Conclusions, and Recommendations (First Draft Due)***
- Tues. 4/10 Requirements for Oral Presentation of the Research & Design Project
Poster Presentation of the Research & Design Project
Writing and Publishing (Chapter 13 of text)
- Tues. 4/17 ***Chapter Five – Summary, Conclusions, and Recommendations (Final Draft Due)***
- Thurs. 4/19 ***Final Copies of Chapters One, Two, Three, and Four (Due)***
- Week of 4/22 ***Oral Presentations of Project (Days/Times TBA)***

****The instructor(s) reserve(s) the right to make revisions to this syllabus and course outline as needed. Students are responsible for noting any revisions given by the instructor during class.***