

## 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 existing 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 identical PDF copy 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: Literacy Education Program  
 Contact Person: Dr. Barbara O'Byrne Phone: 304-746-1986

## Rationale for Request:

CIRG 622 - The Use of Technology for Literacy Instruction will no longer be a required course for the Literacy Education Certificate. Advancements in the use of technology and the availability of technology in K-12 classroom settings have made this course obsolete. The course content regarding the use of online programs like Weebly and WebQuest and the Literacy Education Program assessment connected with this course have been absorbed into other classes in the Literacy Education Certificate program. The students completing our Literacy Education Certificate program will be able to demonstrate mastery of the content from the CIRG 622 The Use of Technology for Literacy Instruction course in their other Literacy Education Program courses.

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 Barbara O'Byrne Date Oct. 24, 2022  
 Registrar Sonya L. C. J. Date 10.26.2022  
 College Curriculum Committee Chair McKenzie Brittain Date 10/27/2022  
 (or Dean if no college curriculum committee)  
 Graduate Council Chair Scott Dean Date 12-14-2022

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

### **Request for Graduate Non-Curricular Changes – Page 3**

- 2. Edits to current description:** Attach or insert 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.

See Attachment 1.

## Request for Graduate 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.

### New Catalog Description

#### Program Description:

##### Literacy Education (15 hours)

The Literacy Education Certificate is intended for educators who hold an initial teaching license and wish to become highly qualified teachers of reading. It consists of five courses, with embedded field-experiences and leads to a reading endorsement at either the elementary or secondary level. It may be used as an endorsement for teaching reading.

#### Certificate Program Admission Requirements:

Prospective certificate-only students should apply for admission to Marshall University as a Certificate/Professional Development student and select on the application form the certificate they wish to pursue.

In addition, they must have:

1. an initial undergraduate degree in education from a regionally accredited college or university; and
2. a valid teaching license.

#### Plan Of Study:

A Plan of Study approved by the student's advisor must be on file with the Literacy Education program within 30 days of acceptance into the program. The Plan of Study is a student's "blueprint" for completing graduation requirements.

Course List	Code Title	Credit Hours
CIRG 636	Developmental Reading	3
CIRG 644	Literacy in the Content Area	3
CIRG 615	Writing in Literacy Curriculum	3
CIRG 653	Literacy Acquisition	3
CIRG 637	Literacy Assessment	3

## 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.

### Program Description:

#### Literacy Education (18 hours)

The Literacy Education Certificate is intended for educators who hold an initial teaching license and wish to become highly qualified teachers of reading. It consists of six courses, with embedded field-experiences and leads to a reading endorsement at either the elementary or secondary level. It may be used as an endorsement for teaching reading.

#### Certificate Program Admission Requirements:

Prospective certificate-only students should apply for admission to Marshall University as a Certificate/Professional Development student and select on the application form the certificate they wish to pursue.

In addition, they must have:

1. an initial undergraduate degree in education from a regionally accredited college or university; and
2. a valid teaching license.

#### Plan Of Study:

A Plan of Study approved by the student's advisor must be on file with the Literacy Education program within 30 days of acceptance into the program. The Plan of Study is a student's "blueprint" for completing graduation requirements.

Course List	Code Title	Credit Hours
CIRG 636	Developmental Reading	3
CIRG 644	Literacy in the Content Area	3
CIRG 615	Writing in Literacy Curriculum	3
CIRG 653	Literacy Acquisition	3
CIRG 622	Literacy Technology	3
CIRG 637	Literacy Assessment	3

---

**Request for Graduate Non-Curricular Changes – Page 5**

Please insert below your proposed change information for the Graduate Council agenda.

Type of change request: Program Change

Department: College of Education and Professional Development

Degree program: Certificate in Literacy Education

Effective date (fall/spring/summer, year): January 2023

## Current Catalog Description

### Program Description:

#### Literacy Education (18 hours)

The Literacy Education Certificate is intended for educators who hold an initial teaching license and wish to become highly qualified teachers of reading. It consists of six courses, with embedded field-experiences and leads to a reading endorsement at either the elementary or secondary level. It may be used as an endorsement for teaching reading.

#### Certificate Program Admission Requirements:

Prospective certificate-only students should apply for admission to Marshall University as a Certificate/Professional Development student and select on the application form the certificate they wish to pursue.

In addition, they must have:

1. an initial undergraduate degree in education from a regionally accredited college or university; and
2. a valid teaching license.

#### Plan Of Study:

A Plan of Study approved by the student's advisor must be on file with the Literacy Education program within 30 days of acceptance into the program. The Plan of Study is a student's "blueprint" for completing graduation requirements.

Course List	Code Title	Credit Hours
CIRG 636	Developmental Reading	3
CIRG 644	Literacy in the Content Area	3
CIRG 615	Writing in Literacy Curriculum	3
CIRG 653	Literacy Acquisition	3
CIRG 622	Literacy Technology	3
CIRG 637	Literacy Assessment	3

## Edits to the Current Description

Program Description:

Literacy Education (~~48 hours~~) (15 hours)

The Literacy Education Certificate is intended for educators who hold an initial teaching license and wish to become highly qualified teachers of reading. It consists of ~~six~~ five courses, with embedded field-experiences and leads to a reading endorsement at either the elementary or secondary level. It may be used as an endorsement for teaching reading.

Certificate Program Admission Requirements:

Prospective certificate-only students should apply for admission to Marshall University as a Certificate/Professional Development student and select on the application form the certificate they wish to pursue.

In addition, they must have:

1. an initial undergraduate degree in education from a regionally accredited college or university; and
2. a valid teaching license.

Plan Of Study:

A Plan of Study approved by the student's advisor must be on file with the Literacy Education program within 30 days of acceptance into the program. The Plan of Study is a student's "blueprint" for completing graduation requirements.

Course List	Code Title	Credit Hours
CIRG 636	Developmental Reading	3
CIRG 644	Literacy in the Content Area	3
CIRG 615	Writing in Literacy Curriculum	3
CIRG 653	Literacy Acquisition	3
<del>CIRG 622</del>	<del>Literacy Technology</del>	<del>3</del>
CIRG 637	Literacy Assessment	3

## **New Catalog Description**

### **Program Description:**

#### **Literacy Education (15 hours)**

The Literacy Education Certificate is intended for educators who hold an initial teaching license and wish to become highly qualified teachers of reading. It consists of five courses, with embedded field-experiences and leads to a reading endorsement at either the elementary or secondary level. It may be used as an endorsement for teaching reading.

### **Certificate Program Admission Requirements:**

Prospective certificate-only students should apply for admission to Marshall University as a Certificate/Professional Development student and select on the application form the certificate they wish to pursue.

In addition, they must have:

1. an initial undergraduate degree in education from a regionally accredited college or university; and
2. a valid teaching license.

### **Plan Of Study:**

A Plan of Study approved by the student's advisor must be on file with the Literacy Education program within 30 days of acceptance into the program. The Plan of Study is a student's "blueprint" for completing graduation requirements.

<b>Course List</b>	<b>Code Title</b>	<b>Credit Hours</b>
CIRG 636	Developmental Reading	3
CIRG 644	Literacy in the Content Area	3
CIRG 615	Writing in Literacy Curriculum	3
CIRG 653	Literacy Acquisition	3
CIRG 637	Literacy Assessment	3



Program Description:

The Master of Arts in Literacy Education consists of ~~six~~ **five** foundation courses, four advanced courses, two of which are practicum experiences, and ~~two~~ **one** elective courses, for a total of ~~36~~ **30** credit hours.

Program Requirements:

Degree candidates follow a planned program of study and must maintain a cumulative Grade Point Average (GPA) of 3.0. The program of study includes several assessments that are completed as candidates move through the program. A minimum of one year of teaching experience or equivalent as a long-term substitute is required by the time of program completion.

This program requires six hours of supervised practicum in CIRG 623 and CIRG 643. Students must earn a grade of "B" or better in CIRG 623 Lit Facilitator Pract and CIRG 643 Tch Strug Readers Practicum and complete a series of performance assessments completed as they move through the program.

Plan Of Study

A Plan of Study approved by the student's advisor must be on file with the Literacy Education program within 30 days of acceptance into the program. The Plan of Study is a student's "blueprint" for completing graduation requirements.

Course List	Code Title	Credit Hours
CIRG 636	Developmental Reading	3
CIRG 644	Literacy in the Content Area	3
CIRG 615	Writing in Literacy Curriculum	3
CIRG 653	Literacy Acquisition	3
<del>CIRG 622</del>	<del>Literacy Technology</del>	<del>3</del>
CIRG 637	Literacy Assessment	3
CIRG 654	Aligning Assess with Instruct	3
CIRG 643	Tch Strug Readers Practicum	3
CIRG 623	Lit Facilitator Pract	3
CIRG 621	Curr Issues & Prob Reading	3

Select ~~two~~ **one** electives, chosen in consultation with the program advisor.

Total Credit Hours ~~36~~ **30**

This program requires six hours of supervised practicum and a series of performance assessments completed as candidates move through the program.

**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: School of Pharmac Dept/Division: Pharmaceutical Scie Current Alpha Designator/Number: PHAR652Contact Person: Boyd RorabaughPhone: 304-696-7371**CURRENT COURSE DATA:**Course Title: Therapeutics 3 CardiologyAlpha Designator/Number: 


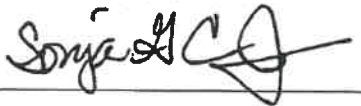
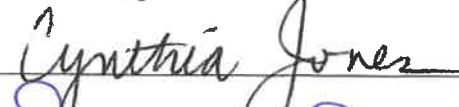

P	H	A	R	6	5	2			
---	---	---	---	---	---	---	--	--	--

Title Abbreviation: 

T	h	e	r	a	p	e	u	t	i	c	s	3	C	a	r	d	i	o	l	o	g	y
---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---

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>10/31/22</u>
Registrar <u></u>	Date <u>10.31.2022</u>
College Curriculum Chair <u></u>	Date <u>10/31/2022</u>
Graduate Council Chair <u></u>	Date <u>12-17-2022</u>



## 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 4 credits

To 5 credits

---

Change in COURSE CONTENT:  YES  NO

From

To

Rationale

## Request for Graduate Course Change-Page 4

---

College: School of Pharmac

Department: Pharmaceutical Sciences

Course Number/Title PHAR 652 Therapeutics 2 Cardiology

---

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:

Department: Pharmaceutical Sciences

Current Course Number/Title: PHAR 652 Therapeutics 3 Cardiology

New Course Title: PHAR 652 Therapeutics 2 Cardiology

Rationale: This is the second therapeutics course in our sequence

Current Credit hours: 4

New Credit hours: 5

Rationale: This course was developed by restructuring PHAR671, removing 2 credits of renal diseases, and therefore lowering it from 7 hours to 5 hours. The contact hours on the syllabus are consistent with a 5 credit course, and this was the original intent. However, a mistake in our course addition form incorrectly listed this as 4 credits.

### 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: Pharmacy Dept/Division: Pharmaceutical Sciences Current Alpha Designator/Number: MSPS542  
 Contact Person: Boyd Rorabaugh Phone: 304-696-7289

**CURRENT COURSE DATA:**

Course Title: Graduate Research Seminar

Alpha Designator/Number: 





M	S	P	S	5	4	2			
---	---	---	---	---	---	---	--	--	--

Title Abbreviation: 

S	c	i	e	n	c	e	S	e	m	i	n	a	r	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></u>	Date <u>10/11/22</u>
Registrar <u></u>	Date <u>10.11.2022</u>
College Curriculum Chair <u></u>	Date <u>10/11/2022</u>
Graduate Council Chair <u></u>	Date <u>12-14-2022</u>

## Request for Graduate Course Change - Page 2

College: Pharmacy Department/Division: Pharmaceutical Sciences Alpha Designator/Number: MSPS542

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 **The course will help graduate students in the pharmaceutical sciences learn the basics of scientific communication and how to critically evaluate scientific literature. Students must complete four versions of this course for credit. For the first three course offerings, the student will receive a "CR" (credit) or NC (no credit). Upon completion of the fourth version of the course the student will**

To **The course will help graduate students in the pharmaceutical sciences learn the basics of scientific communication and how to critically evaluate scientific literature. This 1 credit hour course is repeatable for credit up to 4 times.**

If Yes Rationale **Currently, students receive no credit for this course until they have completed it 4 times. This change will enable credit to be awarded each time that a student completes the course.**



## 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 4 credit hours (awarded after completing 4 semesters of the course)

To 1 credit hour (awarded each semester that the course is completed)

Change in COURSE CONTENT:  YES  NO

From

To

Rationale

## Request for Graduate Course Change-Page 4

---

College: Pharmacy

Department: Pharmaceutical Sciences

Course Number/Title MSPS542

---

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:

### **Catalog Description Change**

**Department:** Department of Pharmaceutical Sciences

**Course Number and Title:** MSPS542

**Rationale:** Currently, students receive no credit for this course until they have completed it 4 times. This change will enable credit to be awarded each time that a student completes the course.

**Catalog Description (Old):** The course will help graduate students in the pharmaceutical sciences learn the basics of scientific communication and how to critically evaluate scientific literature.

Students must complete four versions of this course for credit. For the first three course offerings, the student will receive a "CR" (credit) or NC (no credit). Upon completion of the fourth version of the course the student will receive a letter grade.

**Catalog Description (New):** The course will help graduate students in the pharmaceutical sciences learn the basics of scientific communication and how to critically evaluate scientific literature. This 1 credit hour course is repeatable for credit up to 4 times.

**Rationale for Credit hour Change:** Students are currently awarded 4 credit hours after completing 4 semesters of this course (no credit is awarded until all 4 semesters are completed). The course needs to be changed such that students are awarded 1 credit hour each time they complete 1 semester of the course.

### 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: Pharmacy Dept/Division: Pharmacy Practice Alpha Designator/Number: PHAR 737  Graded  CR/NC

Contact Person: Boyd Rorabaugh Phone: x67289

**NEW COURSE DATA:**

New Course Title: Pharmacy Skills Lab 5

Alpha Designator/Number: 

P	H	A	R	7	3	7			
---	---	---	---	---	---	---	--	--	--

Title Abbreviation: 

P	h	a	r	m	a	c	y		S	k	i	l	l	s		L	a	b		5			
---	---	---	---	---	---	---	---	--	---	---	---	---	---	---	--	---	---	---	--	---	--	--	--

  
(Limit of 25 characters and spaces)

Course Catalog Description: Covers foundational patient care skills. Students apply knowledge, demonstrate critical-thinking and problem-solving skills, practice technical and communication skills, and demonstrate professional behavior in the therapeutic decision making process.  
(Limit of 30 words)

Co-requisite(s): None First Term to be Offered: Fall 2023

Prerequisite(s): PHAR 637 Credit Hours: 3

Course(s) being deleted in place of this addition (must submit course deletion form): \_\_\_\_\_

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

Dept. Chair/Division Head <u>Cy Q. Ken, PhD</u>	Date <u>10-26-22</u>
Registrar <u>Sonya [Signature]</u>	Date <u>10.26.2022</u>
College Curriculum Chair <u>Cynthia Jones</u>	Date <u>10/24/2022</u>
Graduate Council Chair <u>Scott Lee</u>	Date <u>12-14-2022</u>

## Request for Graduate Course Addition - Page 2

---

College: Pharmacy

Department/Division: Pharmacy Practice

Alpha Designator/Number: PHAR737

---

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. Brittany Riley  
Professor Lisa Nord

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)

See attached

## **Request for Graduate Course Addition - Page 3**

---

**7. COURSE OUTLINE (May be submitted as a separate document)**

See Attached

**8. SAMPLE TEXT(S) WITH AUTHOR(S) AND PUBLICATION DATES (May be submitted as a separate document)**

See Attached

**9. EXAMPLE OF INSTRUCTIONAL METHODS (Lecture, lab, internship)**

See Attached

## **Request for Graduate Course Addition - Page 4**

10. EXAMPLE EVALUATION METHODS (CHAPTER, MIDTERM, FINAL, PROJECTS, ETC.)

See Attached

11. ADDITIONAL GRADUATE REQUIREMENTS IF LISTED AS AN UNDERGRADUATE/GRADUATE COURSE

Not Applicable

12. PROVIDE COMPLETE BIBLIOGRAPHY (May be submitted as a separate document)

See Attached

## 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: Pharmacy Practice  
Course Number and Title: PHAR737 Pharmacy Skills Lab 5  
Catalog Description: Covers foundational patient care skills. Students apply knowledge, demonstrate critical-thinking and problem-solving skills, practice technical and communication skills, and demonstrate professional behavior in the therapeutic decision making process.  
Prerequisites: PHAR 637  
First Term Offered: fall 2023  
Credit Hours: 3



### 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: Pharmacy Dept/Division: Pharmacy Practice Alpha Designator/Number: PHAR730  Graded  CR/NC

Contact Person: Boyd Rorabaugh Phone: X67289

**NEW COURSE DATA:**

New Course Title: Derm/ophthalmic/Musculoskeletal Disorders

Alpha Designator/Number: 

P	H	A	R		7	3	0		
---	---	---	---	--	---	---	---	--	--

Title Abbreviation: 

D	E	R	M	/	O	P	H	T	H	A	L	M	I	C	/	M	U	S	C	D	I	S
---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---

  
(Limit of 25 characters and spaces)

Course Catalog Description: Students will learn treatment/prevention of ophthalmic, otic, dermatologic, and musculoskeletal diseases including the physiology, pathophysiology, pharmacology and therapy. This course emphasizes the pharmacist as a healthcare provider.  
(Limit of 30 words)

Co-requisite(s): None First Term to be Offered: Spring 2024

Prerequisite(s): None Credit Hours: 3

Course(s) being deleted in place of this addition (must submit course deletion form): None

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

Dept. Chair/Division Head <u>Cy A Ken, MD</u>	Date <u>10-26-22</u>
Registrar <u>Sonia HCA</u>	Date <u>10.26.2022</u>
College Curriculum Chair <u>Cynthia Jones</u>	Date <u>10/24/2022</u>
Graduate Council Chair <u>Scott Dean</u>	Date <u>12-14-2022</u>

## Request for Graduate Course Addition - Page 2

---

College: Pharmacy Department/Division: Pharmacy Practice Alpha Designator/Number: PHAR730

---

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. Tiffany Davis

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)

See attached

## Request for Graduate Course Addition - Page 3

---

7. COURSE OUTLINE (May be submitted as a separate document)

**See attached**

8. SAMPLE TEXT(S) WITH AUTHOR(S) AND PUBLICATION DATES (May be submitted as a separate document)

**See attached**

9. EXAMPLE OF INSTRUCTIONAL METHODS (Lecture, lab, internship)

**See attached**

## **Request for Graduate Course Addition - Page 4**

10. EXAMPLE EVALUATION METHODS (CHAPTER, MIDTERM, FINAL, PROJECTS, ETC.)

**See attached**

11. ADDITIONAL GRADUATE REQUIREMENTS IF LISTED AS AN UNDERGRADUATE/GRADUATE COURSE

**Not Applicable**

12. PROVIDE COMPLETE BIBLIOGRAPHY (May be submitted as a separate document)

**Not Applicable**

## 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: Pharmacy Practice**  
**Course Number and Title: PHAR 730 Skin/Musculoskeletal Disorders**  
**Catalog Description: Students will learn treatment/prevention of ophthalmic, otic, dermatologic, and musculoskeletal diseases including the physiology, pathophysiology, pharmacology and therapy. This course emphasizes the pharmacist as a healthcare provider.**  
**Prerequisites: None**  
**First Term Offered: Spring 2024**  
**Credit Hours: 3**

### 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: Pharmacy Dept/Division: Pharmacy Practice Alpha Designator/Number: PHAR 506  Graded  CR/NC

Contact Person: Boyd Rorabaugh Phone: X67289

**NEW COURSE DATA:**

New Course Title: Pharmacy Continuing Professional Development VI

Alpha Designator/Number: 

P	H	A	R	5	0	6			
---	---	---	---	---	---	---	--	--	--

Title Abbreviation: 

P	H	A	R	M		C	O	N	T		P	R	O	F		D	E	V		6
---	---	---	---	---	--	---	---	---	---	--	---	---	---	---	--	---	---	---	--	---

  
(Limit of 25 characters and spaces)

Course Catalog Description: Sixth and final semester of the professional development series where students will be introduced to additional professionalism topics, evaluation of clinical skills through the OSCEs.  
(Limit of 30 words)

Co-requisite(s): None First Term to be Offered: Spring 2024

Prerequisite(s): None Credit Hours: 0

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 <u>[Signature]</u>	Date <u>10-26-22</u>
Registrar <u>[Signature]</u>	Date <u>10.26.2022</u>
College Curriculum Chair <u>[Signature]</u>	Date <u>10/24/2022</u>
Graduate Council Chair <u>[Signature]</u>	Date <u>12-14-2022</u>

## Request for Graduate Course Addition - Page 2

---

College: Pharmacy Department/Division: Pharmacy Practice Alpha Designator/Number: PHAR506

---

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.

Lisa Nord

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)

See attached

## **Request for Graduate Course Addition - Page 3**

---

7. COURSE OUTLINE (May be submitted as a separate document)

**See attached**

8. SAMPLE TEXT(S) WITH AUTHOR(S) AND PUBLICATION DATES (May be submitted as a separate document)

**See attached**

9. EXAMPLE OF INSTRUCTIONAL METHODS (Lecture, lab, internship)

**See attached**



## **Request for Graduate Course Addition - Page 4**

10. EXAMPLE EVALUATION METHODS (CHAPTER, MIDTERM, FINAL, PROJECTS, ETC.)

**See attached**

11. ADDITIONAL GRADUATE REQUIREMENTS IF LISTED AS AN UNDERGRADUATE/GRADUATE COURSE

**Not applicable**

12. PROVIDE COMPLETE BIBLIOGRAPHY (May be submitted as a separate document)

**See attached**

## 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: Pharmacy Practice  
Course Number and Title: PHAR 506 Pharmacy Continuing Professional Development 6  
Catalog Description:  
Prerequisites: None  
First Term Offered: Spring 2024  
Credit Hours: 0



## Request for Graduate Course Addition - Page 2

College: CoLA Department/Division: Psychology Alpha Designator/Number: PSY 505

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.

This course is currently taught by Elizabeth Pacioles in Health Sciences

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.

This course is being added so that it can be cross-listed with HS 505 and STHM 505; permissions attached



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)

See separate document

## Request for Graduate Course Addition - Page 3

---

7. COURSE OUTLINE (May be submitted as a separate document)

See separate document

8. SAMPLE TEXT(S) WITH AUTHOR(S) AND PUBLICATION DATES (May be submitted as a separate document)

See separate document

9. EXAMPLE OF INSTRUCTIONAL METHODS (Lecture, lab, internship)

Lecture, discussion, presentations

## **Request for Graduate Course Addition - Page 4**

10. EXAMPLE EVALUATION METHODS (CHAPTER, MIDTERM, FINAL, PROJECTS, ETC.)

Quizzes, participation and discussion, discussion boards, research projects

11. ADDITIONAL GRADUATE REQUIREMENTS IF LISTED AS AN UNDERGRADUATE/GRADUATE COURSE

Additional research-related projects, including searching the literature, sharing research, & presentation

12. PROVIDE COMPLETE BIBLIOGRAPHY (May be submitted as a separate document)



See separate sheet

## 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:

See separate sheet - this document will not allow me to hit enter and include all of this information

**PSY 505: Sport Psychology  
Supplemental Information**

6. Course Objectives

Students will investigate topics including: emotional, cognitive, and behavioral components of sport performance, motivation and participation in exercise and health behaviors, and impact of sport and exercise on individual development. Students will also examine practices and ethical issues in sport psychology in addition to applying concepts and strategies to enhance their own performance and well-being. Specifically, students should be able to:

Explain how psychological factors influence involvement and performance in sport, exercise, and physical education settings.
Explain how sport, exercise, and physical activity influence the thoughts, emotions, and behaviors of participants.
Design activities and interventions within sport and physical activity contexts that will lead to improved performance and enjoyment.
Describe both historical and contemporary aspects of the sport psychology discipline, including the sport psychology profession, applied practice, and ethical considerations.
Apply both sport psychology theories and research to explain thoughts, emotions, and behaviors of individuals involved in sport (such as athlete, coach, parent, fan, teacher, student, athletic trainer, or exercise leader).
Communicate information about sport psychology topics, issues, and research methods both verbally and written in a clear, concise, and inspiring manner.



## 7. Course Outline

### **WEEK #1:**

Introduction to Sport Psychology  
Orientations & Applications of Sport Psychology

### **WEEK #2:**

Research & Ethics in Sport Psychology  
Motivation in Sports

### **WEEK #3:**

Motivation Theories  
Intrinsic & Extrinsic Motivation

### **WEEK #4:**

Flow in Sports  
Assessing Performance Anxiety

### **WEEK #5:**

Anxiety and Performance Theories  
Introduction to Psychological Skills Training

### **WEEK #6:**

Arousal Regulation - Somatic  
Arousal Regulation - Cognitive

### **WEEK #7:**

Imagery Introduction  
Imagery Factors and Implementation

### **WEEK #8:**

Imagery Strategies  
Attention Theories  
Pre-Performance Routines

### **WEEK #9:**

Mindfulness Approaches  
Goal Setting  
Working in Sport Psychology

### **WEEK #10:**

Interventions in Performance Settings

### **WEEK #11:**

Mental Health in Sports  
Psychology of Athletic Injuries  
Burnout and Overtraining

**WEEK #12:**

Psychology of Youth Athletes & Youth Sport Parents  
Psychological Principles in Coaching

**WEEK #13:**

Psychological Principles in Coaching  
Psychology of Fan Behavior & Officiating

**WEEK #14:**

Exercise Psychology  
Exercise and Psychological Well-being

8. Sample Texts

\*Weinberg, R.S., & Gould, D. (2019) Foundations of Sport and Exercise Psychology, 7<sup>th</sup> Edition.

Williams, J.M., & Krane, V. (2021). Applied Sport Psychology: Personal Growth to Peak Performance, 8<sup>th</sup> edition.

Zenko, Z., & Jones, L. (2021). Essentials of Exercise and Sport Psychology: An Open Access Textbook. Society for Transparency, Openness, and Replication in Kinesiology.

\*currently used for this class as HS 505/STHM 505

12. Bibliography

**Bibliography: Sport Psychology**

Anshel, M.H. (2019). *APA Handbook of Sport and Exercise Psychology*. American Psychological Association.

Cox, R. (2011). *Sport Psychology: Concepts and Applications* (7<sup>th</sup> ed). McGraw-Hill.

Ericsson, K.A. (2014). *The road to excellence: The acquisition of expert performance in the arts and sciences, sports, and games*. Psychology Press.

Hanrahan, S., Anderson, M., Tod, D., & Hodge, K. (2012). *Routledge Handbook of Applied Sport Psychology: A Comprehensive Guide for Students and Practitioners*. Routledge.

Hatzigeorgiadis, A., Galanis, E., Zourbanos, N., Theodorakis, Y. (2014). Self-talk and competitive sports performance. *Journal of Applied Sports Psychology*, 26(1), 82-95.

Murphy, S. (2012). *The Oxford Handbook of Sport and Performance Psychology*. Oxford.

Nideffer, R.M. (2012). Theory of attentional and personal style versus test of attentional and interpersonal style. *Enhanced Performance Systems*, 1-34.

Pitt, T., Thomas, O., Lindsay, P., Hanton, S., & Bawden, M. (2015). Doing sport psychology briefly? A critical review of single session therapeutic approaches and their relevance to sport psychology. *International Review of Sport and Exercise Psychology*, 8(1), 125-155.

Quartiroli, A., Vosloo, J., Fisher, L.A., & Schinke, R.J. (2020). Culturally competent sport psychology: A survey of sport psychology professionals' perception of cultural competence. *The Sport Psychologist*, 34(3), 242-253.

Quartiroli, A., Vosloo, J., Schinke, R.J., Anderson, S.N., Fisher, L.A., & Giffin, C.E. (2021). Sport psychology professionals' perceptions of the roadblocks to cultural sport psychology. *Sport Exercise and Performance Psychology*, 10(2), 240-256.

Tenenbaum, G., & Eklund, R.C. (2020). *Handbook of Sport Psychology* (4<sup>th</sup> ed). Wiley.

Van Raalte, J.L., & Brewer, B.W. (2014). *Exploring Sport and Exercise Psychology* (3<sup>rd</sup> ed). American Psychological Association.

Van Staden, A., Myburgh, C.P., & Poggenpoel, M. (2009). A psycho-educational model to enhance the self-development and mental health of classical dancers. *Journal of Dance Medicine and Science*, 13(1), 20-28.

Weinberg, R.S., & Gould, D. (2019) Foundations of Sport and Exercise Psychology, 7<sup>th</sup> Edition.

Williams, J., & Krane, V. (2021). Applied Sport Psychology: Personal Growth to Peak Performance (8<sup>th</sup> ed). McGraw-Hill.

Agenda Information:

Department: Psychology

Course Number and Title: PSY 505

Catalog Description: An examination of theory, research, and application of psychological principles related to sport and exercise.

Prerequisites: None (PSY 201 for undergraduate course)

First Term Offered: Fall 2023

Credit Hours: 3



**Sport Psychology – Fall 2022**

**HS 505-101 (CRN 2479), PSY 580-101 (CRN 3628), STHM 505-101 (CRN 3883)**

**3 credits - Graduate**

<b>Days &amp; Time:</b>	Monday, Wednesday, Friday 10:00am – 10:50am
<b>Meeting Location:</b>	Corbly Hall 105
<b>Instructor:</b>	Liz Pacioles, Ph.D.
<b>Contact info:</b>	Email - <a href="mailto:caseyel@marshall.edu">caseyel@marshall.edu</a> . Please include your name AND course in your email. Please allow 48 hours for a response. Phone - (304) 696-5831
<b>Student Success Times:</b>	These are times set aside for students to meet with the instructor for extra help, questions, discussions about classwork, future plans, etc. Available in office (Gullickson 100C), by phone, email, or Microsoft Teams. Monday/Wednesday/Friday 8:15AM - 9:00AM Tuesday/Thursday 9:00AM – 11:00AM Also available many other times by appointment!

**Course Description:** An examination of theory, research, and application of psychological principles related to sport and exercise.

**Pre-requisite:** PSY 201 General Psychology

**Course Overview:** Students will investigate topics including: emotional, cognitive, and behavioral components of sport performance, , motivation and participation in exercise and health behaviors, and impact of sport and exercise on individual development. Students will also examine practices and ethical issues in sport psychology in addition to applying concepts and strategies to enhance their own performance and well-being.

**COURSE OUTCOMES:** As a result of experiences in this course, the student will be able to:

<b>Learning Outcomes:</b>	<b>How students will practice each outcome in this course:</b>	<b>How student achievement of each outcome will be assessed:</b>
Explain how psychological factors influence involvement and performance in sport, exercise, and physical education settings.	In-class activities and discussions	Quizzes Psychological Skills Activities Class Project
Explain how sport, exercise, and physical activity influence the thoughts, emotions, and behaviors of participants.	In-class activities and discussions	Quizzes Class Project
Design activities and interventions within sport and physical activity contexts that will lead to improved performance and enjoyment.	In-class activities and discussions	Quizzes Psychological Skills Activities
Describe both historical and contemporary aspects of the sport psychology discipline, including the sport psychology profession, applied practice, and ethical considerations.	In-class activities and discussions	Quizzes Article Discussion Assignments Projects
Apply both sport psychology theories and research to explain thoughts, emotions, and behaviors of individuals involved in sport (such as athlete, coach, parent, fan, teacher, student, athletic trainer, or exercise leader).	In-class activities and discussions	Quizzes Article Discussion Assignments
Communicate information about sport psychology topics, issues, and research methods both verbally and written in a clear, concise, and inspiring manner.	In-class activities and discussions	Project

**ABOUT THIS COURSE - COURSE REQUIREMENTS:****1. Quizzes (150 points):**

There will be 15 'take home' quizzes during the semester (10 points each) that will be posted online on Blackboard. The quizzes are designed to help you keep up with the material and give yourself a weekly review of key concepts. Quizzes will be posted and available to complete online and must be completed by class time on the designated due date. Quizzes are open notes and the questions will be taken directly from the article readings and class lectures/discussions. The quizzes are not intended to make the class difficult, but rather serve as a tool for you to keep up with the class material.

**2. Discussion Assignments (50 points):**

Students will gather articles on research studies in sport psychology and sport psychology applications in the real world to post on Blackboard for the class and to discuss with classmates during class. The research studies will be helpful in providing background research to use in your final project. Deadlines for posts and responses/reflections will be announced in class depending on the pace of class topics and will be available on Blackboard.

**3. Psychological Skills Activities (50 points):**

Students will implement psychological skills during in-class performance activities. Specific instructions for each activity will be discussed in class. The activity will typically include an in-class participation component in performance and a reflection component in which they respond to survey and reflective questions on their experience implementing the psychological skill.

**4. Psychological Skills Project and Presentation (100 points)**

To combine prior research with applied practice, each student will conduct a psychological skills project during the last four weeks of the semester. As related to the Psychological Skills Activities, each student will implement a psychological skill in a meaningful activity of their choice. Students will develop a project plan (5 points), gather information from prior research as well as their own performance and experience data (15 points) and present their background research, data collection/results, personal reflection, and conclusions in a class share setting through a one page submission to our Class Psychology Skills Manual (50 points), a verbal presentation (20 points), and providing peer feedback on classmates' projects (10 points). Additional details for guidelines and scoring will be provided in class and on Blackboard.

**5. Course participation and activities (150 points):**

Class attendance and participation is expected of all students. Points for class activities will include attendance, participation in class discussions, in-class self-quizzes and review questions, student responses and reactions to class topics (verbal and written), class games, group activities, online assignments, and mini-presentations. You will accrue points ranging from 2-10 points per activity (varying by assignment) for completing class activities.

**Graduate Student Research Requirement (100 points)** – At the graduate level, we hope to examine research in Sport Psychology at a more in-depth level and practice speaking coherently about research. We will be a research team and work together to find research articles relevant to a topic of interest for you and your career path. These articles should be different than those you find for other class assignments.

**FlipGrid Research Shares (10 points each x 5 = 50 points)**

You can access the FlipGrid video tool at:

<https://flip.com/05717fd7>

Dates: September 9, September 16, September 30, October 14, October 28

Find a research study article (from a scientific journal) related to sport psychology. Choose an article on a topic of interest to you and that might be useful in your career field. Provide a 3-minute summary of your research article that you are sharing with the group, including a mention of how this research could be used or applied. After making your video, ask a question in the comments to four of your teammates about their article. and respond to any questions about your article.

Video post: 5 points

Questions for teammates: 2 points

Responses: 3 points



**Class Share (50 points):**

There will be a graduate student presentation day in our Sport Psychology class on Wednesday November 16 in share in which the graduate students will be able to share their findings with the entire class. Each grad student will have 5 minutes to discuss findings from one or more of your research articles and the team will be able to share their experience. More details on requirements will be provided.

6.

**COURSE GRADING:** A point system will be used for determining your grade for the course:

	<u>Points:</u>
Research page and Teaching workshop	100
Quizzes	100
Discussion board Assignments	100
Psychological Skills Project	100
Final Project Presentation	50
<u>Class activities/participation</u>	<u>150</u>
Total	600

Your total points will determine your final grade as follows:

<u>Points:</u>	<u>Percentage:</u>	<u>Grade:</u>
540-600	90-100%	A
480-539	80-89.9%	B
420-479	70-79.9%	C
360-419	60-69.9%	D
<u>359 and below</u>	<u>59% and below</u>	<u>F</u>

**COURSE CALENDAR**

The schedule below is only a rough guide, since dates for particular topics may change due to class interests and pace. Be sure to pay attention to in-class announcements, and check your email and Blackboard for course announcements as well. \*\*\*Assignments are due by the class time (10:00am) on the day listed\*\*\*

Day, Date	Topic	Assignments due
<b>WEEK #1:</b>		
Mon, Aug 22	Overview of course	
Wed, Aug 24	Introduction to Sport Psychology	
Fri, Aug 26	Orientations & Applications of Sport Psychology	
<b>WEEK #2:</b>		
Mon, Aug 29	Research & Ethics in Sport Psychology	Quiz #1 due
Wed, Aug 31	Research & Ethics in Sport Psychology	Discussion Board 1 post due
Fri, Sept 2	Motivation in Sports	Discussion Board 1 response due
<b>WEEK #3:</b>		
Mon, Sept 5	Labor Day – No class!	
Wed, Sept 7	Motivation Theories	Quiz #2 due
Fri, Sept 9	Intrinsic & Extrinsic Motivation	Research Article 1
<b>WEEK #4:</b>		
Mon, Sept 12	Intrinsic & Extrinsic Motivation	Quiz #3 due
Wed, Sept 14	Flow in Sports	Discussion board 2 post due
Fri, Sept 16	Assessing Performance Anxiety	Discussion Board 2 response due Research Article 2
<b>WEEK #5:</b>		
Mon, Sept 19	Anxiety and Performance Theories	Quiz #4 due
Wed, Sept 21	Introduction to Psychological Skills Training	
Fri, Sept 23	Introduction to Psychological Skills Training	
<b>WEEK #6:</b>		
Mon, Sept 26	Arousal Regulation - Somatic	Quiz #5 due
Wed, Sept 28	Arousal Regulation - Somatic	
Fri, Sept 30	Arousal Regulation - Cognitive	Research Article 3
<b>WEEK #7:</b>		
Mon, Oct 3	Arousal Regulation - Cognitive	Quiz #6 due
Wed, Oct 5	Imagery Introduction	Discussion board post 3 due

Imagery Factors and Implementation

**COURSE CALENDAR (continued)**

Day, Date	Topic	Assignments due
<b>WEEK #8:</b>		
Mon. Oct 10	Imagery Strategies	Quiz #7 due
Wed, Oct 12	Attention Theories	
Fri, Oct 14	Pre-Performance Routines	Research Article 4
<b>WEEK #9:</b>		
Mon, Oct 17	Mindfulness Approaches	Quiz #8 due
Wed. Oct 19	Goal Setting	
Fri, Oct 21	Working in Sport Psychology (Nick Russo, MS)	Project Plan due
<b>WEEK #10:</b>		
Mon. Oct 24	Interventions in Performance Settings	Quiz #9 due
Wed. Oct 26	AASP Conference – No class meeting	Discussion Board 4 post due
Fri, Oct 28	AASP Conference – No class meeting	Discussion Board 4 response due Research Article 5
<b>WEEK #11:</b>		
Mon, Oct 31	Mental Health in Sports	Quiz #10 due
Wed, Nov 2	Psychology of Athletic Injuries	
Fri, Nov 4	Burnout and Overtraining	Final Project checkpoint #1 due
<b>WEEK #12:</b>		
Mon. Nov 7	Psychology of Youth Athletes & Youth Sport Parents	Quiz #11 due
Wed. Nov 9	Psychology of Youth Athletes & Youth Sport Parents	
Fri, Nov 11	Psychological Principles in Coaching	Final Project checkpoint #2 due
<b>WEEK #13:</b>		
Mon. Nov 14	Psychological Principles in Coaching	Quiz #12 due
Wed, Nov 16	Graduate Student Topic Presentations	
Fri. Nov 18	Psychology of Fan Behavior & Officiating	Final Project checkpoint #3 due
<b>WEEK #14:</b>	Mon, Nov 21 – Fri, Nov 25 No class - Thanksgiving Break!!!	
<b>WEEK #15:</b>		
Mon. Nov 28	Exercise Psychology	Quiz #13 due
Wed. Nov 30	Exercise and Psychological Well-being	Discussion Board 5 post due
Fri. Dec 2	Final Topics	Discussion Board 5 response due
<b>WEEK #16:</b>		
Monday Dec 5	10:15am-12:15pm Final Exam Period - Project Presentations	Quiz #14 due (Final Project ?)

**COURSE MATERIALS:**

**1. RECOMMENDED (NOT REQUIRED) TEXTBOOK - Not required for class**

Foundations of Sport and Exercise Psychology, 7<sup>th</sup> Edition (2019)  
By Robert S. Weinberg and Daniel Gould  
ISBN: 978-1-4925-7235-0

**2. ADDITIONAL READINGS:**

Several articles for the class will be selected by the instructor and students to share with the class. Instructions for these selecting and accessing these readings will be posted on Blackboard.

**3. MARSHALL UNIVERSITY EMAIL ACCOUNT**

You must have and use your MU email account. You may redirect your MU email to your own personal email account, but you must sign in to your MU account to do that. Marshall University uses Office 365 email. For more information, visit Marshall IT: Office 365 (URL <https://www.marshall.edu/it/office365/>).

**4. BLACKBOARD**

You are also required to access course materials on the Blackboard online course management system at: <https://marshall-bb.blackboard.com>. Students must be able to use the following tools in Blackboard: tests/quizzes, assignments, discussion boards, etc. Blackboard will also contain some links for Microsoft Form assignment submissions.

**5. MICROSOFT FORMS**

We will utilize Microsoft Forms for some class activities (such as polls, surveys, in class self-quizzes). A link or QR code will be provided in class and you can sign in using your Marshall username and password (same as email).

**6. MICROSOFT TEAMS**

In the event the university goes “virtual” during the semester we will use Microsoft Teams (URL: <https://www.marshall.edu/it/teams/>) to conduct class sessions during the class time.

**CLASS POLICIES:**

**CLASS ATTENDANCE, PARTICIPATION, AND MISSED CLASSES:**

Given that the Sport Psychology class is very much activity and discussion based, you will get the most out of the course (in terms of learning and grade) if you attend class. Points are earned for completion of in-class activities. These might consist of review quizzes, group discussions, class questions, writing assignments, etc. If you are sick or unable to physically attend class due to extenuating circumstances, you are responsible for catching up with missed class material or any class activities. Contact me at [caseyel@marshall.edu](mailto:caseyel@marshall.edu) on the day of the missed class and if granted the opportunity for a make-up assignment within one week of the missed class. If you are missing multiple classes due to an extended illness, COVID-19 related conditions, or other unforeseen circumstances, please contact me to make arrangements regarding your situation and contact Student Affairs for an approved university excused absence (<http://www.marshall.edu/student-affairs/excused-absence-form/>). In these situations, make up or late work will be accepted on a case-by-case basis.

**LATE WORK:** Late assignments will be accepted for 50% credit up to one week past the deadline. Grading and feedback of late work will be delayed, but don't worry, it will be graded at some point prior to the end of the semester.

**CLASS QUESTIONS:** The best way to contact me is to ask a question during our class meetings or during student success times. The next best way to contact me is through Marshall email ([caseyel@marshall.edu](mailto:caseyel@marshall.edu)). Please include your name, course, and a detailed description of your question in the email. I won't be able to respond to emails in the evening, but will typically respond to an email within 48 hours or sooner. Feel free to send a follow up email if you didn't get a response within 48 hours, just in case I missed it. Don't hesitate to ask if you have any questions or concerns – don't wait until it's too late!

**GRADES AND FEEDBACK:** See below for the course requirements and grading criteria. Grades and activity points will typically be updated within one week following the deadline. Grades for assignments submitted beyond the posted deadline may be delayed.

**OTHER NOTES REGARDING SPORT PSYCHOLOGY:**

The content of psychology courses, especially sport psychology for athletes, often includes discussion of sensitive topics that may relate to you or someone you know. Keep in mind that the classroom is not a forum for discussion of personal experiences and that we want to engage in critical and open-minded thinking based in theory and research, not solely personal experiences. If class members do share information about themselves or their experiences, please be respectful of each other and provide feedback with thoughtfulness and respect.

**UNIVERSITY POLICIES:**

By enrolling in this course, you agree to the University Policies listed below. Please read the full text of each policy by going to MU Academic Affairs: University Policies. (URL: <http://www.marshall.edu/academic-affairs/policies/>) Academic Dishonesty Policy / Academic Dismissal Policy / Academic Forgiveness Policy / Academic Probation and Suspension Policy / Affirmative Action Policy / Dead Week Policy / D/F Repeat Rule / Excused Absence Policy for Undergraduates / Inclement Weather Policy / Sexual Harassment Policy Marshall's Title IX Office may be contacted at [TitleIX@marshall.edu](mailto:TitleIX@marshall.edu) / Students with Disabilities (Policies and Procedures) / University Computing Services Acceptable Use Policy /

**Students with Disabilities**

For University policies and the procedures for obtaining services, please go to MU Academic Affairs: University Policies and read the section, Students with Disabilities. (URL: <http://www.marshall.edu/academic-affairs/policies/>)

**COVID-19 Related Information**

Marshall's official COVID-19 protocols are online at <https://www.marshall.edu/coronavirus> (URL: <https://www.marshall.edu/coronavirus/>). Policies and protocols may change over time as we respond to changing conditions. The website will always contain the most recent information – check it frequently for the most current information.

Key policies and practices at the start of the Fall 2022 semester include the following:

- **Wear a mask inside university buildings, when required.** To see the campus current masking status, visit Marshall's COVID-19 Dashboard ([www.marshall.edu/coronavirus](http://www.marshall.edu/coronavirus)). Masks are not required in personal residence hall rooms or workspaces.
- **Students will disinfect their personal workspaces and virtual learning hubs** with disinfectant wipes provided nearby.
- **All members of the Marshall University community are expected to observe all COVID-19 protocols at all times.** Students who are unable to follow University requirements due to a disability should seek reasonable accommodations from the Office of Disability Services (ODS; [disabilityservices@marshall.edu](mailto:disabilityservices@marshall.edu)) during the first week of class.

## Atkins, Melissa

---

**From:** Pacioles, Elizabeth  
**Sent:** Monday, September 19, 2022 3:50 PM  
**To:** Atkins, Melissa  
**Subject:** Re: Sport Psychology

Hi Melissa,

I agree that it would be a good idea to list Sport Psychology as a Psychology course. It is currently listed in Department of Kinesiology (HS 405 and HS 505) and Sport, Tourism, Hospitality Management (STHM 405 and STHM 505). Please let me know what I can do to help with the course addition.

I plan to offer Sport Psychology for the Spring 2023 semester but still working on finalizing the days and time. I will let you the confirmed day/time later this week.

Thanks so much for including Sport Psychology as a Psychology course offering!

Liz

***Liz Pacioles, Ph.D.***

*Associate Professor, Health Sciences*

*Marshall University*

*Gullickson Hall 100C*

*Huntington, WV 25755*

*(304)696-5831*

*caseyel@marshall.edu*

On Sep 19, 2022, at 11:43 AM, Atkins, Melissa <stinson8@marshall.edu> wrote:

## Atkins, Melissa

---

**From:** Mak, Jennifer  
**Sent:** Wednesday, September 28, 2022 4:51 PM  
**To:** Atkins, Melissa  
**Subject:** RE: Cross-listing PSY 405 with HS 405 and STHM 405

Dear Melissa,

You have my support to add the PSY405 Sport Psychology as a cross-listing to the STHM405. If you have any question, please let me know!

Best Regards,  
Jennifer Y. Mak, Ph.D., RFSA

**From:** Atkins, Melissa <stinson8@marshall.edu>  
**Sent:** Wednesday, September 28, 2022 2:32 PM  
**To:** Mak, Jennifer <mak@marshall.edu>  
**Subject:** Cross-listing PSY 405 with HS 405 and STHM 405

Dr. Mak,

I am the Undergraduate Coordinator in Psychology and we are adding a PSY 405 (Sport Psychology) course so that it can be cross-listed with HS 405/STHM 405. Liz Pacioles has been teaching it and cross listing it with us as a Special Topics PSY course but we have used the Special Topics designation too many times and need to add the class so that it can continue to be offered. I was hoping you could send back a short memo or even just a reply to this message giving us permission to create this duplicate course for cross-listing purposes.

Thanks!  
Melissa Atkins

Melissa S. Atkins, Ph.D.  
Associate Professor  
Undergraduate Program Coordinator  
Department Advising Office Coordinator  
Psychology Department  
Marshall University  
311 Harris Hall  
304-696-2779

## Request for Graduate Course Deletion

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. If attachments included, merge into a single file.
3. **The Graduate Council cannot process this application until it has received both the PDF copy and signed hard copy.**
4. Additionally, attach a copy of your written notification and any response(s) regarding this course deletion to other Departments/Divisions which advise students to enroll in this course as a prerequisite, co-requisite, or as an approved elective.

College  Dept/Div.

Contact Person  Phone

Current Course Number and Title

Rationale for Course Deletion	<input style="width: 95%;" type="text" value="Course is being replaced by a 3 credit hour class GLY 520 for ease of cross listing with GLY 420. No lab is involved with this class."/>
<p>Final term and year this course is to be offered:    Fall 20 <input checked="" type="checkbox"/>    Spring 20 <input type="checkbox"/>    Summer 20 <input type="checkbox"/></p> <p>Course being ADDED in place of this DELETION. NOTE: A course ADDITION request form is also required.</p> <p>Course Number and Title <input style="width: 80%;" type="text" value="GLY 520: Principles of Geochemistry"/> Credit Hrs. <input style="width: 10%;" type="text" value="3"/></p>	

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

Dept. Chair/Division Head	Date <u>10/10/2022</u>
Registrar	Date <u>10/10/2022</u>
College Curriculum Chair <u>MC Babiuc Hamilton</u>	Date _____
Graduate Council Chair	Date <u>12-14-2022</u>



## Request for Graduate Course Deletion-Page 2

---

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

Department:

Course Number and Title:

Rationale for deletion:

Final Term Offered:

Courses added (*if any*):

Department: Geology

Course Number and Title: GLY 525 Geochemistry

Rationale for deletion: Course is being replaced by a 3 credit hour class GLY 520.

Final Term Offered: F 22

Courses added: GLY 520: Principles of Geochemistry

## 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: Science      Dept/Division: Criminal Justice & Criminology      Current Alpha Designator/Number: CJ 621




Contact Person: Kim DeTardo-Bora      Phone: 304-696-3084

**CURRENT COURSE DATA:**

Course Title: <u>Advanced Criminal Law and Procedure</u>																								
Alpha Designator/Number: <table border="1" style="display: inline-table; border-collapse: collapse; text-align: center;"> <tr> <td style="width: 20px;">C</td> <td style="width: 20px;">J</td> <td style="width: 20px;"> </td> <td style="width: 20px;">6</td> <td style="width: 20px;">2</td> <td style="width: 20px;">1</td> <td style="width: 20px;"> </td> <td style="width: 20px;"> </td> <td style="width: 20px;"> </td> </tr> </table>	C	J		6	2	1																		
C	J		6	2	1																			
Title Abbreviation: <table border="1" style="display: inline-table; border-collapse: collapse; text-align: center;"> <tr> <td style="width: 20px;">A</td><td style="width: 20px;">d</td><td style="width: 20px;">v</td><td style="width: 20px;"> </td><td style="width: 20px;">C</td><td style="width: 20px;">r</td><td style="width: 20px;">i</td><td style="width: 20px;">m</td><td style="width: 20px;"> </td><td style="width: 20px;">L</td><td style="width: 20px;">a</td><td style="width: 20px;">w</td><td style="width: 20px;"> </td><td style="width: 20px;">&amp;</td><td style="width: 20px;"> </td><td style="width: 20px;">P</td><td style="width: 20px;">r</td><td style="width: 20px;">o</td><td style="width: 20px;">c</td><td style="width: 20px;">e</td><td style="width: 20px;">d</td><td style="width: 20px;">u</td><td style="width: 20px;">r</td><td style="width: 20px;">e</td> </tr> </table>	A	d	v		C	r	i	m		L	a	w		&		P	r	o	c	e	d	u	r	e
A	d	v		C	r	i	m		L	a	w		&		P	r	o	c	e	d	u	r	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.
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>10/9/2022</u>
Registrar <u></u>	Date _____
College Curriculum Chair <u>MC Babinc Hamilton</u>	Date _____
Graduate Council Chair <u></u>	Date <u>12-14-2022</u>



## 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

The course has traditionally been taught using a law-school based approach that impacts those who practice the the law and/or enforce the law.

To

The course needs to include a review of contemporary laws and court decisions that not only impact those who practice the law and/or enforce the law, but members of society who are impacted by law/court decisions as well.

Rationale

The current course needs to be updated to include a more expansive modern-day view of how court decisions may differentially impact members of society and officials in the justice system.

## Request for Graduate Course Change-Page 4

---

College: Science

Department: Criminal Justice & Criminology

Course Number/Title CJ 621: Advanced Criminal Law & Procedure

---

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 DESCRIPTION CHANGE

Department: Criminal Justice & Criminology

Course Number and Title: CJ 621: Advanced Criminal Law & Procedure

Rationale: The description needs to be broader, encompassing how laws impact not only members of the justice system who carry out the law in practice but members of society.

Course Description: (old) A review of contemporary legislation and court decisions relating to criminal law and procedure.

Course Description: (new) A review of contemporary legislation and court decisions relating to its impact on the justice system, justice officials, and members of society.

Catalog Description: (new) A review of contemporary legislation and court decisions relating to its impact on the justice system, justice officials, and members of society.

### COURSE NUMBER CHANGE

N/A

### COURSE TITLE CHANGE

Department: Criminal Justice & Criminology

### 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: Science Dept/Division: Geology Alpha Designator/Number: GLY  Graded  CR/NC

Contact Person: Aley El-Shazly Phone: 3046966756

**NEW COURSE DATA:**

New Course Title: Principles of Geochemistry

Alpha Designator/Number: 

G	L	Y		5	2	0			
---	---	---	--	---	---	---	--	--	--

Title Abbreviation: 

G	e	o	c	h	e	m	i	s	t	r	y								
---	---	---	---	---	---	---	---	---	---	---	---	--	--	--	--	--	--	--	--

  
(Limit of 25 characters and spaces)

Course Catalog Description: Introduction to the principles of geochemistry. The application of chemistry to the study of the earth and to geologic problems.  
(Limit of 30 words)

Co-requisite(s): \_\_\_\_\_ First Term to be Offered: Sp 25

Prerequisite(s): \_\_\_\_\_ Credit Hours: 3

Course(s) being deleted in place of this addition (must submit course deletion form): GLY 525

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

Dept. Chair/Division Head <u>[Signature]</u>	Date _____
Registrar <u>[Signature]</u> 400601	Date <u>10.10.2022</u>
College Curriculum Chair <u>Maria Hamilton</u>	Date _____
Graduate Council Chair <u>[Signature]</u>	Date <u>12-14-2022</u>

## Request for Graduate Course Addition - Page 2

College: Science Department/Division: Geology Alpha Designator/Number: GLY 520

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.

Aley El-Shazly

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)

See attached



## Request for Graduate Course Addition - Page 3

---

7. COURSE OUTLINE (May be submitted as a separate document)

See attached

8. SAMPLE TEXT(S) WITH AUTHOR(S) AND PUBLICATION DATES (May be submitted as a separate document)

See attached

9. EXAMPLE OF INSTRUCTIONAL METHODS (Lecture, lab, internship)

See attached

## **Request for Graduate Course Addition - Page 4**

10. EXAMPLE EVALUATION METHODS (CHAPTER, MIDTERM, FINAL, PROJECTS, ETC.)

2 Mid term exams, 1 Final exam.

10 homework assignments

11. ADDITIONAL GRADUATE REQUIREMENTS IF LISTED AS AN UNDERGRADUATE/GRADUATE COURSE

Students will cover and be tested on three additional chapters, namely; Weathering, Clay Minerals, and Acid Mine Drainage

12. PROVIDE COMPLETE BIBLIOGRAPHY (May be submitted as a separate document)

See attached

## 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: Geology

Course Number and Title: GLY 520 Principles of Geochemistry

Catalog Description: Application of chemical principles to Geology. Includes Cosmochemistry, Mineral Chemistry, Water Chemistry, Kinetics, Redox equilibria, Weathering, Sorption, Radioactive and Stable isotopes, Environmental Geochemistry.

Prerequisites: NA

First Term Offered: Sp 25

Credit Hours: 3



**Marshall University Syllabus**  
**College of Science**  
**Geology**

**Course**

GLY 520: Principles of Geochemistry

**Course Description**

Application of chemical principles to geology. Topics include cosmochemistry; distribution of elements in minerals and rocks; aqueous solutions and water-rock interaction; weathering; clay minerals and adsorption; radiometric age dating; stable isotope geology; and Environmental Geology.

**Credits**

3

**Term/Year**

Sp 2025

**Class Meeting Days/Times**

TBA

**Location**

S 165

**Academic Calendar**

For beginning, ending, and add/drop dates, see the [Marshall University Academic Calendar](http://www.marshall.edu/academic-calendar/) (URL: <http://www.marshall.edu/academic-calendar/> ).

**Instructor**

Aley El-Shazly

**Contact Information**

- Office: S131
- Office Hours: **TBA**. Please send me e-mail, and I will get back to you as soon as possible. I have an open door policy, if you cannot contact me during my office hours, and I'm in my office between 9:00 and 4:00 p.m., it doesn't hurt to check with me; ... if I'm free, I'll be more than happy to help you.

- Office Phone: 304-696-6756
- Marshall Email: [elshazly@marshall.edu](mailto:elshazly@marshall.edu)

## COVID-19 Related Information

Marshall's official COVID-19 protocols are online at <https://www.marshall.edu/coronavirus>. Policies and protocols may change over time as we respond to changing conditions. The website will always contain the most recent information – check it frequently for the most current information.

Key policies and practices at the start of the Fall 2022 semester include the following:

- **Wear a mask inside university buildings, when required.** To see the campus current masking status, visit Marshall's COVID-19 Dashboard ([www.marshall.edu/coronavirus](http://www.marshall.edu/coronavirus)). Masks are not required in personal residence hall rooms or workspaces.
- **Students will disinfect their personal workspaces and virtual learning hubs** with disinfectant wipes provided nearby.
- **All members of the Marshall University community are expected to observe all COVID-19 protocols at all times. Students who are unable to follow University requirements due to a disability** should seek reasonable accommodations from the Office of Disability Services (ODS; [disabilityservices@marshall.edu](mailto:disabilityservices@marshall.edu)) during the first week of class.

## Required and/or Recommended Texts and Materials

### Required Texts and Materials

*Introduction to Geochemistry*" by Kula Misra (1st edition; 2012)

### Recommended/Optional Texts and Materials

*The geochemistry of Natural waters*" by Drever (3rd ed.; 1997)

Handouts will be provided to cover material not in the textbooks.

## Course Student Learning Outcomes

The table below shows the following relationships: How each student learning outcome will be practiced and assessed in the course.

<b>Course student learning outcomes</b>	<b>How students will practice each outcome in this course</b>	<b>How student achievement of each outcome will be assessed in this course</b>
Learn distribution of elements and their relative abundance; controlling factors and trends	Reading, class interaction	homework, tests
Quantifying some earth processes; chemical equilibrium; balancing chemical reactions	Class discussion, tutorials	tests, homeworks
Apply thermodynamics to geological processes	Class interaction, readings, tutorials	homeworks, tests
Understand chemistry of natural waters and other aqueous solutions	Class interaction, readings, tutorials	Tests, homeworks
<b>Kinetics of geochemical processes</b>	<b>Class interaction, readings, tutorials</b>	<b>Tests</b>
<b>Chemical weathering; mineral – water interaction</b>	<b>Class interaction, readings, tutorials</b>	<b>Tests</b>
Oxidation – Reduction reactions	Class interaction, readings, tutorials	Tests; homework
<b>Clay Minerals: adsorption and desorption</b>	<b>Class interaction, readings, tutorials</b>	<b>Tests</b>
Principles of radiometric age dating	Class discussions, readings	Tests; homework
Principles and applications of stable isotopes to geological processes	Class discussions, readings	Tests
Understand the principles of environmental geochemistry; <b>acid mine drainage</b>	Class discussions, readings	Tests

Topics in bold are either not included in GLY 420 or treated in more detail in this class.

## Course Requirements/Due Dates

There are 10 homework assignments in this class. Each assignment is due one week from the time it is assigned. Homeworks are assigned per topic, so dates can only be estimated (cf. syllabus schedule/ reading assignments). Late assignments will be penalized 5% for every day of tardiness. Assignments turned in after graded homeworks have been handed out in class will not be graded. No makeup policy for homeworks that have not been turned in.

There are 3 tests in this class: 2 mid-terms and one final. The final exam is comprehensive.

## Grading Policy

3 tests (**2 mid-terms and a final**): 70% (20% for each mid-term; 30% for final), Homeworks: 30%. The final exam will be comprehensive, and will consist of short answer questions, problem sets as well as essay type questions. The problems and short answer questions are designed to evaluate your level of understanding and overall knowledge of the subject matter. The essay questions are designed to show your level of understanding and knowledge, as well as how well you can organize your thoughts and express yourself in writing.

**Grading scale:** > 90% A, 80 - 89.9% B, 70 - 79.9% C, 60 - 69.9% D, < 60% F.

## Attendance/Participation Policy

There are no points for attendance, and missing class will not be penalized. However, attendance of all classes is expected, and you should take your own notes. The material is fairly challenging, and you will need help understanding it! Please contact me if you must miss a class. Missing class will have a strong impact on the learning process, and is to be avoided at all costs. Once in class, mature behavior is expected. Cell phone use (including text messaging) is prohibited. Disruption of class/ tutorial activities will not be tolerated.

**Study tips:** You should take your own notes during class, and should learn how to reproduce many of the figures in your textbook/ handouts for the tests. Please feel free to ask questions at any time. Do the **readings** promptly **after** each lecture (the reading list is given in the table below), and familiarize yourself with new terms. Use the handouts to organize your own lecture notes after you've done the reading. However, *these handouts are in no way a substitute for the reading assignments!* We will be covering many different topics in this class, so I don't expect you to "like" all of these topics, but you sure do have to learn how to use and apply them!

## University Policies

By enrolling in this course, you agree to the University Policies. Please read the full text of each policy (listed below) by going to [MU Academic Affairs: University Policies](http://www.marshall.edu/academic-affairs/policies/). (URL: <http://www.marshall.edu/academic-affairs/policies/> )

- Academic Dishonesty Policy
- Academic Dismissal Policy
- Academic Forgiveness Policy
- Academic Probation and Suspension Policy
- Affirmative Action Policy
- Dead Week Policy
- D/F Repeat Rule
- Excused Absence Policy for Undergraduates
- Inclement Weather Policy
- Sexual Harassment Policy
- Students with Disabilities (Policies and Procedures)
- University Computing Services Acceptable Use Policy

## Course Schedule and Reading Assignments

Lecture	Topic	Reading Assignment
1	<b>Introduction:</b> What is geochemistry - Different fields and applications. Basic chemical principles. Basics of calculus.	p. 1-3
1, 2	<b>Cosmochemistry:</b> origin of the Solar system; nucleosynthesis; Cosmic abundance of elements; Meteorites; <b>Differentiation</b> of the Earth. Origin of atmosphere & hydrosphere	p. 283 - 310 333 - 344; 357 - 362
3	<b>Mineral and Crystal Chemistry:</b> (A review) Types of bonding, coordination numbers, crystal structures, polymorphism Isomorphism, Goldschmidt's rules for substitution; Camouflage, capture & admission	p. 17 - 21; Ch. 3
4 - 6	<b>Distribution and Association of elements:</b> The Periodic Table of elements; <b>Goldschmidt's classification</b> ; Distribution of elements in igneous, sedimentary, and metamorphic rocks; Partition coefficients, Trace elements in igneous petrology	p. 45, p. 20, p. 311 - 324



7 - 11	<b>Chemical equilibrium</b> , The Phase rule, Phase diagrams, Reversible and irreversible chemical reactions, Balancing reactions, Law of Mass Action, Le Chatelier's principle, Solubility products, Common ion effect, Activity, Fugacity	p. 51 – 54; notes
12	Test 1	
13 - 14	Introduction to <b>thermodynamics</b> : 1 <sup>st</sup> , 2 <sup>nd</sup> , and 3 <sup>rd</sup> laws; Gibbs Free Energy, Enthalpy, Entropy, Heat capacity, thermal expansion, compressibility. Some key relations. Applications.	Ch 4, 5, 6
15 - 17	<b>Water chemistry</b> : Properties of water; Acids & bases; pH, Dissociation constants, Ionic concentrations, Buffers, pH-pC diagrams;	134 - 146
18	<b>Test 2</b>	
19 - 21	<b>Solution – Mineral equilibria</b> : carbonates; silicates; Chemistry of groundwater; chemistry of seawater, Analysis of water samples, Mixing, Dilution, Evaporation. Activity - activity diagrams: weathering and mineral stability	151 - 166
	<b>Kinetics</b> : Diffusion; Nucleation; Growth	Ch 9 D: p. 26 - 35
	<b>Weathering:</b>	F: Ch 19
	<b>Clay Minerals</b> : adsorption and desorption	F: Ch 13
21, 22	<b>Oxidation and Reduction</b> ; Eh – pH diagrams	Ch 8 D: Ch 7
23 - 27	<b>Radioactive isotopes</b>	Ch 10
27 - 30	<b>Stable Isotopes</b>	Ch 11 D:311-321
31 - 32	<b>Environmental Geochemistry</b> : Atmosphere: structure, composition, ozone hole, greenhouse effect. <b>Acid mine drainage; neutralization potential; neutralization ratio; acid – base accounting; sulfide alteration index.</b>	344 – 353; notes

All readings from Misra (2012), except F: Faure (1998), D: Drever (1997).

**Topics on Kinetics, Weathering, Clay Minerals, and Acid – mine drainage will be covered by students outside of class time. Students will be tested**

**on these topics separately during Finals week.**

**Final Exam:** TBA

**Bibliography:**

Krauskopf, K. and Bird, D., 1995. Introduction to Geochemistry. McGraw Hill.

Deutsch, W., 1997. Groundwater Geochemistry: fundamentals and applications to contamination. Lewis publishers, 221 pp.

Drever, J. I., 1997. The Geochemistry of Natural Waters. Prentice Hall. 436 pp.

Faure, G., 1998. Principles and applications of Geochemistry. Prentice Hall.

Garrels, R. M. and Christ, C. L., 1965. Solutions, Minerals, and Equilibria. Harper & Row.

Henderson, P., 1982. Inorganic Geochemistry. Pergamon Press.

Kehew, A., 2001. Applied chemical hydrogeology. Prentice Hall.

Nordstrom, D. K. and Munoz, J. L., 1986. Geochemical Thermodynamics. Blackwell Scientific Publications.

Schultz, H. and Zabel, M. (eds.), 2000. Marine Geochemistry. Springer Verlag, 455 pp.

Snoeyink, V. L. and Jenkins, D., 1980. Water Chemistry. John Wiley & Sons.

Walther, John, 2007. Essentials of Geochemistry. Jones & Bartlett publishers.

Wood, B. J. and Fraser, D. G., 1977. Elementary Thermodynamics for Geologists. Oxford Science Publications, 303 pp.

**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: Science Dept/Division: Forensic Sciences Alpha Designator/Number: CFS 640  Graded  CR/NCContact Person: John Sammons Phone: 304-696-7241**NEW COURSE DATA:**New Course Title: Advanced Cyber ForensicsAlpha Designator/Number: 

C	F	S		6	4	0			
---	---	---	--	---	---	---	--	--	--


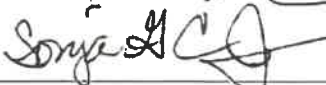

Title Abbreviation: 

A	d	v		C	y	b	e	r		F	o	r	e	n	s	i	c	s					
---	---	---	--	---	---	---	---	---	--	---	---	---	---	---	---	---	---	---	--	--	--	--	--

(Limit of 25 characters and spaces)

Course Catalog Description: An advanced study of cyber forensics focusing on artifacts from a variety of evidentiary sources and environments. Topics include Windows and Apple computer systems as well as mobile and network devices.  
(Limit of 30 words)Co-requisite(s): N/A First Term to be Offered: Spring 2022Prerequisite(s): N/A Credit Hours: 3Course(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 <u></u>	Date <u>4-2-22</u>
Registrar <u></u> <span style="border: 1px solid red; padding: 2px;">430116</span>	Date <u>10.5.2022</u>
College Curriculum Chair <u>Maria Hamilton</u>	Date _____
Graduate Council Chair <u></u>	Date <u>12-14-2022</u>

## Request for Graduate Course Addition - Page 2

---

College: Science

Department/Division: Forensic Sciences

Alpha Designator/Number: CFS 640

---

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.

John Sammons  
Josh Brunty

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.

See attached syllabus

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)

See attached syllabus

## **Request for Graduate Course Addition - Page 3**

---

7. COURSE OUTLINE (May be submitted as a separate document)

See the attached syllabus.

8. SAMPLE TEXT(S) WITH AUTHOR(S) AND PUBLICATION DATES (May be submitted as a separate document)

See the attached syllabus.

9. EXAMPLE OF INSTRUCTIONAL METHODS (Lecture, lab, internship)

This course will use a variety of instructional methods including lectures, labs, projects, etc.

## **Request for Graduate Course Addition - Page 4**

### **10. EXAMPLE EVALUATION METHODS (CHAPTER, MIDTERM, FINAL, PROJECTS, ETC.)**

Test questions, concept maps, high stakes writing assignments

### **11. ADDITIONAL GRADUATE REQUIREMENTS IF LISTED AS AN UNDERGRADUATE/GRADUATE COURSE**

Not applicable.

### **12. PROVIDE COMPLETE BIBLIOGRAPHY (May be submitted as a separate document)**

See the attached syllabus.

## 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: Forensic Sciences

Course Number and Title: CFS 640 Advanced Cyber Forensics

Catalog Description: An advanced study of cyber forensics focusing on artifacts from a variety of evidentiary sources and environments. Topics include Windows and Apple computer systems as well as mobile and network devices.

First Term Offered: Spring 2022

Credit Hours: 3

 <p>DIGITAL FORENSICS INFORMATION ASSURANCE</p>	<h2>CFS 640 Advanced Cyber Forensics</h2> <h3>Course Syllabus</h3> <h3>Spring 2022</h3>
--------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------

**WAEC 1232**  
**MWF – 1:00 – 1:50**

**Instructor** – John Sammons  
**Office** – Weisberg Applied Engineering Complex – WAEC 2003  
**Office Phone** – 304-696-7241  
**eMail Address** – john.sammons@marshall.edu

**Office Hours:**  
Monday 11:00am – 12:00pm  
Tuesday 1:00pm – 2:00pm  
Wednesday 11:00am – 12:00pm  
Thursday 1:00pm – 2:00pm  
Friday 11:00am – 12:00pm

All other times by appointments

\* Please send me an email to schedule a meeting if possible. Sometimes I get pulled away even during office hours.

#### Course Description

An advanced study of cyber forensics focusing on artifacts from a variety of evidentiary sources and environments. Topics include Windows and Apple computer systems as well as mobile and network devices.

#### Textbook

None. Readings will be assigned by the instructor.

#### Credit

The course is three (3) credit hours.

#### Pre/co-requisites

Permission.



## Course Learning Objectives

<b>Course Student Learning Outcomes</b>	<b>How students will practice each outcome in this Course</b>	<b>How student achievement of each outcome will be assessed in this Course</b>
Students will <b>demonstrate</b> their ability to communicate effectively both orally and in writing.	PowerPoint/Prezi development, peer & instructor review, journal assignments, Quizlets	Presentations, test questions, concept map, high stakes writing assignment, "hot seat" quizzes
Students will correctly <b>interpret, locate, preserve, collect, analyze, and interpret</b> artifacts from Windows and Apple computer systems, as well as mobile and network devices.	Journal exercises, in-class team assignments, Quizlets, Practical exercises, journal assignments	Test questions, "hot seat" quizzes, high stakes writing assignment
Students will correctly <b>interpret, locate, preserve, collect, analyze, and interpret</b> memory artifacts from a Windows system.	Journal exercises, in-class team assignments, Quizlets, Practical exercises, journal assignments	Test questions, "hot seat" quizzes, high stakes writing assignment
Students will <b>arrange</b> key course content into a comprehensive, detailed concept map that clearly demonstrates the relationship of one concept to another.	Module concept maps	Mid-Term & Final Concept Maps

**Blackboard** – Unless otherwise stated, ALL assignments must be submitted on time through Bb. It's your responsibility to know how to do this. Late work will not be accepted without a verified or university approved excuse. Should you have some issue that prohibits you from completing the assignment on Bb by the deadline, you should email the assignment to me via my MU email account. This should be before the due date as well. If not, it will not be accepted. You should collect proof that supports your reason for the work being late. Work that is not in Bb will likely not be graded.

**Grade Appeals** – Should you feel an assignment/test question was graded in error, you may appeal. However, your appeal MUST FOLLOW THIS PROCEDURE and FORMAT. You will submit the appeal through Bb email only. Appeals sent elsewhere will not receive a response. The subject line MUST say this "APPEAL – Test/Assignment Name." In the body of the email list the entire question, your answer, and why you think you deserve credit.

## Instruction Method

There will be 3 contact hours of classroom instruction per week. Coursework will include classroom lectures, a learning journal, and exams along with a variety of low, med and high stakes writing assignments. You are expected to take an **active role** in your learning. Discussions and writing assignments play significant roles in the conduct of the course.

This course will be taught using active learning methodologies. This means that lectures, as a delivery method will be limited. For students, this means that you will be expected to complete all assigned “pre-work” before the start of class, participate in group assignments, and complete in-class exercises.

### **Evaluation method**

Course grades will be based on a total points system. Your grade will be based on a percentage of the total points possible.

### **Approximate Course Point Distribution**

<b>Assignment/Assessment</b>	<b>Points Possible</b>
Midterm & Final Exam (Concept Map)	200
Projects & Assignments	200
Learning Journals	330
Tests	500
<b>Total</b>	<b>1230</b> (Approx. Subject to change)

Final letter grades are determined based on the following grading scale:

90-100%	<b>A</b>
80-89%	<b>B</b>
70-79%	<b>C</b>
60-69%	<b>D</b>
0 – 59%	<b>F</b>

The instructor reserves the right to change these values depending on the overall class performance and/or extenuating circumstances. Please note that your final grade will be calculated by hand, NOT from the totals/weights that you may see on Bb. Grades will be posted as quickly as possible into Bb. However, please keep in mind that those times will vary.

### **Policy Statement**

#### *My Academic Dishonesty Policy*

Academic Dishonesty is defined as any act of a dishonorable nature which gives the student engaged in it an unfair advantage over others engaged in the same or similar course of study and which, if known to the classroom instructor in such course of study, would be prohibited. Academic Dishonesty will not be tolerated as these actions are fundamentally opposed to "assuring the integrity of the curriculum through the maintenance of rigorous standards and high expectations for student learning and performance" as described in Marshall University's Statement of Philosophy.

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](http://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/?page\\_id=802](http://www.marshall.edu/academic-affairs/?page_id=802)

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

In this course, STUDENTS ARE NOT TO "COPY & PASTE" MATERIAL FROM A SOURCE INTO ANY ASSIGNMENT UNLESS SPECIFICALLY AUTHORIZED BY THE INSTRUCTOR.

If you are found cheating on projects or plagiarizing answers from the Internet or other sources (among other things), there will be no second chance. Your penalty is that you will receive a failing grade for the course. In those cases in which the offense is particularly flagrant or where there are other aggravating circumstances, additional, non-academic, sanctions may be pursued through the Office of Judicial Affairs. Notice of an act of academic dishonesty will be reported to the Department Chair, Dean of the College of Science, and to the Office of Academic Affairs. Please refer to the Marshall University Undergraduate Catalog for a full definition of academic dishonesty.

### **College of Science IT Student Conduct Agreement**

In order to complete this course, you must read, sign, and comply with the COS IT conduct agreement. The agreement is available online here: <http://www.marshall.edu/cosweb/agreements/?a=j3qw3>

This code of conduct **MUST** be read and signed by you no later than **Friday, August 24, at 5:00 PM**. If you fail to sign this agreement, your access to the computers in WAEC 1232 will be **REVOKED** until you do.

### **Assignments**

The course includes a number of writing assignments. All assignments are due **BY THE TIME NOTED ON Bb**, on their due date. **NO LATE ASSIGNMENTS WILL BE ACCEPTED**. There are VERY specific cutoff dates/times for submission. Please do not procrastinate. If you wait until the last night to start a writing assignment, chances are, you will fail. All (or the majority of) assignments **MUST** be submitted through Bb. Should some technical issue arise that makes this impossible, the instructors University email address will serve as the secondary means of submission. Bb email is the last method of submission. Should submission prove to be impossible, students are expected to leave a voice mail on the Instructors office phone. In ALL instances, any email or voicemail **MUST** have a date/time stamp that is **BEFORE** the due date/time of the assignment. Submissions that do not will be rejected.

### **File Names**

All electronic submissions must follow this file naming convention:  
CFD640\_Last Name\_First Initial\_Assignment Name.doc ("dfia460\_sammons\_j\_researchpaper.doc")

### **Make-up Quizzes/Assignments and Late Penalty**

Make-up exams will not be given except under unusual circumstances and satisfactory written justification. Any student who misses a quiz/assignment due to an unexcused absence will receive a grade of zero with no opportunity for make-up or substitution. Only University excused absences or those occurring with a good reason (and that reason must be given prior to missing the quiz/assignment) will be accepted. Make up quizzes/assignments must be taken within one week of the original scheduled date. The decision to allow a make-up quiz or accept late work rests with the instructor. Please note, your university excuse **MUST** be received by me within **TWO** weeks of the missed assignment/test. Excuses received after that time will not be accepted.

## **Attendance Statement & Policy**

Attendance is absolutely vital to your success in this course and your ability to learn and retain this material. As such, attendance is mandatory. You will be permitted TWO unexcused absences for the entire semester. Each unexcused absence after that will result in a one letter reduction of your grade. Top Hat will be used to collect attendance every day in class.

### **Excused Absence**

1. University-sponsored academic activities (performing arts, debate and individual events, honors classes, ROTC); official athletic events; other university activities (student government).
2. Student Illness or Critical Illness/Death in the Immediate Family: "Immediate Family" is defined as a spouse/life partner, child, parent, legal guardian, sibling, grandparent or grand- child. **\*Routine doctor appointments are not excused. Appointments should be scheduled around your classes.**
3. Short-Term Military Obligation
4. Jury Duty or Subpoena for Court Appearance
5. Religious Holidays

### **Unexcused Absences**

- If you miss two classes, I will issue a warning.
- If you miss a third class: You will receive an automatic one letter grade deduction in the course.
- We will conference to discuss your standing and develop a plan of improvement. If you meet its criteria, you may have the chance to earn back the letter grade deduction.
- If you miss a fourth class, the previous letter grade deduction stands, regardless of improvement plan results.
- Subsequent missed classes will result in an additional letter grade deduction for each absence.

### **Student's Responsibility**

- Provide appropriate documentation to Dean of Student Affairs for excused absence. Learn how the process works here: <http://www.marshall.edu/student-affair/excused-absence-form>
- Request opportunity to complete missed work **immediately upon return to class.**
- Be aware that excessive absences—whether excused or unexcused—may affect your ability to earn a passing grade.
- Regardless of the nature of the excused absence, you are responsible for completing all coursework **prior to the end of the semester.**

### **Top Hat**

Students will need to create a Top Hat user account and purchase a Top hat subscription plan for use within this course. Subscription plans vary from 4-month access, semester access, to lifetime access. Top Hat can either be purchased online or through MU Bookstore.

Top Hat will be used not just to track attendance, but for class quizzes, reviews, etc. The join code for this course is 864731 and the course homepage is <https://app.tophat.com/e/864731>. Tophat can be used from either a PC or via the Android/iOS app on a mobile device. Students can also text-in answers to +1 (315) 636-0905 via SMS. This is ideal for poor wifi or older mobile devices.

### **Class Cancellation**

There may come a time during the semester when class could be cancelled (illness, weather, etc.). Should that occur, I will notify everyone through their official university email as well as post an announcement on Bb. You are responsible for checking these early and often to ensure that class will be held as scheduled. Should there be some technological issue that prevents me from doing that, a sign should be posted on the classroom door.

### **Professionalism**

In this course you will be treated as professionals and will be expected to behave and perform as such. As professionals, you will be expected to attend class, be on time, complete all assignments, meet deadlines, ask questions when you don't understand, and participate. Participating in class means that you are not on your cell phone or surfing the Internet. If you can't be in class, I expect you to let me know ahead of time. Your classroom language and demeanor should also be professional at all times. Written communication with me must also be professional. You are expected to follow the guidelines in the "How to Email My Professor" article.

### **University Holidays & Key Dates**

**September 3, Monday**

Labor Day – University Closed

**October 8, Monday**

Midterm grades due

**October 26, Friday**

Last Day to Drop

**November 19, Monday – November 24, Saturday**

Thanksgiving Break – Classes Dismissed

**November 26, Monday**

Classes Resume

**December 3, Monday – December 7, Friday**

Dead Week

**December 7, Friday**

Last Class Day

**December 10, Monday – December 14, Friday**

Final Exams

## Expectations

1. Work/Think Hard
2. Participate
3. Act with Integrity
4. Embrace the Challenges
5. Tell Me if You Have a Problem
6. Own Your Mistakes and Shortcomings
7. Help Your Fellow Students
8. Be Willing to Work Outside Your Comfort Zone
9. Have FUN!
10. Treat Everyone with Respect
11. Read the Syllabus
12. Check Bb and Your Email Very Often
13. Check Bb for Due Dates and Assignment Specifics
14. Read ALL of the Assigned Materials

## Technical Competencies

Students are expected to be proficient working with AD Forensic Toolkit, FTK Imager, Registry Viewer, and Microsoft Office products or their equivalent. In addition, students will need to an application to create concept maps. VUE, from Tufts University is the recommended tool for this purpose. It's a free, open source tool that works well on Windows or Macintosh computers. It can be downloaded here: <http://vue.tufts.edu/>. VUE is very simple to use with a very short learning curve. Students are also expected to be proficient using the Blackboard system (submitting assignments, navigating the class space, taking tests, etc.).

## Topics and Methodology

The following outline delineates the tentative class schedule with topics to be addressed during the course. It could vary based on class progress and performance.

Week	Dates	Lecture Topics	Reading
1	Aug 20-24	Apple OS X Artifacts	Bb
2	Aug 27- Aug 31	Apple OS X Artifacts	Bb
3	Sept 3 - 7	Apple File Systems	Bb
4	Sept 10 - 14	Advanced Windows Registry	Bb
5	Sept 17 – 21	Advanced Windows Artifacts	Bb
6	Sept 24 - 28	Windows Memory Forensics	Bb
7	Oct 1 – 5	Advanced Mobile Forensics	Bb
8	Oct 8- 12	Midterm	N/A
9	Oct 15 - 19	Advanced Mobile Forensics	Bb
10	Oct 22 - 26	Advanced Mobile Forensics	Bb

11	Oct 29 – Nov 2	Advanced Network Forensics	N/A
12	Nov 5 - 9	Advanced Network Forensics	Bb
13	Nov 12 -16	Final Project	Bb
14	Nov 19 - 23	Thanksgiving Break	Bb
15	Nov 26 – Nov 30	Final Projects	Bb
16	Dec 3 – 7	Final Review	N/A

Every student is responsible for all materials presented in class, including lectures, notes, and handouts. In case you are not present for a class, it is your responsibility to contact the instructor and receive information about the material presented in that class.

### **Effort Required**

This course requires significant effort both in and out of class. Outside of class students will be expected to keep pace with the reading/videos and come to class prepared. If you come to class unprepared it will negatively impact your ability to complete the lab exercises. For every 1 hour in class, the student is expected to put in an effort of at least 3 hours outside the class for studying and completing writing assignments. Depending upon background and preparedness, some students may have to put in additional effort. **DO NOT PROCRASTINATE.**

Prioritize, schedule, and take responsibility for your actions and you should do very well in this class. To be successful in this course, you **MUST** take an **active** role in the learning process. To be successful in the course, you must do the work. You must also manage your time effectively. Throughout the semester, you may be given time in class to work on various assignments. I **STRONGLY** encourage you take full advantage of this opportunity.

### **Blackboard and Module 0**

Your first assignment is to complete Module 0. This module is located on Bb. Part of this module is a quiz that you are expected to complete the first week of class. This quiz covers course administration, procedures, rules, policies, etc. Module 0 lays the groundwork for the rest of the semester. You are expected to read and familiarize yourself with all the material in Bb and its location. You should go through Bb and see what resources and information are available to you. From time to time, you may find assignments, etc. that are left over from a previous semester. Check the dates. Unless the dates are current, those assignments aren't applicable. You may also ask me for clarification. In regard to due dates, they should be clearly listed in Bb. The date in Bb is the date we will go by. If you need to know when something is due, check Bb. I don't commit to memory every due date for every assignment in all of the classes I teach.

### **Learning Journal**

As part of this course, each student must maintain a learning journal. This journal will contain a variety of low stakes assignments, many to be done in class. It is your responsibility to keep it current. It will be turned in at the end of each learning module as a single document. Do **NOT** procrastinate. The journals are graded **ALL OR NONE**. If you complete all entries, you will receive full credit. **ANY** missing entries will result in a 0.

You will need your journal during almost every class therefore you must ensure it's available when you need it. It is your responsibility to ensure that it's kept safe. You would be wise to make frequent back-ups of your journal. You may want to consider using Dropbox ([www.dropbox.com](http://www.dropbox.com)) or Google Drive.

## **Tests & Readings**

The number of quizzes/tests will vary, depending on class progress, participation, and the how well students keep up with assignments, readings, etc. Generally, there will be a test for each module. Students are expected to keep up with all reading assignments and come to class prepared to discuss the material.

## **Communication**

Private E-mail (Marshall email) will be used to make any general announcements, last minute changes, etc. It is **mandatory** that you monitor your email messages at least once a day. PLEASE ONLY USE MY MARSHALL EMAIL ADDRESS FOR CORRESPONDENCE. Messages left on Blackboard will result in extremely delayed/no response. Please read and follow the guidelines outlined in the "How to Email Your Professor" article. There is a link to it posted on Bb.

All written communications, including discussion postings, emails and written assignments should be professional and courteous. Format, structure, organization, tone, clarity, spelling and punctuation all contribute to effective communication and are expected in all student communications. Any communication not deemed an appropriate business communication may be disregarded by the instructor or points may be taken off, at the sole discretion of the instructor. Students are expected to thoroughly proofread all communications

Using my University email ensures you get a response and the course run smoothly. During periods of inclement weather, check your email and Bb the night before, and the morning of class to see if it has been cancelled.

There is a great deal of information in Bb regarding the conduct of the course, additional resources, etc. You are expected to read and navigate through this material.

## **Note About Cell Phones and Internet in Class**

Please set your cell phone ringer to "Vibrate Only" mode (or turn it off) before you enter the classroom. While in class, you will be expected to work on class related materials/assignments. Please do not surf the Internet and work on other assignments unless authorized by the instructor.

During tests, cell phones MUST be put away. No exceptions.

## **Disclaimer**

The instructor reserves that right to modify the course schedule and evaluation system should it become necessary for the effective conduct of the course.

## **Social Networking**

I often receive friend requests from students via Facebook. It is my policy however, not to accept these requests from current students. This is absolutely nothing personal, so please do not take it as such. You are welcome to follow me on Twitter and or join my network on Linked-In. Please join us on the MU Digital Forensics Facebook page. There is lots of good information there including job and internship opportunities.

Please participate in our social media channels:

Facebook:: Marshall Digital Forensics & Appalachian Institute of Digital Evidence



Twitter:: @ MUDigForensics & @AppyIDE

### **Get Involved!**

There are tremendous opportunities here beyond your coursework. The student chapter of AIDE (Appalachian Institute of Digital Evidence), internships, and research are just some of the possibilities. Involvement in these activities is what can separate your resume from the others. Do not miss this opportunity. See me for details. Also, get to know the faculty. Introduce yourself, stop by and see us. The more we communicate and get to know you, the more we can help you.

Join the MU DFIA Slack site! You'll get great advice from alumni faculty mentors and faculty. See the instructor for details.

### **Recommendations**

I am very happy to write recommendations for students. My only requirement is that you give me a basis/foundation for a recommendation. Here's what I mean. If you don't get involved, earn average grades, show up late for class, do the bare minimum, don't do research, etc. I have nothing to write about.

### **NOTES::**

## **CFD 640 Advanced Cyber Forensics Bibliography**

Windows Registry Forensics: Advanced Digital Forensic Analysis of the Windows Registry 2nd Edition. Carvey, Harlan. Syngress. April 8, 2016. ISBN-13: 978-0128032916

The Art of Memory Forensics: Detecting Malware and Threats in Windows, Linux, and Mac Memory 1st Edition. Hale-Ligh, Michael. Case, Andrew. Levy, Jamie. Walters, Aaron. Wiley. July 28, 2014. ISBN-13: 978-1118825099.

Mobile Forensic Investigations: A Guide to Evidence Collection, Analysis, and Presentation, Second Edition 2nd Edition. Reiber, Lee. McGraw-Hill. January 3, 2019  
ISBN-13: 978-1260135091

SQLite Forensics. Sanderson, Paul. Independently Published. May 12, 2018  
ISBN-13: 978-1980293071

## Request for Graduate Course Deletion

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. If attachments included, merge into a single file.
3. **The Graduate Council cannot process this application until it has received both the PDF copy and signed hard copy.**
4. Additionally, attach a copy of your written notification and any response(s) regarding this course deletion to other Departments/Divisions which advise students to enroll in this course as a prerequisite, co-requisite, or as an approved elective.

College Dept/Div. Contact Person Phone Current Course Number and Title 

Rationale for Course Deletion

CIRG 622 - The Use of Technology for Literacy Instruction will no longer be a required course for the Literacy Education Certificate or the MA in Literacy Education. Advancements in the use of technology and the availability of technology in K-12 classroom settings have made this course obsolete. The course content regarding the use of online programs like Weebly and WebQuest and the Literacy Education Program assessment connected with this course have been absorbed into other classes in the Certificate and MA programs. The students completing our Certificate and MA programs will be able to demonstrate mastery of the content from the CIRG 622 The Use of Technology for Literacy Instruction course in their other Literacy Education Program courses.

 Final term and year this course is to be offered: Fall 20  22 Spring 20  Summer 20 

Course being ADDED in place of this DELETION. NOTE: A course ADDITION request form is also required.

 Course Number and Title 
Credit Hrs. 

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

Dept. Chair/Division Head

*Barbara O'Byrne*

Date

*Oct. 17/22*

Registrar

*Sonia [Signature]*

Date

College Curriculum Chair

*McKenzie Brittain*

Date

10/27/2022

Graduate Council Chair

*Scott [Signature]*

Date

*12-14-2022*

## Request for Graduate Course Deletion-Page 2

---

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

Department:  
Course Number and Title:  
Rationale for deletion:  
Final Term Offered:  
Courses added (if any):

College: College of Education and Professional Development  
Department: Literacy Education Program  
Course Number and Title: CIRG 622 - The Use of Technology for Literacy Instruction  
Rationale for Deletion: CIRG 622 - The Use of Technology for Literacy Instruction will no longer be a required course for the Literacy Education Certificate or the MA in Literacy Education. Advancements in the use of technology and the availability of technology in K-12 classroom settings have made this course obsolete. The course content regarding the use of online programs like Weebly and WebQuest and the Literacy Education Program assessment connected with this course have been absorbed into other classes in the Certificate and MA programs. The students completing our Certificate and MA programs will be able to demonstrate mastery of the content from the CIRG 622 The Use of Technology for Literacy Instruction course in their other Literacy Education Program courses. Students with this course on existing plans of study will be accommodated in appropriate substitute courses.  
Final Term Offered: Fall 2022  
Courses added (if any): None

## 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: COEPDDept/Division: Literacy Education ProgramContact Person: Dr. Barbara O'ByrnePhone: 304-746-1986Degree Program MA in Literacy EducationCheck action requested:  Addition  Deletion  ChangeEffective Term/Year    Fall 20     Spring 20  23    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>Barbara O'Byrne</u>	Date <u>Oct. 17/22</u>
College Curriculum Chair <u>McKenzie Brittain</u>	Date <u>10/24/2022</u>
College Dean <u>Feresa Cagle</u>	Date <u>10-24-2022</u>
Graduate Council Chair <u>Scott Duni</u>	Date <u>12-14-2022</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)

In order to remain competitive with other degree programs in West Virginia, the Literacy Education Program MA program will move from 36 credit hours to a 30 credit hour program. A total of 6 hours are being dropped from our program. CIRG 622 - The Use of Technology for Literacy Instruction will be deleted from the program as a requirement. The course content and program assessment connected with this course have been absorbed into other classes in the MA program. The students completing our MA program will demonstrate mastery of the content from the CIRG 622 course in other Literacy Education Program courses, which has made this stand-alone course obsolete. Students in the MA program are currently required to complete two elective courses. Students will be required to have one elective course. The 30 credit hour program, consisting of nine required courses and one elective, meets all accreditation requirements and prepares candidates for success as literacy specialists.

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)

**DELETE - CIRG 622 - The Use of Technology for Literacy Instruction**  
3 Credit Hours

CIRG 622 is a required course for the Literacy Education Certificate.

**REDUCE NUMBER OF ELECTIVES -** Students will be required to select one elective course, chosen in consultation with the program advisor.

**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)

The Master of Arts in Literacy Education consists of six foundation courses, four advanced courses, two of which are practicum experiences, and two elective courses, for a total of 36 credit hours.

#### Program Requirements:

Degree candidates follow a planned program of study and must maintain a cumulative Grade Point Average (GPA) of 3.0. The program of study includes several assessments that are completed as candidates move through the program. A minimum of one year of teaching experience or equivalent as a long-term substitute is required by the time of program completion.

This program requires six hours of supervised practicum in CIRG 623 and CIRG 643. Students must earn a grade of "B" or better in CIRG 623 Lit Facilitator Pract and CIRG 643 Tch Strug Readers Practicum and complete a series of performance assessments completed as they move through the program.

#### Plan Of Study

A Plan of Study approved by the student's advisor must be on file with the Literacy Education program within 30 days of acceptance into the program. The Plan of Study is a student's "blueprint" for completing graduation requirements.

Course List	Code Title	Credit Hours
CIRG 636	Developmental Reading	3
CIRG 644	Literacy in the Content Area	3
CIRG 615	Writing in Literacy Curriculum	3
CIRG 653	Literacy Acquisition	3
CIRG 622	Literacy Technology	3
CIRG 637	Literacy Assessment	3
CIRG 654	Aligning Assess with Instruct	3
CIRG 643	Tch Strug Readers Practicum	3
CIRG 623	Lit Facilitator Pract	3
CIRG 621	Curr Issues & Prob Reading	3

Select two electives, chosen in consultation with the program advisor.

Total Credit Hours 36

This program requires six hours of supervised practicum and a series of performance assessments completed as candidates move through the 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)

The Master of Arts in Literacy Education consists of five foundation courses, four advanced courses, two of which are practicum experiences, and one elective course, for a total of 30 credit hours.

### **Program Requirements:**

Degree candidates follow a planned program of study and must maintain a cumulative Grade Point Average (GPA) of 3.0. The program of study includes several assessments that are completed as candidates move through the program. A minimum of one year of teaching experience or equivalent as a long-term substitute is required by the time of program completion.

This program requires six hours of supervised practicum in CIRG 623 and CIRG 643. Students must earn a grade of "B" or better in CIRG 623 Lit Facilitator Pract and CIRG 643 Tch Strug Readers Practicum and complete a series of performance assessments completed as they move through the program.

### **Plan Of Study**

A Plan of Study approved by the student's advisor must be on file with the Literacy Education program within 30 days of acceptance into the program. The Plan of Study is a student's "blueprint" for completing graduation requirements.

<b>Course List</b>	<b>Code Title</b>	<b>Credit Hours</b>
CIRG 636	Developmental Reading	3
CIRG 644	Literacy in the Content Area	3
CIRG 615	Writing in Literacy Curriculum	3
CIRG 653	Literacy Acquisition	3
CIRG 637	Literacy Assessment	3
CIRG 654	Aligning Assess with Instruct	3
CIRG 643	Tch Strug Readers Practicum	3
CIRG 623	Lit Facilitator Pract	3
CIRG 621	Curr Issues & Prob Reading	3

Select one elective, chosen in consultation with the program advisor.  
Total Credit Hours 30



## **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:**

**College:** College of Education and Professional Development

**Department:** Literacy Education Program

**Major or Degree:** MA in Literacy Education

**Type of Change:** Deletion / Program Change

**Rationale:**

In order to remain competitive with other degree programs in West Virginia, the Literacy Education Program MA program will move from 36 credit hours to a 30 credit hour program. A total of 6 hours are being dropped from our program. CIRG 622 - The Use of Technology for Literacy Instruction will be deleted from the program as a requirement. The course content and program assessment connected with this course have been absorbed into other classes in the MA program. The students completing our MA program will demonstrate mastery of the content from the CIRG 622 course in other Literacy Education Program courses. Technology for literacy instruction has been integrated into all facets of literacy instruction in K-12 settings which has made this stand alone course obsolete. Students in the MA program are currently required to complete two elective courses. This will be reduced. Students will be required to have one elective course to complete the MA program. The 30 credit hour program, consisting of nine required courses and one elective, meets all accreditation requirements and prepares candidates for success as literacy specialists.

## Request for Graduate Addition, Deletion, or Change of a Certificate

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.**
- NOTE: If proposing a new certificate, please read this first: [www.marshall.edu/graduate/graduatecouncil/certificatespolicy/certificatepolicy.pdf](http://www.marshall.edu/graduate/graduatecouncil/certificatespolicy/certificatepolicy.pdf)**

College: COEPDDept/Division: Literacy Education ProgramContact Person: Dr. Barbara O'ByrnePhone: 304-746-1986Name of Certificate Literacy Education CertificateCheck action requested:  Addition  Deletion  ChangeEffective Term/Year    Fall 20     Spring 20  23    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>Barbara O'Byrne</u>	Date <u>Oct. 17/22</u>
College Curriculum Chair <u>McKenzie Brittain</u>	Date <u>10/24/2022</u>
College Dean <u>Terisa Eagle</u>	Date <u>10-24-2022</u>
Graduate Council Chair <u>Scott Deen</u>	Date _____
Provost/VP Academic Affairs _____	Date _____
Presidential Approval _____	Date _____

## Request for Graduate Addition, Deletion, or Change of a Certificate-Page 2

Please provide a rationale for addition, deletion, change:

CIRG 622 - The Use of Technology for Literacy Instruction will no longer be a required course for the Literacy Education Certificate. Advancements in the use of technology and the availability of technology in K-12 classroom settings have made this course obsolete. The course content regarding the use of online programs like Weebly and WebQuest and the Literacy Education Program assessment connected with this course have been absorbed into other classes in the Literacy Education Certificate program. The students completing our Literacy Education Certificate program will be able to demonstrate mastery of the content from the CIRG 622 The Use of Technology for Literacy Instruction course in their other Literacy Education Program courses.

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.

CIRG 622 - The Use of Technology for Literacy Instruction

3 Credit Hours

CIRG 622 is a required course for the Literacy Education Certificate.

CIRG 622 - The Use of Technology for Literacy Instruction will no longer be a required course for the Literacy Education Certificate.

**1. ADDITIONAL RESOURCE REQUIREMENTS:** If your program requires additional faculty, equipment or specialized materials to ADD or CHANGE this certificate, 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 Certificate-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 1: Current Catalog Description of Literacy Education Certificate.

See Attachment 2: Edits to the Current Description.

### 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.

### 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).

#### Program Description:

##### Literacy Education (15 hours)

The Literacy Education Certificate is intended for educators who hold an initial teaching license and wish to become highly qualified teachers of reading. It consists of five courses, with embedded field-experiences and leads to a reading endorsement at either the elementary or secondary level. It may be used as an endorsement for teaching reading.

#### Certificate Program Admission Requirements:

Prospective certificate-only students should apply for admission to Marshall University as a Certificate/Professional Development student and select on the application form the certificate they wish to pursue.

In addition, they must have:

1. an initial undergraduate degree in education from a regionally accredited college or university; and
2. a valid teaching license.

#### Plan Of Study:

A Plan of Study approved by the student's advisor must be on file with the Literacy Education program within 30 days of acceptance into the program. The Plan of Study is a student's "blueprint" for completing graduation requirements.

Course List	Code Title	Credit Hours
CIRG 636	Developmental Reading	3
CIRG 644	Literacy in the Content Area	3
CIRG 615	Writing in Literacy Curriculum	3
CIRG 653	Literacy Acquisition	3
CIRG 637	Literacy Assessment	3

## **Request for Graduate Addition, Deletion, or Change of a Certificate-Page 4**

---

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:**

**Name of Certificate:**

**Credit Hours:**

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

**Rationale:**

**College:** College of Education and Professional Development

**Department:** Literacy Education Program

**Name of Certificate:** Literacy Education Certificate

**Credit Hours:** 3

**Change:** Course Requirement Deletion

**Course Number and Title:** CIRG 622 - The Use of Technology for Literacy Instruction

**Rationale for Deletion:** CIRG 622 - The Use of Technology for Literacy Instruction will no longer be a required course for the Literacy Education Certificate. Advancements in the use of technology and the availability of technology in K-12 classroom settings have made this course obsolete. The course content regarding the use of online programs like Weebly and WebQuest and the Literacy Education Program assessment connected with this course have been absorbed into other classes in the Certificate and MA programs. The students completing our Literacy Education Certificate will be able to demonstrate mastery of the content from the CIRG 622 The Use of Technology for Literacy Instruction course in their other Literacy Education Program courses.

**Final Term Offered:** Fall 2022

**Courses added (if any):** None

## 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 existing 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 identical PDF copy 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: Health Professions Dept/Division: Athletic Training

Contact Person: Zach Garrett Phone: 304-696-2924

Rationale for Request:

The catalog change being requested is to allow for a change from just summer admission into the PMSAT program to allowing for Fall admission for students who may have a delay in degree conferral who are completing their undergraduate degrees per discretion of the Program Director.

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 Zach Garrett Date 9/16/22

Registrar Sonya [Signature] Date \_\_\_\_\_

College Curriculum Committee Chair Zach Garrett Date 9/23/22  
(or Dean if no college curriculum committee)

Graduate Council Chair Scott Louni Date 12-14-2022

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.

### Admission Criteria

Acceptance into the Professional Master of Science in Athletic Training program is competitive and not guaranteed. Prospective students must meet the minimum criteria listed that follow to be considered for admission to the program:

- Admission to Marshall University;
- An overall cumulative minimum GPA of 3.0;
- A letter grade of C or better on all prerequisite coursework;
- Submit by February 15 all forms and supporting documentation to apply to the PMAT (*Note: refer to the current edition of the Athletic Training Program Policies and Procedures Manual for information regarding the application and admission requirements*)
- Directed observation clinical experience (*Note: refer to the current edition of the Athletic Training Program Policies and Procedures Manual for details regarding the requirements for this DO clinical experience*);
- Successful interview (Interviews will be extended in March);
- Ability to meet the Technical Standards of Admission documented by a licensed physician.

Application to the Marshall University PMAT program is completed through a centralized application system known as ATCAS. Applicants will apply online using the ATCAS system. To learn more about the ATCAS application process visit <https://atcas.liasoncas.com/>. Application to the PMAT is on a rolling admission basis; however, to receive priority consideration all application materials must be received by February 15 for the Summer 3 session, which is when the program begins. All applicants should follow the admissions process described in this catalog or at the Graduate Admissions website at <http://www.marshall.edu/graduate/admissions/how-to-apply-for-admission>.

## Request for Graduate Non-Curricular Changes – Page 3

2. **Edits to current description:** Attach or insert 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.

### Admission Criteria

Acceptance into the Professional Master of Science in Athletic Training program is competitive and not guaranteed. Prospective students must meet the minimum criteria listed that follow to be considered for admission to the program:

- Admission to Marshall University;
- An overall cumulative minimum GPA of 3.0;
- A letter grade of C or better on all prerequisite coursework;
- Submit by February 15 all forms and supporting documentation to apply to the PMAT (*Note: refer to the current edition of the Athletic Training Program Policies and Procedures Manual for information regarding the application and admission requirements*)
- Directed observation clinical experience (*Note: refer to the current edition of the Athletic Training Program Policies and Procedures Manual for details regarding the requirements for this DO clinical experience*);
- Successful interview (Interviews will be extended in March);
- Ability to meet the Technical Standards of Admission documented by a licensed physician.

Application to the Marshall University PMAT program is completed through a centralized application system known as ATCAS. Applicants will apply online using the ATCAS system. To learn more about the ATCAS application process visit <https://atcas.liasoncas.com/>. Application to the PMAT is on a rolling admission basis; however, to receive priority consideration all application materials must be received by February 15 for the Summer 3 session, which is when the program begins. **Applicants who are admissible for the regular admission cycle, with a Summer start, may be permitted to delay graduate enrollment to the fall semester in limited instances, at the discretion of the Program Director, and if space permits.** All applicants should follow the admissions process described in this catalog or at the Graduate Admissions website at <http://www.marshall.edu/graduate/admissions/how-to-apply-for-admission>.



## Request for Graduate 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.

### Admission Criteria

Acceptance into the Professional Master of Science in Athletic Training program is competitive and not guaranteed. Prospective students must meet the minimum criteria listed that follow to be considered for admission to the program:

- Admission to Marshall University;
- An overall cumulative minimum GPA of 3.0;
- A letter grade of C or better on all prerequisite coursework;
- Submit by February 15 all forms and supporting documentation to apply to the PMAT (*Note: refer to the current edition of the Athletic Training Program Policies and Procedures Manual for information regarding the application and admission requirements*)
- Directed observation clinical experience (*Note: refer to the current edition of the Athletic Training Program Policies and Procedures Manual for details regarding the requirements for this DO clinical experience*);
- Successful interview (Interviews will be extended in March);
- Ability to meet the Technical Standards of Admission documented by a licensed physician.

Application to the Marshall University PMAT program is completed through a centralized application system known as ATCAS. Applicants will apply online using the ATCAS system. To learn more about the ATCAS application process visit <https://atcas.liaisoncas.com/>. Application to the PMAT is on a rolling admission basis; however, to receive priority consideration all application materials must be received by February 15 for the Summer 3 session, which is when the program begins. Applicants who are admissible for the regular admission cycle, with a Summer start, may be permitted to delay graduate enrollment to the fall semester in limited instances, at the discretion of the Program Director, and if space permits. All applicants should follow the admissions process described in this catalog or at the Graduate Admissions website at <http://www.marshall.edu/graduate/admissions/how-to-apply-for-admission>.

## Request for Graduate Non-Curricular Changes – Page 5

Please insert below your proposed change information for the Graduate Council agenda.

Type of change request: **Non-Curricular Change**

Department: **Athletic Training**

Degree program: **Professional Masters of Science in Athletic Training**

Effective date (fall/spring/summer, year): **Fall 2022**